

NEFCO English style and usage guide

Spelling conventions	
Convention	British spelling
Examples	<ul style="list-style-type: none"> • -ise/-ize? Use -ise spellings. For example: <i>organise, advertise, compromise, exercise, improvise, merchandise, fertiliser, realise</i> • -ogue/-og? Use -ogue spellings. For example: <i>analogue, catalogue, dialogue</i> • -our/-or? Use -our spellings. For example: <i>colour, favourite, harbour, labour, neighbourhood</i> • -re/er? Use the -re spelling. For example: <i>centre, fibre, litre</i> • -yse/-yze? Use -yse spellings. For example: <i>analyse, catalyse, paralyse</i> • -er/-or? Use -er in words like <i>adviser</i> <p>Double consonants after a short vowel when adding -ing or -ed to verbs or -ed to nouns E.g. travelling, travelled, traveller; modelling, modelled, modeller, cancelled, fulfil, fulfilling, fulfilled, <u>the sole exception to this rule is parallel – paralleled,</u></p> <p>Some exceptions: <i>Benefit - benefiting -benefited, develop - developing - developed , focus - focusing - focused , target - targeting - targeted</i></p> <p>Miscellaneous: Use metre for <u>measurement</u> and meter for <u>measuring instruments</u> programme for conferences, television and radio but program for software and gram, kilogram, but tonne when referring to 1000 kg (also known as a metric ton) and ton when referring to a short ton (907.18474 kg) used in the US or long ton (appr. 1,016 kg)</p>
Exceptions	<p>When in an official name</p> <p>The World Nature Organization (WNO), World Health Organization, The World Health Organization <i>The Organisation</i> for Economic Co-operation and Development</p> <p>The United Nations Environment Programme (UNEP) <i>The Russia and Eurasia Program</i></p>

Use of NEFCO's name	
Rule(s)	<p>Internal use and when known: NEFCO</p> <p>First instance when used externally e.g. clients and loan documents: The Nordic Environment Finance Corporation (NEFCO)</p>

Dates	
Rule(s)	<p>Write dates in the format day/month/year. To avoid confusion from:</p> <p>UK: 11.09.14 = 11 September 2014 (dd/mm/yyyy) USA: 11.09.14 = 9 November 2014 (mm/dd/yyyy) Sweden: 14.09.11 = 11 September 2014 (yyyy/mm/dd)</p> <p>the month should be written out in full and <u>not as a number</u>. For example: 26 March 2014. No commas or full stops are required</p> <p>Please note that the suffixes – st, nd, rd, th (1st, 2nd, 3rd, 4th, etc.) for ordinal numbers are not normally used with dates except in extremely formal texts.</p> <p>E.g. NEFCO's next meeting will be on Tuesday 25 March 2014. Exceptions to this rule are the use of ordinal numbers otherwise. E.g. The 65th Nordic Council Session, This was the 21st time that..... If you need to abbreviate dates because of lack of space, use:</p> <p>Sun Mon Tues Wed Thurs Fri Sat Jan Feb March (Mar) April (Apr) May June July Aug Sept Oct Nov Dec</p> <p>Note that there is no apostrophe in decades: E.g. in the 1990s, in the 2000s, etc. For time spans, use a closed up dash 2010-2014</p>
Examples	

Use of currencies and monetary amounts	
Rule(s)	<p>Use currency codes: E.g. EUR, NOK, SEK, RUB, UAH and before the amount.</p>
Examples	<p>The total budget for the Fourth Call is EUR 4 million. The total budget for the Fourth Call is RUB 2 billion.</p>

Numerical expressions	
Rule(s)	<p>Write out numbers from one to ten using words and use numerals for 11 upwards: E.g. There were two people present at the meeting. Finland joined the EU almost 20 years ago</p> <p>Do not combine numerals with hundreds and thousands, write either: 400 and 4,000 (4 000 in tables), not 4 hundred and 4 thousand. However, you can combine numerals with million and billions: 4 million, 4 billion</p> <p>Write as words numbers below 10 that do not represent precise measurements: five participants; a two-day</p>

Numerical expressions	
	<p>course, a four-day week BUT a 700-year-old building, a 40-hour week, the 24-hour clock any numbers that begin a sentence: Seven mills were...; Seventy per cent of... common fractions: three-quarters of ... the number zero a tenth; one-half There are thousands of... We have hundreds of...</p> <p>Exceptions: numbers before a unit of measurement – 5 cm; 9am with decimals – 3.6 ml numbers below 10 grouped for comparison - ...7, 12, 4 and 5 Do not begin a sentence with numerals. Either write the number in full or use words such as: <i>Altogether, A total of, Approximately, Some, Almost, Nearly, About</i> Seventy-three people turned up for the meeting OR About 70 people turned up for the meeting.</p> <p>There are several ways to write thousands and millions in numerals.</p> <p>5,000 3,567,880 or 5 000 (official translation guide – use protected space) 3 567 880</p> <p>Millions and billions million (m) = 1,000,000 billion (bn) = 1,000,000,000 When writing million and billion in conjunction with numbers or amounts, the abbreviations “m” and “bn” may be used:</p> <p>E.g. a subsidy of EUR 10,000m, we raised EUR 1.5bn</p> <p>Remember that where Finnish and most other European languages use a comma (,) with decimals, in British English a full stop (.) is used. Whereas Finnish and most other European languages use a full stop (.) to separate thousands, tens of thousands, etc. British English uses a comma (,).</p> <p>E.g. A 3.5% rise in funding. A new loan of EUR 15,100,000. Modernisation will cut carbon emissions by 3,500 tonnes a year.</p>
Examples	

Use of hyphens	
Rule(s)	<p>There are no fixed rules on whether to hyphenate or not. If in doubt, consult a good dictionary. However, here are some very broad guidelines and some examples.</p> <p>Sometimes hyphens are necessary to make the sense clear: E.g. re-sign (to sign something again) vs resign (to give notice on your job) or re-cover (to cover something over again) vs recover (to get back to normal) They make hot-rolled steel (which tells the reader that “rolled” belongs to hot and not to steel). Front-end fees (which tells the reader that “end” belongs to front and not to “end”) are the fees paid by a borrower to a lender at the beginning of a loan transaction.</p> <p>Or to avoid an awkward combination of letters: re-enter co-ordinator co-chair co-member co-worker co-owner co-financing semi-independent NB. Cooperation is written <u>without</u> a hyphen as is subcommittee, subparagraph and subordinated</p> <p>Use a hyphen to join two or more words serving as a single adjective before a noun: E.g. NEFCO is a well-known financial institution. They signed a ten-year agreement. A broad-based programme. There was a cooling-off period. NEFCO has embarked on a new energy-efficiency programme. They took out a short-term, subordinated loan.</p> <p>However, there is no hyphen when the combination of words follows the noun: E.g. NEFCO’s partners are well known. The programme is broad based. The programme will improve energy efficiency. The loan was only short term.</p> <p>Hyphenate when adverbs other than <i>ly</i> adverbs are used as compound words in front of a noun. E.g. NEFCO is a very well-known financial institution, but an occupationally exposed worker</p> <p>Hyphenate all compound numbers from twenty-one through to ninety-nine</p> <p>Hyphenate words beginning with the prefixes: <u>self-</u> as in self- self-assured; self-respect; self-addressed (except <i>selfish</i> and <i>selfless</i>) <u>ex-</u> as in ex-managing director; ex-boss (meaning <i>former</i>) <u>all-</u> as in all-inclusive, all-round <u>anti-</u> as in anti-mill demonstration <u>non-</u> as in non-flammable, non-coherent <u>mid-</u> as in the mid-1990s, mid-April</p>

Use of hyphens	
Examples	A minimum of 20% co-financing is required before mid-June.

Use of commas	
Rule(s)	<p>Use a comma (,) to separate introductory clauses of time and place, etc. from the main clause:</p> <p>Time At the end of 2013/ year-end 2013, On Tuesday, In March, In 2014, Today, So far, To date, Last year, Recently,</p> <p>Place Across the Eurozone, In Ukraine, In most Central Eastern European countries, Having opened the meeting, the chairman.... Before they signed the agreement, they....</p> <p>To separate an if clause when you <u>start</u> a sentence with if If they don't raise the extra money by the end of the year, the project will collapse. BUT: The project will collapse if they don't raise the money by... (NO COMMA)</p> <p>Direct speech In direct speech, the comma (,) comes before the closing quotes: E.g. "The project might be a waste of money," the CEO said.</p>
Examples	So far, the programme has selected ten project partners in the cities of...

Units of measurement	
Rule(s)	<p>Spaces or not?</p> <p>There are no standard rules for leaving a space between the numeral and the abbreviation – the following is a suggested format:</p> <p>no spaces: m (million) / °C / g / % The original estimate was EUR 12m in 2014. The machines cannot work in temperatures below -14°C. There was a price increase of 5.5%.</p> <p>with spaces: Always use a space when written in full</p>

Units of measurement	
	<p>The length of the machine is exactly 108 metres.</p> <p>The volume is exactly 54.9 cu m.</p> <p>The volume is 5 m³.</p> <p>Add 2.5 litres of water to the mixture.</p> <p>The total area is 14 cm².</p> <p>The site was originally 12.7 ha.</p> <p>The distance from Manchester to Crewe is 134 km.</p> <p>Metre vs meter</p> <p>Use metre for measurement/distance and <u>meter</u> for <u>measuring instruments</u></p> <p>watt W is standard kilowatt-hour kWh is standard kilowatt kW is standard</p>
Examples	

How to write cities and geographical areas	
Rule(s)	
Examples	<p>Write countries in alphabetical order:</p> <p>Grant financing of up to EUR 500,000 can be granted to partnerships between relevant Nordic (Denmark, Finland, Iceland, Norway and Sweden) institutions, organisations, companies, authorities and qualified local partners in low-income countries.</p> <p>Spellings cities, regions, waterways</p> <p>The general rule is use the anglicised form where this exists:</p> <p>When writing place names in Finland in English, use the name the region uses according to the official language in single language municipalities or the majority language in bi-lingual municipalities:</p> <p>E.g. Helsinki (not Helsingfors), Turku (not Åbo), Iisalmi (not Idensalmi), Mariehamn (not Maarianhamina), Åland or the Åland Islands (not Ahvenanmaa). The exception to this is where there are already established English names in use: Ostrobothnia (not Pohjanmaa or Österbotten), Karelia, Lapland, etc.</p> <p>For Russian/Ukrainian place names:</p> <p>Kiev Archangel St Petersburg or Saint Petersburg Moscow</p>

How to write cities and geographical areas	
	<p>Sosnovy Bor</p> <p>Write the country after the name of city or town except where the place is very well known</p> <p>Capitalised</p> <p>Northwest Russia the Barents Region the Baltic Sea Region In Leningrad Region In Vologda Region</p> <p>Because these are geographical regions/proper nouns</p> <p>Use lower case where the question is more one of description or when this is otherwise the norm.</p> <p>the Arctic region the Baltic states the Nordic countries</p> <p>Capitalise North, South, East and West where these designate definite regions or are an integral part of a geographical name,</p> <p>North America South Africa Southeast Asia North Pole West Coast the West (political) the East (political) the Middle East South Atlantic East Asia South-East Asia the Far East North Korea North and South America Central and South-East Asia Russia's Far East</p> <p>But use lower case when they merely indicate direction or general location</p> <p>The bank was south of the Thames. They live in east London. The site is 100 km north of Oslo. The project will take place in the northwest of Russia.</p>

How to write cities and geographical areas	
	<p>Most industry is in the east (west, north, south) of the country. There are two mills in central Sweden. Our main markets are in eastern and southern (northern, western) Russia. The plant is located 10 km west of Archangel.</p> <p>With waterways that do not have an anglicised form, insert a noun to help the reader: E.g. the river Kemijoki, lake Päijänne, lake Vänern</p>

Use of abbreviations	
Rule(s)	
Examples	<p>First instance</p> <p>The NEFCO Norwegian Carbon Procurement Facility (NorCaP) was established in October 2013 by NEFCO and the Norwegian government.</p> <p>If used only once it is not necessary give abbreviated form</p> <p>E.g.</p> <p>The first Call for Proposals for NorCaP has been launched. NEFCO is inviting CDM project participants to submit proposals...</p> <p>Not</p> <p>The first Call for Proposals (CfP) for NorCaP has been launched. NEFCO is inviting CDM project participants to submit proposals...</p> <p>Use initial capitalisation for words like Euribor and Eurozone</p> <p>Euro Interbank Offered Rate (Euribor) is a daily reference rate based on the averaged interest rates at which <u>Eurozone</u> banks offer to lend unsecured funds to other banks in the euro wholesale money market (or interbank market)</p> <p>Use upper case letters for acronyms like:</p> <p>EBITDA is an acronym for earnings before interest, taxes, depreciation, and amortisation.</p>

Titles and names in interviews, etc.	
Rule(s)	
Examples	Recommended order

Titles and names in interviews, etc.	
	<p>Title, name, position, company</p> <p>“We are very pleased with the fact that the projects in Vinnytsia and Zhytomyr are moving forward,” says Dr Magnus Björk, Senior Adviser, NEFCO.</p> <p>Note: the comma is within the quotation marks.</p>

Quotations and quotation marks	
Rule(s)	
Examples	<p>“...” for direct quotes</p> <p>“There is clearly a need for setting up funds aimed at greening the transportation industry. With the help of this joint fund with the BNB we can achieve both environmental results as well as promote transfer of Nordic cleantech to Belarus,” says Thor Thorsteinnsson, Investment Manager, NEFCO.</p> <p>‘...’ for other e.g. terminology</p> <p>Three environmental pollution sources were excluded from the Barents environmental ‘hot spots’ list today at the Barents Euro-Arctic Council (BEAC) meeting of the ministers of the environment, held in Inari, Finland.</p> <p>This includes projects which are otherwise at a standstill or ‘stranded’, with priority given to projects that can be re-started promptly.</p>

Environmental terminology	
Phosphorus instead of phosphorous, sulphur/sulphur how to write megawatt/kilowatt/gigawatt-hours (+ abbreviations), emissions or discharges, environmental benefits or environmental gains.	
Rule(s)	
Examples	<p>sulphur</p> <p>Phosphorus vs phosphorous</p> <p>Phosphorus is a noun Phosphorous is an adjective</p> <p>Phosphorus has an atomic number of 15 and an atomic weight of 30.973761.</p> <p>Phosphorous acid is the compound described by the formula H3PO3.</p> <p>Confusion arises in that 'phosphorous' is also an alternative spelling for 'phosphorus'.</p> <p>Emissions to air Discharges to water</p>

Environmental terminology

Phosphorus instead of phosphorous, sulphur/sulphur how to write megawatt/kilowatt/gigawatt-hours (+ abbreviations), emissions or discharges, environmental benefits or environmental gains.

How to write all renewable energy sources, hydropower, solar, biomass, thermal energy etc.

Rule(s)

Examples

Wind Power

Hydropower

- Hydroelectric - This type of power is extracted from the gravitational pull of water falling from a higher source, such as using a waterfall to generate energy.
- Tidal power - This type of power is generated by the tides of oceans and seas.
- Damless hydropower - This type of power is extracted from the natural flow of rivers.

Geothermal Energy

- Dry steam - Power plants around the world take the steam that pours out of fault lines and fractures in the ground and uses it to power turbines to generate energy.
- Flash steam- Water below the ground can heat in excess of 200 degrees Celsius. Scientists have found that by letting the water boil up through the ground to produce steam can generate power for a turbine to generate electricity.
- Binary cycle - Hot water gets pumped through a heat exchanger which heats up a liquid with a low boiling point such as butane. The butane is boiled at a low temperature which converts to steam and powers turbines which generate electricity. The cool water then gets pumped back into the Earth to repeat the process.

Solar Energy

- Active solar involves capturing and redistributing sunlight through the use of solar panels, pumps or solar fans to generate power.
- Passive solar works to reduce the amount of energy traditionally used to power a location, such as a building or house. Examples of using passive solar power include building a house in the natural direction of sunlight to trap heat and using airtight windows, walls and floor structures in a manner that generates passive energy.

Biomass

Includes materials, such as wood chips, agricultural waste and plants. They can be burned like coal and natural gas.

Biofuel bioenergy

Biofuels, such as ethanol and biodiesel can be distilled and extracted from plants that are high in starch and sugar. These plants include corn, sugar cane and switch grass. There has been much talk and production of ethanol in the Midwest as well as Brazil. Ethanol is considered the main biofuel today.

Energy efficiency or energy saving	
Rule(s)	
Examples	<p>Energy efficiency is "using less energy to provide the same service".</p> <p>There are other definitions, but this is a good operational one.</p> <p>The best way to understand this idea is through examples:</p> <p>When you replace a single pane window in your house with an energy-efficient one, the new window prevents heat from escaping in the winter, so you save energy by using your furnace or electric heater less while still staying comfortable. In the summer, efficient windows keep the heat out, so the air conditioner does not run as often and you save electricity.</p> <p>When you replace an appliance, such as a refrigerator or clothes washer, or office equipment, such as a computer or printer, with a more energy-efficient model, the new equipment provides the same service, but uses less energy. This saves you money on your energy bill, and reduces the amount of greenhouse gases going into the atmosphere.</p> <p>Energy efficiency is not energy conservation.</p> <p>Energy conservation is reducing or going without a service to save energy.</p> <p>For example: Turning off a light is energy conservation. Replacing an incandescent lamp with a compact fluorescent lamp (which uses much less energy to produce the same amount of light) is energy efficiency.</p> <p>Both efficiency and conservation can reduce greenhouse gas emissions.</p> <p>Energy conservation refers to reducing energy through using less of an energy service. Energy conservation differs from efficient energy use, which refers to using less energy for a constant service. For example, driving less is an example of energy conservation. Driving the same amount with a higher mileage vehicle is an example of energy efficiency. Energy conservation and efficiency are both energy reduction techniques.</p>

How to write the names of our funds	
Rule(s)	
Examples	<p>Financing Instruments</p> <p>NEFCO administers a range of different funds for a variety of purposes. A brief description of the main funds is found below.</p> <p>NEFCO Investment Fund</p> <p>The Investment fund amounts to EUR 113.4m The fund provides loans and equity financing. In some cases subordinated loans and loans with equity features can also be provided. The loans are from medium to long term, and are provided at market conditions.</p>

How to write the names of our funds[Nordic Environmental Development fund – NMF](#)

Through this fund, originally established by the Nordic Ministers of Environment in 1995, NEFCO is endeavouring to support the realization of projects that otherwise would not materialize or could be realized only later in the future. Local participation in the financing is required. Contributions from the fund can be provided as grants for the procurement of goods or services (cash subsidies) or to reduce the borrower's debt service costs. The maximum grant is one-third of the total project cost. The capacity of the fund is approximately EUR 60 million.

[Nordic Project Fund](#)

The Nordic Project Fund (Nopef) is financed by the Nordic Council of Ministers (NCM). Nopef aims to support and extend Nordic cooperation and to contribute to the common interest of the Nordic countries. The funds are used to strengthen the international competitiveness of small and medium-sized enterprises by providing loans on favourable terms for co-financing feasibility studies, aiming at contributing to the internationalisation of companies. Nopef supports feasibility studies that have strong commercial potential.

[Environmental Hot Spots in the Barents Region](#)

NEFCO has a special mandate to work with environmental issues and projects in the Arctic and the Barents regions. One of the important financial tools for doing this is the Barents Hot Spots Facility (BHSF), which is managed by NEFCO on behalf of the Governments of Finland, Iceland, Norway and Sweden.

[BSAP Fund](#)

The BSAP Fund is a fund managed by NEFCO and the Nordic Investment Bank (NIB). The fund provides grants for technical assistance to projects that support the implementation of the HELCOM Baltic Sea Action Plan (BSAP). The aim of the BSAP is to help restore the ecological status of the Baltic Sea.

[Carbon Finance and Funds](#)[Nordic Climate Facility](#)

The Nordic Climate Facility finances projects that have a potential to combat climate change and reduce poverty in low-income countries. The Facility is financed by the Nordic Development Fund (NDF) and implemented jointly with the Nordic Environment Finance Corporation (NEFCO).

[Testing Ground Facility \(TGF\)](#)

The Baltic Sea Region Testing Ground Facility (TGF) is a fund, which provides financial assistance to projects, primarily by purchasing emission reduction credits. The TGF was established at the end of December 2003 by the governments of Denmark, Finland, Iceland, Norway and Sweden.

[NEFCO Carbon Fund \(NeCF\)](#)

How to write the names of our funds	
	<p>The NEFCO Carbon Fund (NeCF) is a global carbon fund based on a Public Private Partnership model, launched in April 2008. Vested in the form of a trust fund administered by the Nordic Environment Finance Corporation, it is an instrument for purchasing greenhouse gas emission reductions under the joint implementation (JI) and clean development mechanism (CDM).</p> <p>NEFCO Norwegian Carbon Procurement Facility</p> <p>The NEFCO Norwegian Carbon Procurement Facility, NorCaP, purchases carbon credits in the second commitment period of the Kyoto Protocol (2013-2020). The carbon procurement facility is wholly funded by the Norwegian Ministry of Finance. NorCaP invests in registered projects under the Clean Development Mechanism (CDM) facing risk of discontinuation.</p> <p>Arctic Council Project Support Instrument</p> <p>In March 2005, the Arctic Council established the Project Support Instrument (PSI), a financial initiative that aims to focus on actions preventing pollution of the Arctic. NEFCO was appointed as the Fund Manager. The PSI is a mechanism for financing specific priority projects already approved by the Arctic Council. The intention is to invite interested Arctic Council member states, observers and others to pledge contributions to the Arctic Council Project Support Instrument.</p> <p>Project Specific Funds</p> <p>NEFCO administers several special purpose funds on behalf of different donors, for the specific support of certain projects. Among the list of donors to these project specific funds are the Nordic countries, the Dutch Government, the Nordic Council of Ministers, EU Phare (the enlargement assistance programme), the Swedish Energy Agency and the Global Environmental Fund (GEF) through the Helsinki Commission (HELCOM). NEFCO has for these project specific funds been assigned a total of EUR 83.3 million, of which EUR 23.4 million represent completed funds.</p>

Miscellaneous financial terms and how to write them	
Rule(s)	<p>To disburse a loan</p> <p>Return on investment (ROI)</p> <p>Return on capital employed (ROCE)</p> <p>Interest rate, interest cap, interest swap</p> <p>12-month Euribor rate</p> <p>contractual obligations</p> <p>variable interest rate</p> <p>fixed interest rate</p> <p>credit rating agency</p> <p>debt service costs</p> <p>provide a grant FOR a project // provide a grant TO do something</p> <p>Project Support Instrument (PSI)</p>

Miscellaneous financial terms and how to write them	
Examples	

The difference between funding and financing, how to write about grants - the terminology related to disbursements	
Rule(s)	
Examples	

Loan terminology How do we differentiate between loan facility, fund and investment programme/scheme?	
Rule(s)	
Examples	

Macroeconomic terms of relevance, GDP growth rate, subsidies/green tariffs/support schemes for renewable energy sources etc.	
Rule(s)	
Examples	