

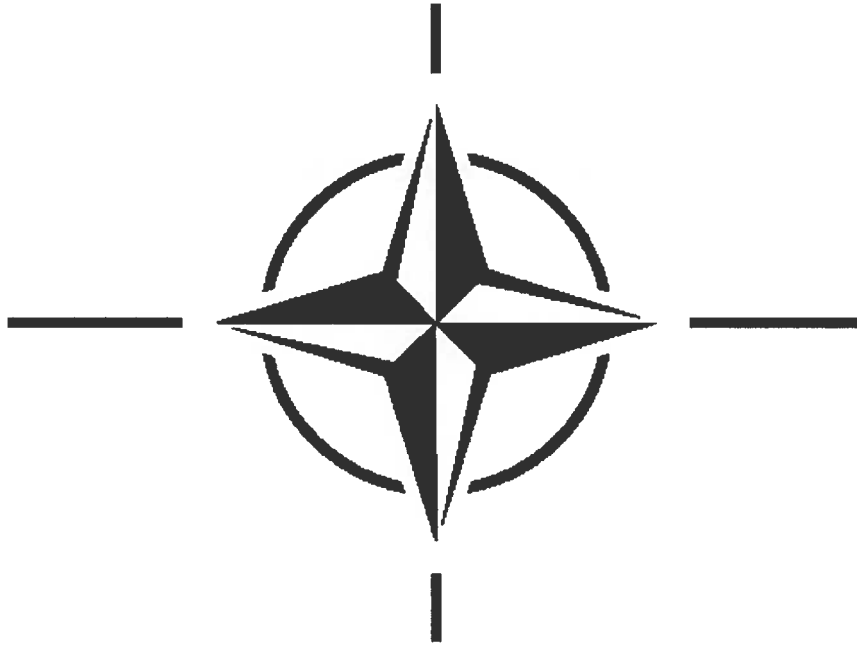
**NATO STANDARD**

**AAP-77**

**NATO TERMINOLOGY MANUAL**

**Edition A Version 1**

**AUGUST 2018**



**NORTH ATLANTIC TREATY ORGANIZATION**

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**NATO STANDARDIZATION OFFICE (NSO)**  
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27 August 2018

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Zoltán GULYÁS  
Brigadier General, HUNAF  
Director, NATO Standardization Office

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# CHAPTER 1 – INTRODUCTION

## 1.1. PREFACE

NATO has long recognized the need for its members and partners to be able to communicate clearly and unambiguously with each other, since in political, civilian and military activities, misunderstandings can lead to inefficiency and may even have more serious consequences.

Soon after NATO was established in 1949, many of its specialist communities ('senior committees' or 'tasking authorities') thought it worthwhile to lay down their terminology in all manner of lists, lexicons, glossaries, dictionaries, etc. Unfortunately, this terminology was not developed in a consistent or coordinated manner among the bodies concerned.

This situation led to the recognition of the need to ensure overall standardization of terminology in NATO. However, it was not until the beginning of the 21st century that terminology standardization became an official policy objective. Following the approval of the NATO Policy for Standardization (C-M(2000)54), in 2000, which stated that "NATO documents must use NATO Agreed terminology", it was necessary to organize a process, known as the NATO Terminology Programme (NTP), to assign 'NATO Agreed' status to terminology. The NTP is described in detail in chapter 3 of the NATO Terminology Directive.

In accordance with the NATO Terminology Directive (PO(2015)0193), the terminology that is agreed through the NTP is to be used in NATO documents and communications of all kinds. For that reason, it is centrally managed at NATO Headquarters by the NATO Terminology Office (NTO) of the NATO Standardization Office (NSO).

## 1.2. PURPOSE

The purpose of this Manual is to:

- (1) explain the basic concepts involved in terminology work;
- (2) lay down the English and French lexicographical and terminographical conventions to be followed when developing NATO terminology; and
- (3) give detailed instructions on the preparation of lexicons.

## 1.3. SCOPE

This Manual shall apply to all actors in the NTP and authors of NATO documents.

This Manual addresses the elements that make up a terminological entry for a particular concept, such as terms, abbreviations and definitions, notes and examples. This Manual does not address symbols, codes, formulas, icons, pictures, diagrams or other graphic representations, although they may appear in terminological entries (e.g., mission-task verbs).

## 1.4. ILLUSTRATIONS

The examples given in the boxes in this Manual are for illustrative purposes only and do not necessarily reflect current agreed NATO terminology. Furthermore, they are not necessarily formatted as they would be in NATOTerm.

## 1.5. REFERENCES

- (1) PO(2016)0315 Revised NATO Policy for Standardization
- (2) PO(2015)0193 NATO Terminology Directive
- (3) *Concise Oxford English Dictionary* (Oxford University Press, latest edition)
- (4) *Le Petit Robert de la langue française* (Le Robert, latest edition)

## 1.6. CLASSIFICATION OF TERMINOLOGY

In general, it is assumed that the terminology proposed in the context of the NTP has no security classification, irrespective of the classification of the document in which it is included.

Tasking authorities and proposers must therefore carefully evaluate this aspect and inform the NATO Terminology Office if a security classification is ascribed to the terminology they propose on its own merits.

The rules and standardization procedures laid down in the NATO Terminology Directive and in this Manual apply to all terminology that needs to become 'NATO Agreed', regardless of its classification.



## CHAPTER 2 – TERMINOLOGY AND CONCEPTS

### 2.1. CONCEPT, DESIGNATION AND DEFINITION

#### 2.1.1. GENERAL

To write consistent, logical and clear terms and definitions, it is necessary to understand some of the underlying theory of terminology. The fundamental elements of terminology are the concept, the designation and the definition.

#### 2.1.2. CONCEPT

The starting point is the concept (also called the notion), which is a mental representation of something that can be considered a unit of knowledge.

##### 2.1.2.1. CONCEPT SYSTEM

A concept normally exists in relation to other concepts, which collectively form a concept system. In such a system, concepts are ranked in descending order from the most general to the most particular. A concept which is ranked higher (more general) is called the superordinate concept. A lower-ranked concept (more particular) is called the subordinate concept. Subordinate concepts at the same level and having the same criterion of subdivision are called coordinate concepts.

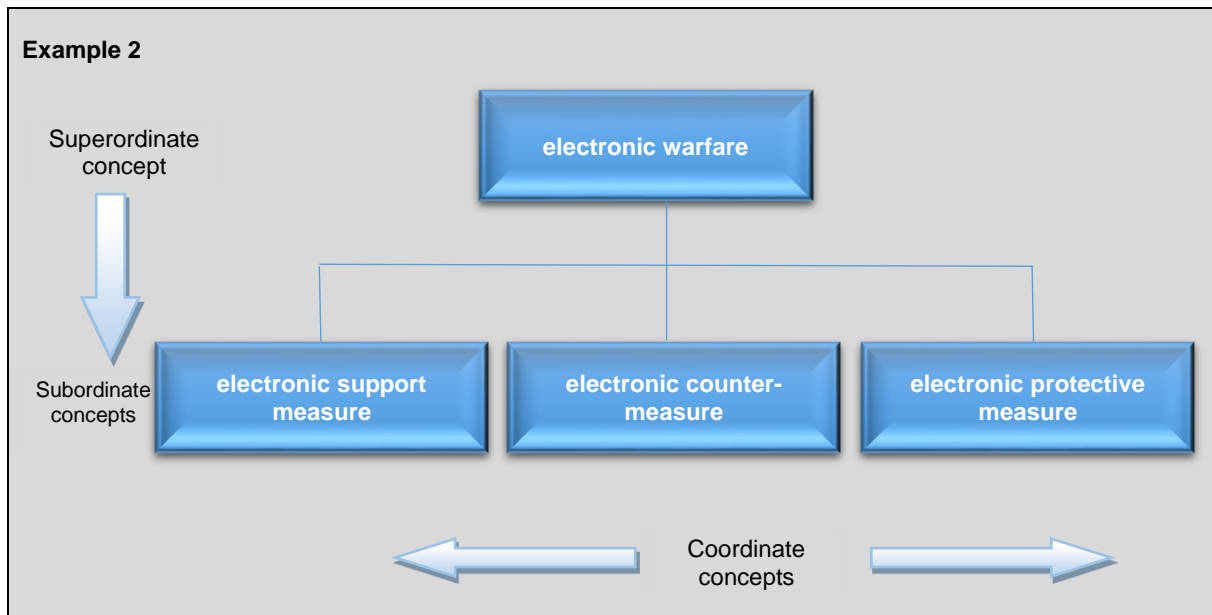
##### Example 1

**intelligence** (superordinate concept)  
**human intelligence – electronic intelligence – signals intelligence** (subordinate concepts of **intelligence**,  
 and coordinate concepts between themselves)

##### 2.1.2.2. CONCEPT DIAGRAM

A concept diagram may be used to model the hierarchical relationships between the various concepts of a semantic<sup>1</sup> family. A concept diagram is organized into levels where the superordinate concept is subdivided into subordinate concepts by applying the same criterion (as illustrated in Example 2).

<sup>1</sup> Relating to meaning in language or logic, Concise Oxford English Dictionary (Edition 12).



Establishing such a concept diagram can help you write definitions (see 3.3., The definition > Consistency).


### 2.1.3. DESIGNATION

The designation is a label that represents a concept. A designation may be a term, an abbreviation, a symbol, a code, a formula, an icon, a picture, a diagram or any other graphic representation. It should be precise and mirror exactly the underlying concept.

#### Synonymy

A concept may be represented by more than one designation in a given language. These are called synonyms.

#### Example 3

toilet = restroom = WC =   
 close = shut  
 water = hydrogen oxide = H<sub>2</sub>O

When there are several designations for a concept, one or more of them may be considered the best to use in a given context ('preferred'), other designations may be acceptable ('admitted'), others, for a variety of reasons, may be unsuitable and must be avoided ('deprecated'). Finally, some designations may be obsolete.

Preferred: the best or most complete term(s) to use.

Admitted: a synonymous term that is also acceptable.

**Deprecated:** a term that may be in use but is considered to be unsuitable, for example it is misleading or incomplete.

**Obsolete:** a term that is no longer in use either because it has been replaced by another term or because the concept it refers to is no longer in use.

#### Example 4

**Preferred term:** **data processing system**  
**Synonyms:** **computer system** (admitted)  
**automatic data processing system** (admitted)  
**data system** (deprecated)  
**computing system** (obsolete)

## Polysemy

A designation may represent more than one concept. It is then said to be polysemic. The addition of a qualifier helps to distinguish concepts which belong to the same or to different subject fields.

#### Example 5

##### hand

1. The end part of the arm beyond the wrist.
2. A pointer on a clock or watch indicating the time.
3. An active role (e.g., to play a hand in organizing an event).
4. A person engaging in manual labour.
5. A round of applause.
6. The set of cards dealt to a person in a card game.
7. A person's handwriting.
8. A unit of measurement of a horse's height.

##### PM

1. precautionary measure
2. preventive maintenance
3. provost marshal

## 2.1.4. DEFINITION

A concept is described formally by a definition.

#### Example 6

##### dog

**[Informal description]** A furry animal called Rex that lives in my house, barks when it hears someone approaching, likes playing with children and wants to be taken for walks.

**[Definition]** A domesticated carnivorous mammal descended from the wolf, with a barking or howling voice, an acute sense of smell and non-retractile claws.

*The correct definition links the concept to the superordinate concept (domesticated carnivorous mammal) and gives enough information to distinguish the concept of dog from other similar concepts, e.g., cat.*

## 2.2. BILINGUAL REQUIREMENT

In accordance with PO(2015)0193 NATO Terminology Directive, NATO terminology is developed and agreed in both official languages.

## 2.3. SEX AND GENDER

NATO recognizes the equality of both sexes. It is therefore NATO's policy to write all parts of terminological entries so that they are gender-neutral or cover both sexes whenever possible.

In English, the third-person singular pronouns 'he' and 'she', the possessive adjectives 'his' and 'her' and the possessive pronouns 'his' and 'hers' indicate the sex of the person referred to. Avoid such forms whenever possible.

In French, follow the grammatical gender of the corresponding noun. When a noun designating a person has a masculine and a feminine form, use the masculine form.

However, despite NATO's policy of writing gender-neutral terminology in both official languages, users searching NATOTerm may find terminology that appears gender-biased (e.g., 'commander' pronominalized by 'he' in English). Occurrences of 'he' or 'his' must be understood as generic rather than androcentric and do not indicate a preference for men to occupy the positions referred to.

Other words, such as nouns or verbs that may give the impression of a gender bias must be understood in a generic manner (e.g., 'manpower' refers to the number of people available for work or service, not just men; 'to man' an organization is to provide it with the necessary personnel of either sex).

### Example 7

In English:

Wrong:

**acknowledgement**

A message from the addressee informing the originator that his communication has been received and is understood.

Right:

**acknowledgement**

A message from the addressee informing the originator that the latter's communication has been received and is understood.

In French:

Wrong:

**zone de responsabilité du renseignement**

Zone attribuée à un(e) commandant(e) dans laquelle il ou elle a la responsabilité de fournir le renseignement avec les moyens mis à sa disposition.

Right:

**zone de responsabilité du renseignement**

Zone attribuée à un commandant dans laquelle il a la responsabilité de fournir le renseignement avec les moyens mis à sa disposition.

*It is understood that a 'commandant' may be either a man or a woman.*

## 2.4. ISO REFERENCES

This Manual has been derived from the following standards of the International Organization for Standardization (ISO):

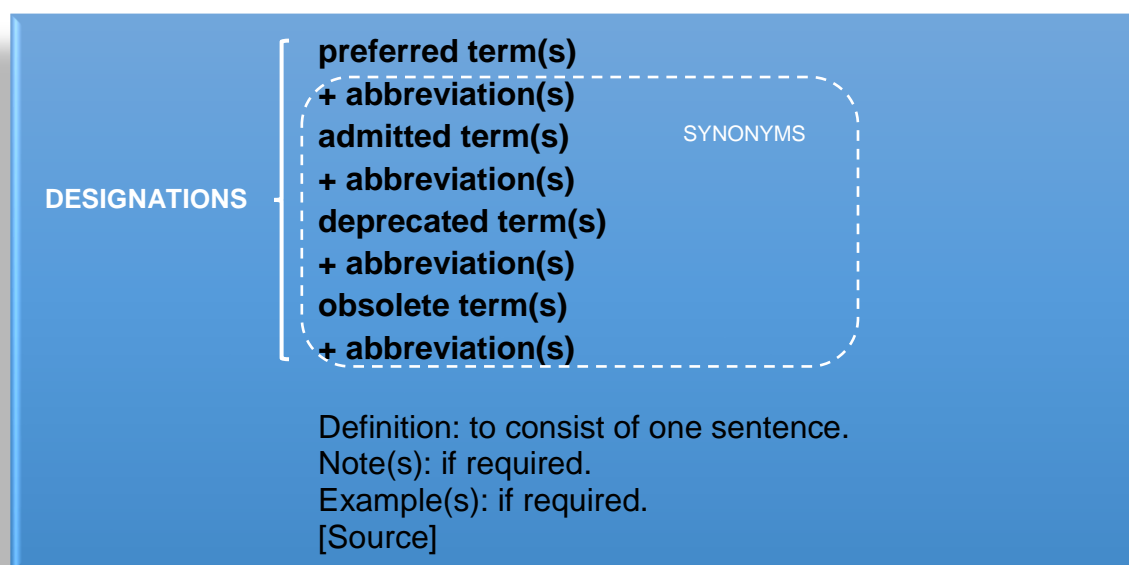
- ✓ ISO 704, Terminology work – Principles and methods, 3rd edition, 2009
- ✓ ISO 860, Terminology work – Harmonization of concepts and terms, 3rd edition, 2007
- ✓ ISO 1087, Terminology – Vocabulary, 1st edition, 1990
- ✓ ISO 1087-1, Terminology work, Vocabulary – Part 1: Theory and application, 1st edition, 2000
- ✓ ISO 1087-2, Terminology work, Vocabulary – Part 2: Computer applications, 1st edition, 2000
- ✓ ISO 12199, Alphabetical ordering of multilingual terminology and lexicographical data represented in the Latin alphabet, 1st edition, 2000
- ✓ ISO 12616, Translation-oriented terminography, 1st edition, 2002

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## CHAPTER 3 – THE TERMINOLOGICAL ENTRY

This chapter describes the structure of a terminological entry and its various elements, as prescribed by ISO 704.

Each terminological entry, or entry, contains all the terminological information relating to a particular concept and is processed as a single unit through the NTP. It includes the following elements:



This chapter explains the various elements of the entry: the term, the abbreviation, the definition, the notes, the examples and the source.

### 3.1. THE TERM

#### 3.1.1. DESCRIPTION

A term is a designation of a concept in a specific subject field. It consists of one or more words.

#### 3.1.2. SOURCE

Whenever possible, instead of creating a new term for a document, adopt existing terms found in one of the following sources:

**NATO sources.** When determining the correct term to use, first check what terms may already be in use for the relevant concept or similar concepts. Search in NATOTerm as well as in NATO documents, such as policy documents, doctrine and other documents that describe the concept in its context.

**Reference dictionaries.** If no suitable term is found in NATO sources, consult the Concise Oxford English Dictionary (COED) for English and Le Petit Robert de la langue française (Le Petit Robert) for French (latest editions). If the reference dictionaries already contain a term that corresponds to the concept you wish to define, use it rather than creating a new term.

**Other terminological reference sources.** If neither the NATO sources nor the reference dictionaries contain a suitable term, whenever possible use a term approved by relevant standardization bodies in the order of precedence laid down below:

- 1) International, e.g., the International Civil Aviation Organization (ICAO), the International Electrotechnical Commission (IEC), the Internet Engineering Task Force (IETF), the International Organization for Standardization (ISO), the International Telecommunication Union (ITU);
- 2) Regional, e.g., the European Committee for Standardization (CEN), the European Committee for Electrotechnical Standardization (CENELEC), the European Telecommunications Standards Institute (ETSI);
- 3) National, e.g., the Association française de normalisation (AFNOR), the British Standards Institute (BSI), the Deutsches Institut für Normung (DIN);
- 4) Private sector (e.g., industry associations).

### 3.1.3. DEVELOPMENT

If there is an existing term but it does not conform to the lexicographical, terminographical and other conventions and rules laid down in this Manual, adapt it accordingly. Only create a new term if no suitable term is found in any of the above sources. As a result, other existing entries may need to be modified or cancelled.

In all cases, follow the principles given below.

#### 3.1.3.1. PRINCIPLES

##### **Transparency**

Use terms that are transparent. A term is considered transparent when the concept it designates can be inferred, at least partially, without a definition. In particular, the formulation cannot be misleading, incomplete or counterintuitive.



**Example 8**Wrong:

(misleading)  
**security certification**

*Reason: If the concept is: "A document issued by a competent national authority to indicate that a person has been investigated and is eligible for access to classified matter", then the term should be 'certificate'. 'Certification' is a process rather than a document.*

(incomplete)  
**preliminary target**

*Reason: If the concept is: "A target which is earmarked for demolition...", then the term is incomplete as it is not clear that it refers to a demolition target and not some other kind of target.*

(counterintuitive)  
**universal suffrage**

*Reason: 'Suffrage' means the right to vote in political elections. 'Universal' relates to all people. 'Universal suffrage' should therefore mean that everyone can vote. This is never actually the case as there are exclusions based on age, nationality, criminal convictions, etc. This term is nevertheless regrettably in common use.*

Right:

**security certificate**

**preliminary demolition target**

**suffrage**

**Conciseness**

Write terms with as few words as possible provided this does not conflict with the requirement to achieve transparency.

**Example 9**Wrong:

**self-propelled road vehicle**

*These two designations are synonyms and are both correct, but 'automobile' is preferred because it is shorter while still transparent in meaning.*

Right:

**automobile**

**Stability**

Do not change a well-established term unnecessarily. However, when it is poorly formulated, propose a modification in accordance with the rules in this Manual, unless there are compelling reasons not to do so.

**Example 10**

**SUPREME HEADQUARTERS ALLIED POWERS EUROPE**

*Since 2003, a more exact term in the new NATO command structure would be 'Headquarters Allied Command Operations'. However, because 'SHAPE' had been used for many decades, it was decided not to change this title.*

## Consistency

When formulating a term, ensure consistency by using NATO Agreed terminology whenever possible.

### Example 11

Wrong:

**operating commander**

Right:

**operational commander**

*NATO Agreed terms use the adjective 'operational' to qualify concepts related to military operations, e.g. 'operational command', 'operational readiness', 'operational requirement', 'operational intelligence', etc. If you wish to coin a new term used in the context of operations, use a similar formulation to the existing terms.*

## NATO official languages

- (1) The NATO official languages are English and French. Use the preferred British English spelling indicated in the latest edition of the COED. In French, use the spelling indicated in the latest edition of Le Petit Robert.

### Example 12

In English:

Wrong:

**labor**

**thru**

**ax**

**aluminum**

**pediatrics**

**theater**

**organisation**

**standardisation**

Right:

**labour**

**through**

**axe**

**aluminium**

**paediatrics**

**theatre**

**organization**

**standardization**

- (2) Give preference to words or phrases native to each language rather than borrow from the other.

### Example 13

In English:

Wrong:

**raison d'être**

**carte de visite**

Right:

**reason for existence**

**visiting card**

In French:

Wrong:

**broker**

**software**

Right:

**courtier**

**logiciel**

## 3.1.3.2. TERMINOGRAPHY

**Grammatical simplicity**

Write a term in its simplest possible grammatical form, e.g., a noun or noun phrase in the singular without an article, a verb in the infinitive without the particle 'to' in English, an adjective or past participle in the masculine singular in French.

In French, if the term defined is a verb, write it in the infinitive. If it is a reflexive verb, write the pronoun in brackets after the verb so as to retain the normal alphabetical order.

**Example 14**Wrong:

the peace support operations  
to assign  
aéroportées  
s'adresser  
se laver

Right:

peace support operation  
assign  
aéroporté  
adresser (s')  
laver (se)

**Word class**

Indicate the word class (also called part of speech), for example noun, adjective, verb, whenever there is more than one possible usage, by selecting the appropriate grammatical indicator.

The NTP uses the following grammatical indicators:

adj.	adjective
adv.	adverb
f.	feminine
m.	masculine
n.	noun
pl.	plural

p. pass.	past participle
p. pr.	present participle
sing.	singular
v.	verb
v. intr.	intransitive verb
v. tr.	transitive verb

**Example 15****thermoplastic**, n.

A plastic that has thermoplastic properties.

**thermoplastic**, adj.

Capable of being repeatedly softened by heating and hardened by cooling through a temperature range characteristic of the plastic and, in the softened state, of being repeatedly shaped by flow into articles by moulding, extrusion or forming.

**Gender**

Indicate the gender of a French noun by selecting the appropriate grammatical indicator from the list above (see 3.1.3.2., Terminography > Word class).

## Number

Terms should be written in the singular, except when used exclusively in the plural. If the term is a noun that is used only in the plural or only in the singular, indicate this by selecting the appropriate grammatical indicator from the list above (see 3.1.3.2., Terminography > Word class).

### Example 16

Wrong:

**amphibious forces**  
**communication and information system**  
**logistics, pl.**

Right:

**amphibious force**  
**communication and information systems, pl.**  
**logistics, sing.**

## Word order

Write compound terms in the natural word order. Do not use nomenclature-style inverted word order.

### Example 17

Wrong:

**centre, communication**  
**centre, intelligence**

Right:

**communication centre**  
**intelligence centre**

## Capitalization

Use lower-case letters throughout a term unless it includes proper nouns or words that must begin with an upper case (see also chapter 4, Style conventions and capitalization).

### Example 18

Wrong:

**NATO Strategic Commander**  
**Identification, Friend or Foe**  
**mach number**

Right:

**NATO strategic commander**  
**identification, friend or foe**  
**Mach number**

## Abbreviations in a term

With the exception of 'NATO', do not include an abbreviation in a preferred term. You may, however, include an abbreviation in a synonym of the preferred term, based on usage.

**Example 19**Wrong:

**collective CBRN protection**  
**COLPRO**

**North Atlantic Treaty Organization strategic commander**  
**NATO strategic commander** (admitted)

Right:

**collective chemical, biological, radiological and nuclear protection**  
**COLPRO** (admitted)

**NATO strategic commander**

Some abbreviations have been adopted as words in common language and are listed as such in the reference dictionaries (e.g., laser, radar). Such words are not considered to be abbreviations for the purposes of the NTP.

**Example 20**Wrong:

**radio detection and ranging gun**  
**light amplification by stimulated emission of radiation printer**

Right:

**radar gun**  
**laser printer**

**Subject field**

A term must not include an indication of the subject field in which it is used. Indicate this in the definition (see also 3.3.3.4., Terminography > Structure of an intensional definition).

**Example 21**Wrong:

**tasking authority** (standardization)

**tasking authority** (operations)

Right:

**tasking authority**<sup>1</sup>

In NATO standardization, a senior committee that has the remit to validate standardization objectives or standardization proposals, to establish the related standardization tasks and to produce, endorse and maintain the resulting NATO standardization documents.

**tasking authority**<sup>2</sup>

In NATO operations, the authority of an organization or individual to task assets, resources or personnel.

**Hyphens and special characters**

Use hyphens where required by the grammar of the language (see also chapter 4, Style conventions and capitalization). Do not use special characters such as parentheses, square brackets, dashes or slashes in a term.

The inclusion of hyphens or special characters where they should not be, or their absence where they are needed, will influence the results of a search in NATOTerm. For example, using parentheses to include both the singular and the plural form of a noun will prevent a user from finding the term in the NATOTerm database if they type either the singular or the plural.

#### Example 22

##### Wrong:

**off the shelf**, adj.  
**life-cycle**  
**data link-16**  
**weapon(s) system**

##### Right:

**off-the-shelf**, adj.  
**life cycle**  
**data link 16**  
**weapon system** (preferred)  
**weapons system** (preferred)

## Synonymy

If there is more than one term for a given concept, each term must be given an acceptability rating. Write the acceptability rating after the term as shown below.

Preferred: the best or most complete term(s) to use.

Admitted: a synonymous term that is also acceptable.

Deprecated: a term that may be in use but is considered to be unsuitable, for example it is misleading or incomplete.

Obsolete: a term that is no longer in use either because it has been replaced by another term or because the concept it refers to is no longer in use.

#### Example 23

**data processing system** (preferred)  
**automatic data processing system** (preferred)  
**computer system** (admitted)  
**data system** (deprecated)  
**computing system** (obsolete)

**IMPORTANT**

It is important that you list all designations in the designated boxes of the proposal form for several reasons.

First, you make it clear that the terms are simply different ways of designating the same concept. Including this information at the end of the definition or in a note ('See also: xxx') makes the relationship between the preferred term and term 'xxx' unclear, since the reference to term 'xxx' may also be interpreted as a reference to a related, but different concept, instead of a synonym for the same concept.

Secondly, by listing all designations in the boxes provided in the proposal form, the designations can be included correctly in NATOTerm, enabling the user to find the same record whether they search 'data processing system' or 'computing system' or any of the other designations.

**3.1.3.3. ENTRY CONTAINING ONLY DESIGNATIONS**

A terminological entry may consist of only a term and its equivalent in the other official language together with any necessary metadata, provided that the terms in both languages are self-explanatory.

One of the purposes of such an entry may be to indicate the NATO Agreed equivalent(s) of a term in the other official language. Another may be to draw the user's attention to the correct designation(s).

You may also propose to have only a term and its abbreviation agreed through the NTP. In such cases there must be an equivalent of the term in the other language. You must not propose an abbreviation in the other language, if none is used.

**Example 24**

**water terminal / terminus maritime**  
**road map / carte routière**

**missile approach warner / avertisseur d'approche de missile**  
**MAW**

**non-commissioned officer/ sous-officier**  
**NCO**

## 3.2. THE ABBREVIATION

### 3.2.1. DESCRIPTION

An abbreviation is a designation formed by omitting words or letters from a longer form, which is a term representing the concept. Abbreviations may take various forms, which are described below.

#### CAUTION

Abbreviations are not a compulsory part of a terminological entry. Do not include abbreviations in the proposal form if they are not used in NATO sources.

An abbreviation in one of the official languages may be used to designate the concept in both languages. However, in the proposal form and in NATOTerm, the abbreviation only appears in the original official language. Do not propose an equivalent abbreviation in the other language if it is not used in practice.

When you use an abbreviation in a NATO document, write it in full the first time it appears and list it in the lexicon at the end of your document. Be aware that it is counterproductive to use too many abbreviations.

#### 3.2.1.1. CATEGORIES OF ABBREVIATION COVERED BY THE NTP

##### Initialism

An initialism is an abbreviation made up of the first letter of each or some of the component words of the corresponding term, pronounced letter by letter.

##### Example 25

###### Term

area air defence  
Committee for Standardization  
joint task force  
antitank

###### Initialism

AAD  
CS  
JTF  
AT



## Acronym

An acronym is an abbreviation made up of the initial letters of the component words of the corresponding term or of syllables of that term, pronounced syllabically.

### Example 26

#### Term

North Atlantic Treaty Organization  
Supreme Headquarters Allied Powers Europe  
joint operations centre  
movement summary report  
casualty evacuation  
European Force

#### Acronym

NATO  
SHAPE  
JOC  
MOVSUMREP  
CasEvac  
EUFOR

## Shortening

A shortening is an abbreviation made up of the first letter and possibly one or more other letters of a simple term.

### Example 27

#### Term

page  
etcetera  
altitude  
launcher

#### Shortening

p.  
etc.  
alt.  
lchr

## Mixed form

An abbreviation may be formed of a combination of initials, syllables, shortened words or entire words from the term.

### Example 28

#### Term

force combat air patrol  
Allied artillery publication  
tactical towed array system

#### Abbreviation

FORCECAP  
AArtyP  
TACTAS

### 3.2.1.2. OTHER CATEGORIES OF ABBREVIATED TERMS

#### Short form

A short form is an abbreviated form of a complex term. It is created by omitting and/or abbreviating some of the words of that term.

Short forms are dealt with as terms and not abbreviations in the NTP. Since a short form cannot be a preferred term, it is automatically a synonym of a preferred term.

## Example 29

Term

Intergovernmental Group of Twenty-four on  
International Monetary Affairs  
United Nations Organization  
Consultation, Command and Control Board

Short form

Group of Twenty-four  
  
United Nations  
C3 Board

**Clipped term**

A clipped term, also called clipped form, is formed by truncating a simple term and has become a synonymous term in its own right. A clipped term is dealt with as a term and not an abbreviation in the NTP.

## Example 30

Term

telephone  
demonstration  
influenza

Clipped term

phone  
demo  
flu

**Symbol**

A symbol is a mark, character, icon or picture used as a conventional or visual representation of a concept. Military symbols are not developed and agreed through the NTP, but may be included in NATOTerm.

## Example 31

Term

million euros  
greater than or equal to  
millivolt  
lead

Symbol

M€  
≥  
mV  
Pb

infantry company



toilet



## Code

A code is a designation consisting of a series of letters, numbers and/or symbols used to classify or identify something (often applied to categories of concepts such as NATO committees, United Nations countries or warship types). Codes are not normally dealt with in the NTP.

### Example 32

<u>Term</u>	<u>Code</u>
Conference of National Armaments Directors United Kingdom of Great Britain and Northern Ireland	AC/259 GBR
angle position indicator, degrees and decimal display, binary format digital output	6629-99-617-949-1 (NATO Stock Number)
nuclear aircraft carrier	CVG

## Abbreviations that have become words

Some abbreviations have been adopted as words in common use and are listed as such in the reference dictionaries (e.g., laser, radar). They are not considered to be abbreviations for the purposes of the NTP.

### 3.2.2. SOURCE

Whenever possible, adopt existing abbreviations found in one of the following sources:

**NATO sources.** When determining the correct abbreviation to use, first check what abbreviations may already be in use for the relevant concept or similar concepts. Search in NATOTerm as well as in NATO documents, such as policy documents, doctrine and other documents that describe the concept in its context.

**Reference dictionaries.** If no suitable abbreviation is found in NATO sources, consult the COED for English and Le Petit Robert for French (latest editions). If the reference dictionaries already contain an abbreviation that corresponds to the term you wish to abbreviate, use it rather than create a new abbreviation.

**Other terminological reference sources.** If neither the NATO sources nor the reference dictionaries contain a suitable abbreviation, whenever possible use an abbreviation approved by relevant standardization bodies in the order of precedence laid down below:

- 1) international, e.g. the International Civil Aviation Organization (ICAO), the International Electrotechnical Commission (IEC), the Internet Engineering Task Force (IETF), the International Organization for Standardization (ISO), the International Telecommunication Union (ITU);

- 2) regional, e.g. the European Committee for Standardization (CEN), the European Committee for Electrotechnical Standardization (CENELEC), the European Telecommunications Standards Institute (ETSI);
- 3) national, e.g. the Association française de normalisation (AFNOR), the British Standards Institute (BSI), the Deutsches Institut für Normung (DIN);
- 4) from the private sector, e.g. industry associations.

### 3.2.3. DEVELOPMENT

Abbreviations are created following certain principles which are described below:

#### 3.2.3.1. PRINCIPLES

##### Language

You may create a new abbreviation in only one of the official languages, but use it in both. You may also develop an equivalent abbreviation in the other language if there are reasons to do so. If you are translating a document from one language to another, do not normally create an abbreviation in the target language.

##### Transparency

Use abbreviations that are as transparent as possible. An abbreviation is considered transparent when it reflects or clearly infers its associated term and is not misleading.

#### Example 33

##### Term

air vehicle  
airborne regiment

##### Wrong

A/V  
ABR

##### Abbreviation

##### Right

AV  
AbRegt (or ABRegt)

##### Stability

Do not change a well-established abbreviation unnecessarily. However, when it is poorly formulated, propose a modification in accordance with the rules in this Manual, unless there are compelling reasons not to do so.

#### Example 34

##### Term

psychological operations  
volume

##### Wrong

PSYOPS  
VOL

##### Abbreviation

##### Right

PsyOps  
vol.

## Polysemy

If possible, do not reuse an abbreviation that is already used for a different concept. An existing abbreviation may nevertheless represent more than one term. In that case, record each abbreviation and term in a separate entry.

### Example 35

#### Abbreviation

AA<sup>1</sup>  
AA<sup>2</sup>  
AA<sup>3</sup>  
AA<sup>4</sup>  
AA<sup>5</sup>  
AA<sup>6</sup>

#### Term

air armament  
air army  
air-to-air  
alerting authority  
area of action  
avenue of approach

## Consistency

When formulating an abbreviation, ensure consistency:

- (1) Establish whether there are other abbreviations in the same semantic family by searching in the above-mentioned terminological reference sources.
- (2) Use the same form of abbreviation as others in the same semantic family.

### Example 36

#### Term

electronic jamming

Wrong  
e-jam

#### Abbreviation

Right  
EJ

#### Related terms:

electronic deception  
electronic neutralization

ED  
EN

## Number

Write an English abbreviation in the singular, even if the term is generally written plural, unless the plural is the only accepted form. When an English abbreviation is used in the plural, write the plural 's' in lower case after the last letter of the abbreviation and never preceded by an apostrophe. Always write a French abbreviation in the singular.

### Example 37

#### Term

communication and information systems  
United Nations  
terms of reference  
planning boards and committees  
agences civiles OTAN du temps de guerre

#### Abbreviation

CIS  
UN  
TOR  
PBCs  
ACOG

3.2.3.2. *TERMINOGRAPHY***Initialism or acronym**

Use capital letters without full stops (or periods).

**Example 38**Term

area air defence  
 crisis response operation  
 weapon system partnership  
 change of operational control  
 North Atlantic Treaty Organization

Abbreviation

AAD  
 CRO  
 WSP  
 CHOP  
 NATO

**Shortening**

Write the letters of a shortening in the same case as in the word abbreviated, generally in lower case. End the shortening with a full stop unless the last letter is also the last letter of the term.

**Example 39**Term

altitude  
 Mister  
 confer

Abbreviation

alt.  
 Mr  
 cf.

**Mixed form**

Write the initial letters of the words of the term in upper case and the non-initials in lower case, to improve transparency.

**Example 40**Term

psychological operations  
 Allied communications publication

Abbreviation

PsyOps  
 AComP

**Special characters**

Do not use special characters such as the at sign (@), slashes (except in units of measurement) or symbols when developing an abbreviation. However, the ampersand (&) may be used to represent 'and' in existing, well-established abbreviations.

**Example 41**Term

rendez-vous  
research and development  
Greenland/Iceland/United Kingdom  
global positioning system  
autonavigation

Wrong  
R/V  
RAD  
G/I/UK  
GPS/AN

Abbreviation

Right  
RV  
R&D  
GIUK  
GPSAN

**Punctuation**

Do not use punctuation marks in an abbreviation except hyphens, brackets and full stops (or periods), when justified.

**Example 42**Term

multinational logistic centre (land)  
average  
mission-oriented approach  
countering improvised explosive  
device

Wrong  
MNLCL  
RAD  
M-OA  
CIED

Abbreviation

Right  
MNLCL(L)  
avg.  
MOA  
C-IED

**Numerals**

Do not use a numeral in an abbreviation except to avoid repeating the same letter a number of times. In this case, write the numeral after the letter repeated.

**Example 43**Term

Consultation, Command and Control Board  
command and control

Abbreviation

C3B  
C2

**Synonymy**

If there is more than one abbreviation for a given concept, each abbreviation must be given an acceptability rating. Write the acceptability rating after the abbreviation as shown below.

Preferred: the best abbreviation(s) to use.

Admitted: a synonymous abbreviation which is also acceptable.

Deprecated: an abbreviation which may be in use but is considered to be unsuitable, for example it is misleading or incomplete.

Obsolete: an abbreviation which is no longer in use either because it has been replaced by another abbreviation or because the concept it refers to is no longer in use.

**Example 44**

<u>Term</u>	<u>Abbreviation</u>
camouflage, concealment and deception	CCD (preferred) CC&D (deprecated)
command and control information system	C2IS (preferred) CCIS (admitted)
search and rescue	SAR (preferred) SR (admitted)
Allied Command Europe	ACE (obsolete)

### Capitalization of full forms

Use lower-case letters throughout a full form unless it includes proper nouns or words that must begin with an upper case (see also chapter 4, Style conventions and capitalization).

## 3.3. THE DEFINITION

### 3.3.1. DESCRIPTION

A definition is the formal description of a concept that provides the minimum amount of information that allows one to recognize and differentiate that concept from another. Provide a definition of a concept when its designation is not self-explanatory.

### 3.3.2. SOURCE

Whenever possible, adopt existing definitions found in the following sources:

**NATO sources.** When determining the correct definition to use, first check what definitions may already be in use for the relevant concept or similar concepts. Search in NATOTerm as well as in NATO documents, such as policy documents, doctrine and other documents that describe the concept in its context.

**Reference dictionaries.** If no suitable definition is found in NATO sources, consult the COED for English and Le Petit Robert for French (latest editions). If the definitions in both reference dictionaries convey the same notion and correspond to the concept you wish to define, use them rather than create new definitions. In that particular case, there is no need to submit a terminology proposal.



If, on the other hand, the definitions contained in the reference dictionaries are too different, use the most suitable one to submit a terminology proposal.

**Other terminological reference sources.** If neither the NATO sources nor the reference dictionaries contain a suitable definition, whenever possible use a definition approved by relevant standardization bodies in the order of precedence laid down below:

- 1) international, e.g. the International Civil Aviation Organization (ICAO), the International Electrotechnical Commission (IEC), the Internet Engineering Task Force (IETF), the International Organization for Standardization (ISO), the International Telecommunication Union (ITU);
- 2) regional, e.g. the European Committee for Standardization (CEN), the European Committee for Electrotechnical Standardization (CENELEC), the European Telecommunications Standards Institute (ETSI);
- 3) national, e.g. the Association française de normalisation (AFNOR), the British Standards Institute (BSI), the Deutsches Institut für Normung (DIN);
- 4) from the private sector, e.g. industry associations.

### 3.3.3. DEVELOPMENT

If there is an existing definition but it does not conform to the lexicographical, terminographical and other conventions and rules laid down in this Manual, adapt it accordingly. Only create a new definition if no suitable definition is found in any of the above sources. As a result, other existing entries may need to be modified or cancelled.

In all cases, follow the principles given below.

#### 3.3.3.1. PRINCIPLES

##### Unicity

Ensure that only one definition is adopted for each concept in a given subject field.

##### Example 45

###### Wrong:

###### **computer**

1. A programmable electronic device that performs automatic calculations.
2. A machine that computes.
3. An electronic machine for carrying out complex calculations, dealing with numerical data or with stored items of other information.

###### Right:

###### **computer**

An electronic machine for carrying out complex calculations, dealing with numerical data or with stored items of other information.

## Polysemy

Where a term designates different concepts in the same or in different subject fields, describe each concept in separate definitions, each in a separate entry starting where necessary with a qualifier to indicate the subject field (see also 3.3.3.4. 'Terminography').

### Example 46

#### track<sup>1</sup>

In air photographic reconnaissance, the prescribed ground path over which an air vehicle moves during the execution of its mission.

#### track<sup>2</sup>

A mark left on the ground by the passage or presence of a person or object.

#### track<sup>3</sup>

One of two endless belts on which a full-track or half-track vehicle runs.

#### track<sup>4</sup>

The projection on the surface of the earth of the path of a spacecraft, aircraft or ship.

## Consistency

When formulating a definition ensure consistency in the following ways:

- (1) Use NATO Agreed terminology whenever possible. If, in addition to the preferred term, the concept also has synonyms, preferably use the preferred term in the definition.

### Example 47

#### Wrong:

#### **altimeter**

An instrument which measures altitude above the ground.

#### Right:

#### **altimeter**

An instrument that measures height above mean sea level.

(NB: The NATO Agreed definition of 'altitude' is "the vertical distance of a level, a point or an object considered as a point, measured from mean sea level"; the NATO Agreed definition of 'height' is "the vertical distance of a level, a point, or an object considered as a point, measured from a specified datum.")

#### **breach**

In military operations, to force or secure a passage through enemy defences, an obstacle, minefield or a fortification.

#### **breach**

In military operations, to force or secure a passage through enemy defences, a barrier, minefield or a fortification.

(N.B. NATO Agreed definition of 'barrier' is "A coordinated series of obstacles designed or employed to detect, channel, direct, restrict, delay or stop the movement of an opposing force, and to impose additional losses in personnel, time and equipment on the opposing force." Thus a barrier is actually a series of obstacles.)

- (2) Using the relevant concept diagram (see 2.1.2.2.), formulate the definition in such a way that it shows its relationship with the superordinate concept in the semantic family and that all the definitions in the semantic family are worded consistently. The definitions must make it possible to reconstitute the diagram.

You may provide concept diagrams as part of your proposals to indicate the relationships between the various concepts.

#### Example 48

##### electronic warfare

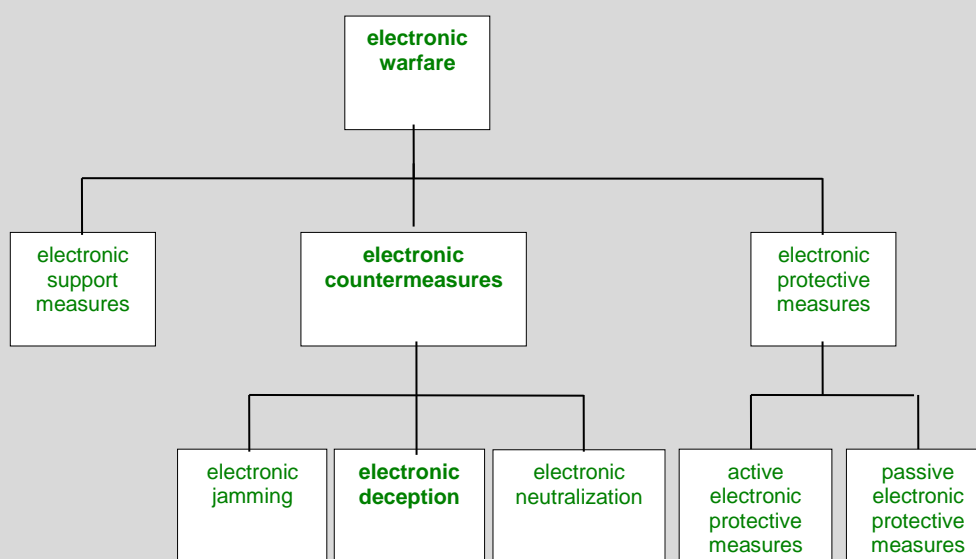
Military action that exploits electromagnetic energy to provide situational awareness and achieve offensive and defensive effects.

##### electronic countermeasures

In electronic warfare, actions taken to prevent or reduce an enemy's effective use of the electromagnetic spectrum through the use of electromagnetic energy.

##### electronic deception

In electronic countermeasures, the deliberate radiation, re-radiation, alteration, absorption or reflection of electromagnetic energy in a manner intended to confuse, distract or seduce an enemy or his electronic systems.



## Completeness

Write a definition so that it contains all the information required to distinguish the concept from other concepts and is applicable throughout the relevant subject field (see also below 3.3.3.2., Deficient definitions).

#### Example 49

##### Wrong: rifle

A thing designed to inflict bodily harm.

(NB: This definition could apply to any weapon.)

##### rifle

A weapon incorporating a metal tube from which bullets are propelled by explosive force.

(NB: This definition could apply to any type of gun.)

##### Right: rifle

A hand-held gun fired from shoulder level, having a long spirally-grooved barrel to make a bullet spin and thereby increase accuracy over a long distance.

## Conciseness

- (1) Write the definition as briefly as possible, in a single sentence, to contain only that information which makes the concept unique. In particular, ensure that it is not an encyclopaedic description or an explanation.
- (2) Write the definition so that it only describes what something is. It must not therefore contain information relating to doctrine, procedures, organizational structures, etc. Important though this information may be, it must be dealt with in other publications (see also below 3.3.3.2, Definitions containing policy, doctrine, procedures, etc.).

### Example 50

#### Wrong:

#### **special aeronautical chart**

A topographic chart with aeronautical information designed to meet military peacetime requirements for low level air navigation. Charts must be published with current aeronautical information on at least an annual basis and updated with the latest aeronautical information on a regular basis between editions. The date of currency will be shown in the marginalia. Topographic data should be updated whenever possible.

#### Right:

#### **special aeronautical chart**

A topographic chart with aeronautical information designed to meet military peacetime requirements for low level air navigation.

(NB: The last three sentences contain "doctrinal" information that does not describe the concept per se. It may be included in relevant publications but must not appear in the definition.)

- (3) If absolutely necessary, you may include additional information in a note, including examples of elements of the definition, but not examples of the concept (see 3.4, The Notes). Use notes sparingly.
- (4) If required, list examples of the concept separately (see 3.5, The Examples).

### Example 51

#### Wrong:

#### **antiterrorism**

All defensive and preventive measures including protective and deterrent measures aimed at preventing an attack or reducing its effect(s) taken to reduce the vulnerability of forces, individuals and property to terrorism.

#### Right:

#### **antiterrorism**

All defensive and preventive measures taken to reduce the vulnerability of forces, individuals and property to terrorism.

Note: Such measures include protective and deterrent measures aimed at preventing an attack or reducing its effect(s).

(NB: The note assists in understanding the concept of "antiterrorism" but the information it contains is not an essential part of the definition.)

#### **defilade**

Protection from hostile observation and fire provided by an obstacle such as a hill, ridge, or bank.

#### **defilade**

Protection from hostile observation and fire provided by an obstacle.

Note: Examples of obstacles are hills, ridges and banks.

## Word class

Define a term as the corresponding part of speech, e.g. a noun as a noun, a verb as a verb, etc.

- (1) Nouns: when defining a term which is a noun or a noun phrase:
  - in English, generally write the appropriate article before the head word of the definition; and
  - in French, do not normally write an article before the head word.
- (2) Verbs: when defining a term which is a verb or a verbal phrase:
  - in English, generally use an infinitive preceded by the particle 'to'; and
  - in French, generally use an infinitive.
- (3) Adjectives and adverbs: when defining a term which is an adjective, an adjectival phrase, an adverb or an adverbial phrase, use a form similar to those given for this part of speech in the COED or Le Petit Robert.

### Example 53

Wrong:  
**assign**

The placement of units or personnel in an organization where such placement is relatively permanent and/or where such organization controls and administers the units or personnel for the primary function, or greater portion of the functions, of the unit or personnel.

**attenuation**

To decrease the intensity of a signal, beam or wave as a result of absorption of energy and of scattering out of the path of a detector.

**combined**

Activities, operations and organizations in which elements of more than one nation participate.

Right:  
**assign**

To place units or personnel in an organization where such placement is relatively permanent and/or where such organization controls and administers the units or personnel for the primary function, or greater portion of the functions, of the unit or personnel.

**attenuation**

The decrease in intensity of a signal, beam or wave as a result of absorption of energy and of scattering out of the path of a detector.

**combined**

Pertaining to activities, operations and organizations in which elements of more than one nation participate.

## Number

In accordance with the section on 'Number' in paragraph 3.1.3.2., write the definition so that it expresses the same number as the term. In principle, the singular form is used for nouns.

### Example 54

Wrong:

**white forces, pl**

In NATO exercises, a force used as an umpire.

**high pay-off target**

Targets of significance and value to an adversary, the destruction, damage or neutralization of which may lead to a disproportionate advantage to friendly forces.

Right:

**white forces, pl**

In NATO exercises, forces used as umpires.

**high pay-off target**

A high value target, the successful influencing of which will offer disproportionate advantage to friendly forces.

### 3.3.3.2. DEFICIENT DEFINITIONS

The six most common types of deficient definitions are:

#### Incomplete definitions

Do not make a definition too general so that it may apply to objects that should not be a part of the concept (see example 49 above).

#### Over-restrictive definitions

Do not make a definition too restrictive so that it excludes objects that should be part of the concept.

##### Example 55

Wrong:  
**fighter**

A fast and manoeuvrable fixed-wing aircraft with equipment and weapons which enable it to engage airborne targets in all weather conditions, day and night.

Right:  
**fighter**

A fast and manoeuvrable fixed-wing aircraft capable of tactical air operations against air and/or surface targets.

**all-weather air defence fighter**

A fighter with equipment and weapons which enable it to engage airborne targets in all weather conditions, day and night.

(NB: The 'wrong' definition restricts the meaning of 'fighter' to one particular type of fighter. This may be acceptable in the context of a given document but not as a general definition.)

#### Circular definitions

- (1) Do not repeat the term being defined to introduce the definition or use it as a characteristic.

##### Example 56

Wrong

**aircraft arresting hook**

An aircraft arresting hook is a device fitted to an aircraft to engage arresting gear.

Right

**aircraft arresting hook**

A device fitted to an aircraft to engage arresting gear.

Wrong

**crisis response shipping**

Shipping employed to respond to a crisis.

Right

**crisis response shipping**

All shipping employed in support of Allied military operations, including ships taken up from trade, chartered shipping and, when appropriate, national prepositioned ships.

- (2) Do not use a word of the term other than the head word which could relate the term to the superordinate concept.

Example 57	
<p><u>Wrong</u> <b>critical altitude</b> The critical altitude beyond which an aircraft or air-breathing guided missile ceases to perform satisfactorily. (NB: The superordinate term is 'altitude')</p>	<p><u>Right</u> <b>critical altitude</b> The altitude beyond which an aircraft or air-breathing guided missile ceases to perform satisfactorily.</p>
<p><u>Wrong</u> <b>primed charge</b> A primed charge ready in all aspects for ignition.</p>	<p><u>Right</u> <b>primed charge</b> A charge ready in all aspects for ignition.</p>
<p><u>Wrong</u> <b>dead mine</b> A dead mine that has been neutralized, sterilized or rendered safe.</p>	<p><u>Right</u> <b>dead mine</b> A mine that has been neutralized, sterilized or rendered safe.</p>

- (3) Do not define two or more concepts by means of each other.

Example 58	
<p><u>Wrong</u> <b>natural tree stand</b> A stand of trees grown in virgin forest.</p>	<p><b>virgin forest</b> A forest constituted of <i>natural tree stand</i>.</p>
<p><u>Wrong</u> <b>controlled item</b> A regulated item whose issue to a user is controlled for reasons that may include cost, scarcity, technical or hazardous nature, or operational significance.</p>	<p><u>Right</u> <b>natural tree stand</b> A stand of trees grown without interference by man.</p>
<p><b>regulated item</b> A controlled item whose issue to a user is regulated by an appropriate authority for reasons that may include cost, scarcity, technical or hazardous nature, or operational significance.</p>	<p><u>Right</u> <b>controlled item</b> Preferred term: <b>regulated item</b>.</p>
	<p><b>regulated item</b> <b>controlled item</b> (admitted) An item whose issue to a user is controlled by an appropriate authority for reasons that may include cost, scarcity, technical or hazardous nature, or operational significance.</p>
<p>(NB: The latter two terms are in fact synonyms and are therefore cross-referred to each other.)</p>	

## Negative definitions

Do not describe what a concept is not, unless the absence of a characteristic is essential to understand the concept.

### Example 59

#### Wrong

#### **force protection**

All measures and means, not including actions to defeat the enemy or protect against accidents, weather, or disease, to minimize the vulnerability of personnel, facilities, equipment and operations to any threat and in all situations, to preserve freedom of action and the operational effectiveness of the force.

#### Right

#### **force protection**

All measures and means to minimize the vulnerability of personnel, facilities, equipment and operations to any threat and in all situations, to preserve freedom of action and the operational effectiveness of the force.

#### Right

#### **non-smoker**

A person who does not smoke tobacco.

(NB: Smoking tobacco is a characteristic which must not exist in a non-smoker.)

## Hidden definitions

Do not embed the definition of one concept inside the entry for another, whether in the definition, a note or any other part of that entry.

### Example 60

#### Wrong

#### **open-source intelligence**

The product resulting from the processing of publicly available information, as well as other unclassified information that has limited public distribution or access, concerning foreign nations, hostile or potentially hostile forces or elements, or areas of actual or potential operations.

#### Right

#### **intelligence**

The product resulting from the directed collection and processing of information regarding the environment and the capabilities and intentions of actors, in order to identify threats and offer opportunities for exploitation by decision-makers.

#### **open-source intelligence**

Intelligence derived from publicly available information, as well as other unclassified information that has limited public distribution or access.

(NB: The wrong definition tries to cover the meaning of both 'open-source intelligence' and 'intelligence', these being defined correctly in the right-hand column.)

## Definitions containing policy, doctrine, procedures, etc.

A definition must not contain policy and/or doctrinal statements, descriptions of procedures, etc. The same applies to the additional information provided in notes.



**Example 61**Wrong  
**budget**

The instrument which for each Financial Year forecasts all funding requirements for an organisation, agency or programme which is screened by the relevant finance committee and approved by member nations represented on the appropriate governing body.

Note: Amplification requested by the Nations in the Budget Committee for use in the NATO Financial Regulations.

Right  
**budget / budget**

An estimate of all funding requirements for a body, agency or programme for a financial year.

Notes:

1. The budget is screened by the relevant finance committee and approved by member nations represented on the appropriate governing body.
2. Budgets are used as steering instruments.

Wrong  
**human geography**  
**HG**

A field of geography that is centrally concerned with the ways in which place, space, and environment are both the condition of and the consequence of human activities and human characterisation.

Note: Human geography covers joint operational or production areas and should be based on quality assured data.

Right  
**human geography**  
**HG**

A field of geography that is centrally concerned with the ways in which place, space, and environment are both the condition of and the consequence of human activities and human characterisation.

Note: Human geography covers the joint operations area and other production areas and is preferably based on quality-assured data.

**3.3.3.3. SUBSTITUTION**

Use substitution to test the validity of a definition. Take a sentence in which there is an occurrence of the term being defined and replace the term with the definition to verify that there is no loss of or change in the meaning of the sentence and no repetition or circularity.

**Example 62**Original sentence:

Replace the designation in a text by the definition to verify that there is no loss of or change in the meaning of the text and no repetition or circularity.

The term 'designation' replaced by its definition:

Replace the representation of a concept by a sign which denotes it in a text by the definition to verify that there is no loss of or change in the meaning of the text and no repetition or circularity

(NB: Substitution showing that the definition is correct.)

Original sentence:

Early ground-attack fighters could only be operated in day time in good visibility.

The term 'fighters' replaced by its definition:

Early ground-attack fast and manoeuvrable fixed-wing aircraft with equipment and weapons which enable them to engage airborne targets in all weather conditions, day and night could only be operated in day time.

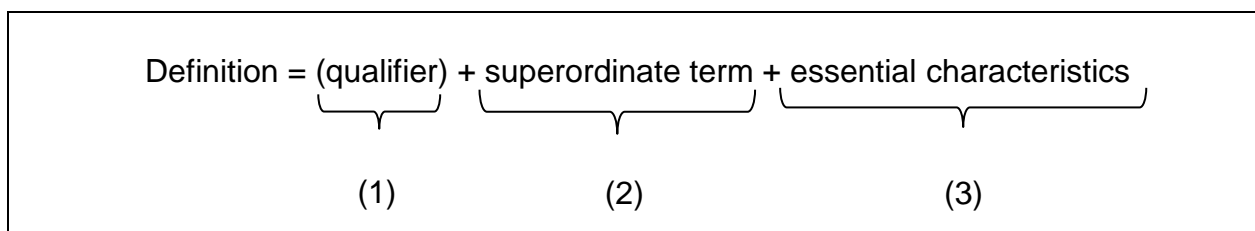
(NB: Substitution showing that the definition is incorrect because the sentence contradicts itself.)

### 3.3.3.4. TERMINOGRAPHY

Although you can write a definition in different ways (see Annex A, Types of definitions), use an intensional definition whenever possible. In this type of definition, you start the definition with a superordinate term in order to situate the concept and then list the characteristics that distinguish it from other concepts.

If necessary, start the definition with a qualifier, as described below.

#### Structure of an intensional definition



- (1) A qualifier is used when the subject field is not apparent in the term or the definition and, if required, to show that the definition only applies in that subject field. Write the subject field at the beginning of the definition.

#### Example 63

##### **implementation**

In NATO standardization, the performance of an obligation laid down in a NATO standardization agreement.

(NB: The term 'implementation' obviously has other meanings in other contexts. The qualifier "In NATO standardization," indicates that this meaning applies specifically in this subject field.)

- (2) The superordinate term, when a definition is based on a generic concept.

#### Example 64

##### **international standard**

A standard that is adopted by an international standards organization and made available to the public.

(NB: The term 'standard' is superordinate to 'international standard' and is already defined.)

- (3) The essential characteristics of the concept.

#### Example 65

##### **evacuation control ship**

In an amphibious operation, a ship designated as a control point for landing craft, amphibious vehicles and helicopters evacuating casualties from beaches.

(NB: In this definition, the subject field (amphibious operation), the superordinate term (ship) and the characteristics of the concept are indicated.)

For other types of definitions, refer to Annex A.

## Forms to be avoided

Do not start definitions with forms such as: "A generic term to designate...", "A collective term for...", "A term used to...", "Adjective that describes..."

Example 66	
<p><u>Wrong</u> <b>communication and information systems</b>, pl. A collective term for communication systems and information systems.</p>	<p><u>Right</u> <b>communication and information systems</b>, pl. A set of communication systems and information systems.</p>
<p><u>Wrong</u> <b>airborne</b> Adjective used to describe troops specially trained to carry out operations, either by paradrop or air landing, following an air movement.</p>	<p><u>Right</u> <b>airborne</b> Of troops, specially trained to carry out operations, either by paradrop or air landing, following an air movement.</p>
<p><u>Wrong</u> <b>service personnel</b> A generic term for members of military forces.</p>	<p><u>Right</u> <b>service personnel</b> Members of military forces.</p>

## Abbreviations

Do not use abbreviations in a definition or in notes, except for widely known abbreviations, e.g. NATO, SHAPE, EU or UN, that have been adopted as 'NATO Agreed'. Some abbreviations have been adopted as words in the common language and are listed as such in the reference dictionaries (e.g. laser, radar). Such words are not considered to be abbreviations for the purposes of the NTP.

Example 67	
<p><u>Wrong</u> <b>aircraft arresting hook</b> A device fitted to an a/c to engage arresting gear.</p>	<p><u>Right</u> <b>aircraft arresting hook</b> A device fitted to an aircraft to engage arresting gear.</p>
<p><u>Wrong</u> <b>Allied joint operation</b> An operation carried out by forces of two or more North Atlantic Treaty Organization nations, in which elements of more than one service participate.</p>	<p><u>Right</u> <b>Allied joint operation</b> An operation carried out by forces of two or more NATO nations, in which elements of more than one service participate.</p>
<p><u>Wrong</u> <b>acoustic minehunting</b> The use of sound navigation and ranging to detect mines or mine-like objects which may be on or protruding from the sea bed, or buried.</p>	<p><u>Right</u> <b>acoustic minehunting</b> The use of sonar to detect mines or mine-like objects which may be on or protruding from the sea bed, or buried.</p>

## Special characters

Do not use special characters such as slashes, ampersands or symbols in a definition or a note (see also chapter 4).

### Example 68

#### Wrong

#### **acoustic warfare**

In an underwater environment, the use of acoustic energy to provoke/exploit/restrict/prevent hostile use of the acoustic spectrum + the implementation of any measures taken to restrict its use to friendly forces.

#### Wrong

#### **amphibious chart**

A special naval chart designed to meet special requirements for landing operations and passive coastal defence, at a scale of > = 1:25,000, and showing foreshore and coastal information in + detail than a combat chart.

#### Right

#### **acoustic warfare**

In an underwater environment, the use of acoustic energy to provoke, exploit, restrict or prevent hostile use of the acoustic spectrum and the implementation of any measures taken to restrict its use to friendly forces.

#### Right

#### **amphibious chart**

A special naval chart designed to meet special requirements for landing operations and passive coastal defence, at a scale of 1:25,000 or larger, and showing foreshore and coastal information in greater detail than a combat chart.

## Punctuation

Use punctuation only to make a definition or a note as clear as possible. However, avoid using the following punctuation marks: brackets, dashes, quotation marks or inverted commas, colons and semicolons (see also chapter 4).

### Example 69

#### Wrong

#### **radiac**

An acronym derived from the words 'radioactivity, detection, indication and computation' and used as an all-encompassing term to designate various types of radiological measuring instruments or equipment. (This word is normally used as an adjective.)

#### Wrong

#### **thermal exposure**

The total normal component of thermal radiation striking a given surface throughout the course of a detonation; expressed in calories per square centimetre and/or megajoules per square metre.

#### Wrong

#### **hovering ceiling**

The highest altitude at which the helicopter is capable of hovering in the standard atmosphere. It is usually stated in two figures: hovering in ground effect and hovering out of ground effect.

#### Right

#### **radiac, adj**

Denoting various types of radiological measuring instruments or equipment.

Note: Radiac is an abbreviation for radioactivity, detection, indication and computation.

#### Right

#### **thermal exposure**

The total normal component of thermal radiation striking a given surface throughout the course of a detonation.

Note: Thermal exposure is expressed in calories per square centimetre or megajoules per square metre.

#### Right

#### **hovering ceiling**

The highest altitude at which a helicopter is capable of hovering in the standard atmosphere.

Note: Hovering ceiling is usually stated in two figures, hovering in ground effect and hovering out of ground effect.

### 3.4. THE NOTES

- (1) Write notes after the definition, introduced by the word 'Note(s)'. Use notes sparingly.

#### Example 70

##### **antiterrorism**

All defensive and preventive measures taken to reduce the vulnerability of forces, individuals and property to terrorism.

Note: Antiterrorism measures include protective and deterrent measures aimed at preventing an attack or reducing its effects.

##### **item**

Any part, component, device, sub-system, functional unit, equipment or system that can be individually considered.

Notes:

1. An item may consist of hardware, software or both, and may also in particular cases, include people.
2. A number of items, e.g. a population of items or a sample, may itself be considered as an item.

- (2) Use notes, among others, to provide examples deemed necessary to illustrate an element of the definition, not the concept. Do not insert expressions like 'such as', 'e.g.' or 'i.e.' in the definition.

#### Example 71

##### Wrong **defilade**

The protection from hostile observation and fire provided by an obstacle such as a hill, ridge, or bank.

##### Right **defilade**

The protection from hostile observation and fire provided by an obstacle.

Note: Obstacles may be a hill, a ridge, a bank.

### 3.5. THE EXAMPLES

- (1) Do not include examples of the concept in a definition. Write examples of the concept after the definition and any notes, introduced by the word 'Example(s)'.:

#### Example 72

##### Wrong **transmission medium**

Any copper cable, coaxial cable, optical fibre or free space used as a physical support to transfer signals.

##### Right **transmission medium**

A physical support used to transfer signals.

Examples: copper cable, coaxial cable, optical fibre or free space.

- (2) Write examples of an element of a definition in a note (see 3.4, The Notes and example 51 'defilade' above).

### 3.6. THE SOURCE

Indicate the terminological reference source, including the edition or year, as shown in example 73 below. If one element of the proposed entry has been adapted from the source quoted, write “derived from: (source)”. Following the order of precedence of sources described for the purposes of the selection of terminology above, write the short title of the terminological reference source in which you find the element that fully or partially meets the requirement. In the absence of any such source, write the abbreviated name of the approving tasking authority, e.g. CS, Military Committee (MC), C3 Board (C3B).

#### Example 73

##### consultation command and control

##### C3

[C3B]

(NB: indicates that no terminological reference source was found and that a NATO term and its abbreviation have been approved by the C3 Board as the tasking authority)

##### GMT

##### Greenwich Mean Time

[COED]

(NB: indicates that no terminological reference source was found and that a NATO term and its abbreviation have been taken from one of the reference dictionaries)

##### compatibility

The suitability of products, processes or services for use together under specific conditions to fulfil relevant requirements without causing unacceptable interactions.

[ISO/IEC Guide 2:1996]

(NB: indicates that the ISO/IEC term and definition are reproduced verbatim)

##### natural language

A language that evolves and whose rules reflect usage without necessarily being explicitly prescribed.

[derived from: ISO/IEC 2382-7:1989]

(NB: indicates that the ISO/IEC term and definition are not reproduced verbatim but with some amendments)

##### commonality

The state achieved when the same doctrine, procedures or equipment are used.

[CS]

(NB: indicates that no terminological reference source was found and that a NATO term and definition have been approved by the CS as the tasking authority)

##### field of standardization

Group of related subjects of standardization.

[ISO/IEC Guide 2:1996]

(NB: indicates that the ISO/IEC term and definition are reproduced verbatim)

Note: In NATO, the fields of standardization are operations, materiel and administration.

[CS]

(NB: indicates that a note on this entry has been added and approved by the CS)

##### standards body

A standardizing body recognized at national, regional or international level, that has as a principal function, by virtue of its statutes, the preparation, approval, adoption or coordination of standards that are made available to the public.

Notes:

1. A standards body may also have other principal functions.

[derived from: ISO/IEC Guide 2:1996]

2. In NATO, not all standards are made available to the public.

[CS]

(NB: indicates that the ISO/IEC term, definition and note 1 have been adopted with some amendments and that a second note has been added and approved by the CS as the tasking authority)

## CHAPTER 4 – STYLE CONVENTIONS AND CAPITALIZATION

### 4.1. STYLE CONVENTIONS FOR ENGLISH TERMS AND DEFINITIONS

#### 4.1.1. GENERAL

Write terms and definitions in accordance with the lexical and grammatical rules applicable to the English language. In particular, follow the specific conventions below.

#### 4.1.2. DETAILED CONVENTIONS

##### 4.1.2.1. SPELLING

Use the preferred British English spelling indicated in the latest edition of the COED. Set your spellchecking system to ‘English (UK)’ but beware that this system will not necessarily give the spellings contained in that dictionary.

##### Example 74

###### Wrong:

**labor**  
**thru**  
**ax**  
**aluminum**  
**pediatrics**  
**theater**

###### Right:

**labour**  
**through**  
**axe**  
**aluminium**  
**paediatrics**  
**theatre**

##### 4.1.2.2. HYPHENATION

Use the forms given in the COED for individual words or expressions. Note that recent editions of the COED have removed the hyphen previously found in many compound words or between prefixes and roots of words. When the COED lists two forms: one with, one without a hyphen, use the unhyphenated form.

##### Example 75

###### Wrong:

**co-operate**  
**co-ordination**  
**re-settle**  
**intra-venous**  
**breast-plate**

###### Right:

**cooperate**  
**coordination**  
**resettle**  
**intravenous**  
**breastplate**

Note that some words must nevertheless be hyphenated, for example, for phonological reasons or to distinguish them from other words.

**Example 76**Wrong:

reeducate  
reentry

Right:

re-educate  
re-entry

Both right

recover vs re-cover  
(NB: not same meaning)

When two or more words are used adjectivally and there is grammatical subordination between them, it is sometimes necessary to hyphenate them.

**Example 77**Wrong:

a NATO specific definition  
on a case by case basis  
a credit-card  
credit card debt

Right:

a NATO-specific definition  
on a case-by-case basis  
a credit card  
credit-card debt

See the introduction to the COED for more detailed explanations regarding hyphenation.

#### 4.1.2.3. SUFFIXES -ISE/-IZE, ETC.

Where both spellings are in use, write the suffixes ‘-ize, -ized, -ization’ in accordance with the original British English spelling, i.e. with a ‘z’ and not with an ‘s’, as used in the modern British English spelling.

**Example 78**Wrong:

standardise  
harmonised  
organisation

Right:

standardize  
harmonized  
organization



#### 4.1.2.4. NUMERALS

Write single-figure numbers in letters (one to nine). In other cases, use numerals (10 and above).

##### Example 79

###### bi-margin format

The format of a map or chart on which the cartographic detail is extended to two edges of the sheet, normally north and east, thus leaving two margins only.

###### combat chart

A special naval chart, at a scale of 1:50.000, designed for naval fire support and close air support during coastal or amphibious operations and showing detailed hydrography and topography in the coastal belt.

#### 4.1.2.5. METRIC SYSTEM

Normally give measurements using Système International (SI) units. If necessary, show measurements in the English system in brackets after metric ones.

#### 4.1.2.6. MATHEMATICAL SYMBOLS

Do not use mathematical symbols in place of lexical expressions.

##### Example 80

###### Wrong:

>  
=  
+

###### Right:

greater than  
the same as  
plus or more

#### 4.1.2.7. USE OF AND/OR

In English, use the conjunction 'and' to indicate that both or all of the items listed are included. Use the conjunction 'or' when only one of the items listed is concerned. To avoid ambiguity, use the expression 'and/or' to show that one or more items in a list may be concerned.

##### Example 81

###### contact

Any discrete airborne, surface or subsurface object detected by electronic, acoustic and/or visual sensors.

(NB: In this example, the object cannot be simultaneously in the air, on the surface and under the surface, so the corresponding adjectives are separated by 'or'. On the other hand, the detection may be performed by one or any combination of the types of sensor listed, so they are separated by 'and/or'.)

(Note: the French equivalent of ‘and/or’ is most often simply ‘ou’. If greater precision is required when there are two items, write ‘...ou..., ou les deux’ or ‘soit... soit..., ou les deux’.)

#### 4.1.2.8. *USE OF ‘THAT’ OR ‘WHICH’*

In definitions, use ‘that’ rather than ‘which’ in defining or restrictive relative clauses. Such clauses provide essential information that cannot be omitted. Clauses that may be omitted without changing the fundamental meaning must be introduced using ‘which’ preceded by a comma (“, which”).

#### 4.1.2.9. *CAPITALIZATION*

Do not use capitals except where required by the grammar of the language, e.g. for proper nouns, nationalities or for official titles (see 4.2, Capitalization in English).

#### 4.1.2.10. *PUNCTUATION*

Use punctuation as a tool to clarify meaning and avoid ambiguity. It is not possible here to provide a complete guide to English punctuation. However, bear the following specific points in mind:

Place commas between items in a list but generally speaking not before the conjunctions ‘and’, ‘or’.

##### **Example 82**

##### **emergency establishment**

A table setting out the authorized redistribution of manpower for a unit, formation or headquarters under emergency conditions.

##### **decentralized execution**

Delegation of the appropriate authority to subordinate commanders to execute their assigned tasks and missions.

Use a comma to separate the qualifier at the beginning of a definition from the definition proper.

##### **Example 83**

##### **examination**

In maintenance, a comprehensive scrutiny supplemented by measurement and physical testing in order to determine the condition of an item.

Use commas to separate a clause or phrase which is parenthetical (i.e. it could be removed from the sentence without affecting the structure of the latter).

**Example 84**

**concentration area**

An area, usually in the theatre of operations, where troops are assembled before beginning active operations.

## 4.2. CAPITALIZATION IN ENGLISH

### 4.2.1. GENERAL

There is a tendency to make excessive use of capitals in English. As a general rule, avoid capitals except where required by the grammar of the language, e.g. for proper nouns, nationalities or for official titles.

### 4.2.2. DETAILED GUIDE

#### 4.2.2.1. SENTENCES

Capitalize the first word of a sentence or sentence equivalent, including those that are direct quotations within sentences.

**Example 85**

The ambassador agreed, saying "We support this initiative".

#### 4.2.2.2. COMPOUND TERMS

If capitals are required in compound names or terms, generally give all the significant words an initial capital, but not articles, conjunctions and prepositions ('the', 'and', 'to', etc.).

**Example 86**

the NATO Maintenance and Supply Organization

#### 4.2.2.3. *PROPER NOUNS AND DERIVATIVES*

Capitalize the first letters of proper nouns (the individual names given to persons, animals or things to distinguish them from the class), including nicknames.

##### Example 87

Wolfgang Amadeus Mozart  
 Carlos the Jackal (where 'the Jackal' is part of the name)  
 The Great Communicator

Capitalize the first letter of words derived from proper nouns and associated with them,

##### Example 88

to Europeanize this industry  
 Clausewitzian principles (as laid down specifically in Clausewitz' works)

but not when the connection is remote or indirect.

##### Example 89

macadamized roads (made by techniques descended from those used by Macadam)  
 machiavellian intrigues (resulting from the application of the kind of principles described by Machiavelli)

#### 4.2.2.4. *TITLES AND RANKS*

Capitalize the first letters of titles and ranks pertaining to specific individuals,

##### Example 90

the Secretary General (of NATO)  
 the Executive Officer (of a particular organization, ship or unit)  
 the Belarus, Belgian, United States and Uzbek Representatives  
 the Chairman (of a specific committee)  
 a briefing by Lieutenant Colonel A... (named)  
 the arrival of General B... (named)

but not when used generically.

##### Example 91

the national representatives  
 officers ranking from lieutenant commander up to admiral  
 at the start of meetings, chairmen should remind participants of security constraints...

#### 4.2.2.5. INSTITUTIONS

Capitalize the first letters of names of institutions, official bodies, commercial companies, associations, etc., including NATO committees and groups at all levels, even if temporary.

##### Example 92

the International Court of Justice  
 the Ministry of Foreign Affairs  
 the Panel on Air Defence Weapons  
 Boeing Military Airplane Company  
 the NATO Ramblers Club  
 the Ad Hoc Working Group

#### 4.2.2.6. MOVEMENTS, RELIGIONS, IDEOLOGIES AND THEIR ADHERENTS

Capitalize the first letters of movements, religions, churches, political parties and their adherents,

##### Example 93

the Mujaheddin (considered as a recognizable group)  
 an Orthodox priest (of the Eastern Orthodox Church)  
 a Marxist  
 a Republican candidate (referring to the political party)

but not such words used generically.

##### Example 94

orthodox belief (i.e. conventional)  
 republican views (i.e. not specific to a party)

#### 4.2.2.7. TREATIES, AGREEMENTS, LEGISLATION AND OFFICIAL DOCUMENTS

Capitalize the first letters of names of treaties, agreements, legislation and official documents or series of documents, and references to specific major sub-divisions of documents,

##### Example 95

the Status of Forces Agreement  
 the Vehicle Registration Act  
 Allied Administrative Publications  
 Annex A, Section 6

but not minor sub-divisions or general descriptions.

**Example 96**

paragraph (5), 3rd line  
annexes to NATO working papers and documents

**4.2.2.8. RACE, NATIONALITY OR LANGUAGE**

Capitalize the first letter of nouns and adjectives denoting race, nationality or language.

**Example 97**

former Soviet citizens  
the rights of Aboriginals (referring to the specific Australian racial group)  
dialects of Uzbek

**4.2.2.9. BASES, FORCES, UNITS, DECORATIONS AND EXERCISES**

Capitalize the first letters of names of specific military bases, forces or units of all sizes, decorations and exercises,

**Example 98**

Geilenkirchen Air Base  
the Russian Federation Ground Forces (official designation of the entire service)  
the Ninth Division (official name of unit)  
Operation Allied Harbour  
the Standing Naval Force, Atlantic  
the Victoria Cross

but not when generic.

**Example 99**

one tank army and two independent divisions  
intermediate reaction forces  
the navies of several countries

**4.2.2.10. AIRCRAFT, VEHICLES AND BOATS**

Capitalize the first letter of makes or types of aircraft, vehicle or boat etc., of specific combat platforms or weapon systems, of classes of ship, and of individual ships, spacecraft, etc.

**Example 100**

the Concorde airliner  
 the Skyguard air defence system  
 space station Mir  
 Broadsword-class frigates  
 the Ark Royal

**4.2.2.11. DATES, SPANS OF TIME AND EVENTS**

Capitalize the first letters of months, days, holidays, historical periods and events,

**Example 101**

the month of March  
 Wednesday  
 Labour Day  
 the Depression  
 the Middle Ages  
 the Six-Day War

but not seasons, centuries or decades.

**Example 102**

spring  
 the 19th century  
 the twenties

**4.2.2.12. COUNTRIES, REGIONS, CITIES, ETC.**

Capitalize the first letter of countries, regions, cities and specific administrative and geographic divisions and topographical features,

**Example 103**

the Near East  
 Central America  
 the Fulda Gap  
 Paris  
 the Straits of Gibraltar

as well as points of the compass and their adjectival forms when they are parts of official designations or have special connotations,

**Example 104**

Allied Forces North Europe  
 South Yorkshire (an administrative unit, not just the southern part of the county)  
 the defence of the West

but not when they are used generically.

**Example 105**

northern Europe  
 to the south-west

**4.2.2.13. TRADE NAMES**

Capitalize the first letter of trade names,

**Example 106**

Kevlar fibre

unless they have become established as common nouns.

**Example 107**

nylon fabrics

**4.2.2.14. SCIENTIFIC TERMS, THEORIES AND LAWS**

Capitalize the first letter of proper nouns and their derivatives in scientific terms, theories and laws (but not in units of measurement - see below),

**Example 108**

a Gaussian distribution  
 Ohm's law

except in the names of chemical elements, elementary particles and minerals.

**Example 109**

the element germanium  
 fermions obey Fermi-Dirac statistics  
 the mineral forsterite



Do not capitalize the names of scientific theories and laws when they do not contain a proper noun.

**Example 110**

the second law of thermodynamics  
the general theory of relativity

#### 4.2.2.15. SPECIAL CASES

### Units of measurement

Do not capitalize the first letter of units of measurement written in full, in particular Système International (SI) units, even when they are derived from proper nouns.

**Example 111**

hertz (frequency)  
newtons (force)  
kelvins (formerly degrees Kelvin)

With some exceptions in temperature measurement:

**Example 112**

degrees Celsius or Fahrenheit

### Abbreviations or symbols for units of measurement

Capitalize the first letter of abbreviations or symbols for units of measurement derived from proper nouns, and prefixes denoting multiples of one million units or more (mega-, giga-, tera-), but do not capitalize symbols for units that are common nouns and prefixes denoting divisions or lesser multiples.

**Example 113**

V (volts)  
Pa (pascals)  
GW (gigawatts)  
MPa (megapascals)  
s (seconds)  
cm (centimetres)  
mW (milliwatts)  
kg (kilogram)

### Prefix hyphenated to proper word

When a prefix is hyphenated to a proper noun or adjective, capitalize that noun or adjective, but do not capitalize the first letter of the prefix.

#### Example 114

anti-Soviet propaganda  
non-Newtonian fluids

### Contracting parties

In some legal or contractual documents, such as treaties, construction contracts or leases, the contracting parties may be distinguished by initial capitals, although this is not compulsory.

#### Example 115

the Principal (the party requesting and paying for the works under a contract)  
the States Parties

### Institutions

Certain institutions must be capitalized depending on the context and precise meaning.

#### Example 116

the Government (meaning a particular body of persons)  
the State (considered as a concept of law or political philosophy)

## 4.3. STYLE CONVENTIONS FOR FRENCH TERMS AND DEFINITIONS

### 4.3.1. GENERAL

Write terms and definitions in accordance with the lexical and grammatical rules applicable to the French language. In particular, follow the specific conventions below:

## 4.3.2. DETAILED CONVENTIONS

### 4.3.2.1. SPELLING

Use the spelling indicated in the latest edition of Le Petit Robert. Set your word-processor spell-checking system to 'French (France)'.

### 4.3.2.2. HYPHENATION

Use the forms as shown in Le Petit Robert unless otherwise dictated by grammatical rules in French. You may omit the hyphen from compound words not listed in that dictionary because they are recent, specialized or temporary expressions, except when omitting it would cause ambiguity, or before and after the 't' written for phonetic reasons between the third person singular of a verb and a following pronoun.

### 4.3.2.3. NUMERALS

Write single-figure numbers in letters (one to nine). In other cases, use numerals (10 and above).

#### Example 117

##### **carte à deux marges**

Carte sur laquelle la surface cartographiée s'étend jusqu'à deux bords de la feuille, normalement le nord et l'est, ne laissant ainsi que deux marges disponibles.

##### **carte de combat**

Carte marine spéciale, à l'échelle de 1:50.000, destinée à l'appui-feu naval et à l'appui aérien rapproché au cours d'opérations côtières ou amphibies, indiquant en détail l'hydrographie et la topographie de la région côtière.

### 4.3.2.4. METRIC SYSTEM

Normally give measurements using Système International (SI) units. If necessary, show measurements in the English system in brackets after metric ones.

#### 4.3.2.5. MATHEMATICAL SYMBOLS

Do not use mathematical symbols in place of lexical expressions.

##### Example 118

##### Wrong:

>  
=  
+

##### Right:

supérieur à  
égal à  
plus ou davantage

#### 4.3.2.6. USE OF ET/OU

Do not use this conjunction in French, even when it is the equivalent of ‘and/or’ in English. The French equivalent of ‘and/or’ is most often simply ‘ou’. If greater precision is required when there are two items, write ‘...ou... ou les deux’ or ‘soit... soit... ou les deux’.

##### Example 119

##### **contact / contact**

Tout objet aérien, de surface ou sous-marin, détecté par des capteurs électroniques, acoustiques ou visuels.

(NB: This is the French equivalent of the following definition: “Any discrete airborne, surface or subsurface object detected by electronic, acoustic and/or visual sensors.”)

##### **aéronef de transport d'assaut / assault aircraft**

Aéronef propulsé transportant soit des troupes, soit du matériel, ou les deux, vers la zone de l'objectif.

(NB: This is the French equivalent of the following definition: “A powered aircraft that moves assault troops and/or cargo into an objective area.”)

#### 4.3.2.7. CAPITALIZATION

Do not use capitals except where required by the grammar of the language, e.g. for proper nouns, nationalities or for official titles (see 4.4., Capitalization in French).

#### 4.3.2.8. PUNCTUATION

Use punctuation as a tool to clarify meaning and avoid ambiguity. It is not possible here to provide a complete guide to French punctuation, for which purpose you should refer to the current edition of Grevisse’s ‘Le bon usage’. However bear the following specific points in mind:

Place commas between items in a series within a sentence but generally speaking not before the conjunctions ‘et’, ‘ou’.

**Example 120****tableau d'effectifs en temps de crise**

Tableau précisant la répartition des effectifs d'une unité, d'une formation ou d'un état-major en période de crise.

**exécution décentralisée**

Délégation de l'autorité appropriée à des commandants subordonnés pour remplir les tâches et missions assignées.

Use a comma to separate the qualifier at the beginning of a definition from the definition proper.

**Example 121****ligne de départ**

En opérations terrestres, ligne servant à coordonner le départ des éléments d'attaque.

Use commas to separate a clause or phrase which is parenthetical (i.e. it could be removed from the sentence without affecting the structure of the latter).

**Example 122****courbe de niveau**

Ligne qui, sur une carte, relie des points d'égale altitude.

Use semi-colons to separate items in a list where each element is written on a separate line.

Insert a space (if the word-processor does not do this automatically) before the following punctuation marks: semi-colon (;), colon (:), exclamation mark (!), question mark (?) and guillemets (« ... »).

**Example 123****arrière-garde / rear guard**

Derniers éléments d'une force en progression ou en repli.

Note : ils ont les fonctions suivantes :

- a. protéger les arrières d'une colonne contre des forces ennemies ;
- b. retarder l'ennemi pendant le repli ;
- c. pendant la progression, maintenir ouvertes les voies d'approvisionnement.

Preferably use the French 'guillemets' (« ») instead of English inverted commas (also called quotation marks or quotes).

## 4.4. CAPITALIZATION IN FRENCH

### 4.4.1. GENERAL

In typography, the terms ‘upper-case’ and ‘capital’ letter are synonyms. In this manual, the term ‘capital’ or ‘capital letter’ is used. Note firstly that, in accordance with all typographical codes<sup>2</sup> as well as a recommendation by the Office de la langue française<sup>3</sup>, capitals must include all diacritics, i.e. accents, the diaeresis (¨), circumflex (^) and cedilla (ç) when the corresponding lower-case letters require them. Note also that the rules for capitalization in French are different from those in English: the fact that a word is capitalized in English does not necessarily mean that its French equivalent is also capitalized.

### 4.4.2. FUNCTION OF CAPITALIZATION

An initial capital letter has two functions: demarcation and distinction.

#### 4.4.2.1. DEMARCATING CAPITAL

Normally placed at the beginning of a sentence or line, after a full stop or period, at the beginning of a quotation, the first word of each entry in a table, the first word of a chapter or other subdivision, the first word of agenda items (even if they are listed in a text), the first word of the title of a text, the beginning of correspondence, the beginning of a signature block, etc. Following a colon, an initial capital is only placed in a complete quotation, whether between inverted commas (also known as ‘quotation marks’ or ‘quotes’) or not.

#### Example 124

Le Comité décide :

- a) de se réunir à une date ultérieure ;
- b) de consigner sa décision dans le procès-verbal.

Note : le Comité décide de se réunir à une date ultérieure.

Madame, Monsieur,  
Veuillez trouver ci-joint...

<sup>2</sup> For information, consult the “*Manuel de typographie française élémentaire*”, by Yves Perrousseau.

<sup>3</sup> Office de la langue française and CEDROM-Sni Inc. – 1997.

#### 4.4.2.2. DISTINGUISHING CAPITAL

Expresses a particular, absolute or unique and often abstract notion. It is used to highlight something or honour or stress the importance of a person or entity or to show deference. It may also be used to remove ambiguity. It is used in all proper nouns or other words considered as such.

##### Example 125

les États européens **but** un état d'alerte  
 le Secrétaire général de l'OTAN... **but** rencontre au sommet des secrétaires généraux...  
 le Directeur général de l'OMS a déclaré que .... **but** les directeurs généraux se sont réunis...  
 les Vingt-cinq (NB: de l'Union européenne)  
 le Comité des plans de défense **but** les comités financiers de l'OTAN

#### 4.4.3. DETAILED GUIDE

Use an initial capital letter in the following cases:

All proper nouns and common nouns assimilated to the latter (e.g. names of persons, places and makes provided they have not become common nouns):

##### Example 126

M. Leblanc  
 Bruxelles  
 le Québec  
 un avion Dassault  
 Lord Kelvin (NB: the name of a British scientist)  
 un kelvin (NB: a unit of temperature: the proper noun has become a common noun)

When a common noun or another word considered as such is given a specific, unique, official or abstract value, or is considered as an established entity. Note that as a general rule, only the first word of a noun phrase (i.e. noun and complement) is capitalized:

- Institutions, organizations, associations, groups, centres, companies, societies, agencies, commands, units, congresses, councils, secretariats, unions, trade unions, conferences, meetings, committees, commissions, political parties, teaching institutions, schools, etc.

**Example 127**

l'Alliance (NB: i.e. the North Atlantic Alliance)  
 un Allié (NB: i.e. a member of the North Atlantic Alliance)  
 le Collège de défense de l'OTAN  
 l'Académie militaire de West Point  
 l'Organisation du Traité de l'Atlantique Nord  
 la Commission européenne  
 le Comité des plans de défense  
 la Délégation de l'Islande auprès de l'OTAN  
 les Organisations coordonnées **but** les organisations non gouvernementales (NB: because the latter is a generic term)

(NB: Do not capitalize the words below when they are preceded by an indefinite article or by a demonstrative adjective.)

cette organisation  
 cette assemblée  
 une commission

- Generally speaking, the names of legal instruments such as agreements, charters, conventions, laws, programmes, reports, treaties, etc.

**Example 128**

le Traité sur les forces armées conventionnelles en Europe (official name) **but** le traité FCE (unofficial name)  
 la Convention sur le statut des forces  
 la Charte des Nations Unies  
 l'Acte unique  
 la Déclaration de Londres  
 le Programme alimentaire mondial

- Historical eras, facts, dates and places.

**Example 129**

la Grande Guerre  
 la Seconde Guerre mondiale  
 la Guerre froide  
 le Mur de Berlin

- Cardinal points, when they designate a geographical, political, ethnical, sociological or architectural entity. Note that they are written with a lower-case initial letter if they are followed by a complement of place or if they denote a compass direction.



**Example 130**

les relations Est-Ouest  
 l'Occident et l'Orient  
 la brigade multinationale Nord  
 l'Atlantique Nord  
 la région Sud  
 but  
 l'est de la Russie  
 se diriger vers le nord-ouest

- Titles and functions but only in an address line, in the signature block or in a header, to show deference or importance.

**Example 131**

Monsieur le Ministre but le ministre des Affaires étrangères  
 Madame la Présidente but la présidente d'un comité  
 Monsieur le Vice-président (NB: only capitalize 'Vice')

- Words used alone and considered as entities or absolutes.

**Example 132**

la Marine (NB: meaning a specific national navy)  
 la Défense (NB: all organizations and personnel defending a country)  
 le Ministre (NB: a particular individual)  
 l'Organisation (NB: NATO for example)  
 l'Accord (NB: a particular agreement)  
 la République (NB: a particular nation, e.g. the Republic of Italy)  
 le Parlement (NB: of a particular nation or group, e.g. the British Parliament, the European Parliament)  
 l'État (NB: the territory ruled by a particular sovereign)  
 la Nation (NB: a particular nation)

- The names of ethnic or racial categories or of inhabitants.

**Example 133**

les Blancs  
 les Noirs  
 les Anglais  
 les Luxembourgeois  
 les New-Yorkais

- Military units when they are unique or important.

**Example 134**

l'Armée rouge

la Grande Armée

l'État-major général

le 1<sup>er</sup> Régiment d'infanterie

(NB: There is only one instance of each of the above, at least in a given country.)

- The names of ships, aircraft or other equipment (also use quotation marks).

**Example 135**

le sous-marin nucléaire « Le Téméraire » or « Téméraire »

le porte-hélicoptères « Intrépide »

le missile « Crotale »

- Civil or military distinctions, medals, etc., but only if they are included in a hierarchy.

**Example 136**

la Légion d'honneur

l'ordre du Mérite national

(NB: the distinctions below are not part of a hierarchy.)

la croix de guerre

la médaille militaire

la médaille de l'OTAN

- The proper element only of the designation in geographical or topographical designations.

**Example 137**

les îles du Cap-Vert

les îles Anglo-Normandes

la mer Baltique

le golfe Persique

le mont Blanc

- In expressions where the common nouns are capitalized, capitalize all of them when they are closely related.

**Example 138**

le ministère du Commerce et de l'Industrie  
le département des Ponts et Chaussées

**4.4.3.1. CAPITALIZATION OF ADJECTIVES**

- When a capitalized noun is preceded by an adjective, also capitalize the adjective.

**Example 139**

le Grand Quartier général des Puissances alliées en Europe  
le Haut État-major  
la Haute Cour  
le Haut Commissariat des Nations Unies pour les réfugiés (NB: 'haut-commissariat' is usually hyphenated, except in United Nations' usage)

- However, when the term designates a region, a geographical area or a remote part of an era, write the adjective with a lower-case initial letter.

**Example 140**

la haute Égypte  
le bas Moyen Âge  
la haute Belgique

- Capitalize the adjective when it qualifies a common geographic noun in such a way as to designate a specific entity (e.g. a sea, lake, mountain, river, etc.). In other cases, do not capitalize.

**Example 141**

le mont Blanc but la montagne blanche  
l'océan Atlantique but la côte atlantique

- When a capitalized noun is preceded or followed by an adjective, also capitalize the adjective if they are joined by a hyphen.

**Example 142**

les États-Unis  
 le Royaume-Uni  
 les Pays-Bas  
 l'Extrême-Orient  
 le Haut-Commissariat

- Exceptions:
  - (1) Write the expression 'Nations Unies' with two capitals even though the two words are not hyphenated (UN usage).
  - (2) Do not capitalize the adjective in 'État-major' although the two words are joined by a hyphen, in accordance with Le Petit Robert and general usage.

#### 4.4.3.2. COMMON NOUNS NOT USUALLY CAPITALIZED

Generally speaking, do not capitalize the principal noun (in the grammatical sense) of the title of a minister, ministry or state department.

**Example 143**

le ministre des Affaires étrangères but le Premier ministre  
 le ministère de l'Intérieur  
 le secrétaire d'État au Tourisme  
 le département d'État au Développement social but le Département d'État américain (NB: This is not any US government department but a specific one.)

Generally speaking, do not capitalize nouns designating grades, functions, titles, etc. when they are followed by a proper noun or by a noun phrase.

**Example 144**

le roi et la reine des Belges  
 le président de la République  
 le général Eisenhower  
 le chef du gouvernement  
 l'ambassadeur du Canada  
 le haut-commissaire de la République  
 le professeur Tournesol

Exceptions:

Capitalize such nouns in the address line of a letter, on a business card, etc.

Generally speaking, do not capitalize the noun when it is followed by a noun complement written with an initial capital or by an apposition. Only capitalize the noun's complement if necessary. Capitalize appositions or just use quotation marks.

**Example 145**

l'opération Joint Endeavour  
le plan Marshall  
l'ordre de bataille Air or l'ordre de bataille « air »

Do not capitalize the names of members of religious groups.

**Example 146**

les chrétiens  
un musulman  
un protestant  
les hindouistes

**INTENTIONALLY BLANK**

## ANNEX A - TYPES OF DEFINITIONS

You can write a definition in several different ways.

### Intensional definitions

In this type of definition, you start the definition with a superordinate term to situate the concept and then list the characteristics that distinguish the concept from other concepts.

This is the type of definition that most clearly describes a concept within a concept system and is the preferred method. Use it whenever possible.

#### Example 147

##### replenishment at sea

RAS

underway replenishment (admitted)

UR

Those operations required to make a transfer of personnel and/or supplies when at sea.

##### heavy replenishment at sea

heavy RAS (admitted)

Replenishment at sea involving the transfer of solid cargo weighing more than 2,000 kg (4,410 lb) and up to 6,000 kg (13,216 lb) including the container.

Since there is a definition of 'replenishment at sea', the definition of 'heavy replenishment at sea' can concentrate at what makes 'heavy replenishment at sea' different from (regular) 'replenishment at sea'.

### Partitive definitions

In this type of definition, you either describe a whole by its constituent parts, or you describe a part in relation to the whole. The problem with the former is that the description generally needs to be exhaustive for the definition to be correct.

#### Example 148

##### geospatial information

Information based on topographical, aeronautical, hydrographic, planimetric, relief, geodetic and geophysical data, including geo-referenced imagery.

This definition lists the different origins of the data on which geospatial information may be based.

##### task force

TF

A component of a fleet organized by the commander of a task fleet or higher authority for the accomplishment of a specific task or tasks.

This definition describes a task force as part of a larger unit.

## Definitions by synonym

There are cases where the use of a synonym as a definition is more suitable. However, often this type of definition provides little information. In general, avoid this type of definition.

### Example 149

**forming-up place**

Attack position

**hyperbaric chamber**

Diving chamber

**hyperbaric chamber**

Compression chamber

## Definitions by description

There are situations when it is difficult to write an intensional definition or to find a suitable superordinate term to begin the definition with.

When describing a concept, use the essential characteristics of the concept (e.g., nature, material, purpose, means, cause and effect, time, place).

### Example 150

**mirror**

A polished surface, usually made of glass, that shows images by reflection.

Since a mirror may be a piece of furniture, a tool used by a dentist, or a part of a car, etc. it is impossible to start the definition by stating "A piece of furniture that ...", or "A tool that...".

However, when you start describing a mirror as object, you will find that the choice of the word 'surface' is a neutral choice, which is suitable for all types of mirrors.

*Nature* - a polished surface.

*Material* - glass.

*Purpose* - to show images.

*Means* - by reflection.

**terrorism**

The unlawful use or threatened use of force or violence, instilling fear and terror, against individuals or property in an attempt to coerce or intimidate governments or societies, or to gain control over a population, to achieve political, religious or ideological objectives.

*Nature* - the unlawful use or threatened use of force or violence, instilling fear and terror, against individuals or property

*Purpose* - in an attempt to coerce or intimidate governments or societies, or to gain control over a population, to achieve political, religious or ideological objectives.



## Operational definitions

In some cases, the performance of observable and repeatable operations may be used to describe the concept. This may be useful for defining processes, methods, mechanisms and machines by describing how they are conducted or how they operate or function.

### Example 151

#### intelligence cycle

The sequence of activities whereby information is obtained, assembled, converted into intelligence and made available to users. This sequence comprises the following four phases:

- a. Direction - Determination of intelligence requirements, planning the collection effort, issuance of orders and requests to collection agencies and maintenance of a continuous check on the productivity of such agencies.
- b. Collection - The exploitation of sources by collection agencies and the delivery of the information obtained to the appropriate processing unit for use in the production of intelligence.
- c. Processing - The conversion of information into intelligence through collation, evaluation, analysis, integration and interpretation.
- d. Dissemination - The timely conveyance of intelligence, in an appropriate form and by any suitable means, to those who need it.

#### explosive ordnance disposal

The detection, accessing, uncovering, identification, mitigation, rendering safe, recovery, exploitation and final disposal of explosive ordnance, regardless of condition.

## Extensional definitions

In highly specialized terminological documents directed at field specialists, the definition may be formulated as an exhaustive list of the subordinate concepts which correspond to the objects in the class. In this type of definition, list all elements, otherwise the definition may be unclear.

### Example 152

#### threatened species

Critically endangered species, endangered species or vulnerable species.

#### noble gas

Helium, neon, argon, krypton or radon.

#### cargo

Commodities and supplies in transit

**AAP-77(A)(1)**