Glossary of typographic terms and standards

→ Currencies

All monetary values, other than euros, must be given and/or converted into **US dollars**. The format to be adopted is: 00 kyats/kip... (00 **US$**). Make sure to use the acronym for "US dollars": $US.
The **average annual** exchange rate should be used except for specific cases, which you would explain. Here is the link to calculate the annual conversion rates: https://www.oanda.com/lang/fr/currency/average

Local currencies are considered **uncountable**: 10 kyat/ riel/ kip/ ringgit/ baht/ dong BUT for dollar<u>s</u>, peso<u>s</u>, rupee<u>s.</u>

For information:

Country	Currency	Currency (ISO) code	Symbol
Myanmar	Kyat	MMK	K
Brunei	Brunei dollar	BND	$
Cambodia	Riel	KHR	៛
Indonesia	Indonesian rupiah	IDR	Rp
Laos	Kip	LAK	₭
Malaysia	Ringgit	MYR	RM
Philippines	Philippine peso	PHP	₱
Singapore	Singapore dollar	SGD	$
Thailand	Baht	THB	฿
Timor-Leste	American dollar	USD	$
Vietnam	Dong	VND	₫

→ Facts and figures

Use a dot to separate numbers from fractions, a comma to separate tens, hundreds and thousands in numbers (10,000,000) Example: 10.25 (not 10,25) Example: 2,500.99 (not 2 500,99)

→ Unbreakable space

- An unbreakable space is required in a series of cases where one does not want to separate words at the end of a line (200 soldiers, vol. 27, no. 2, p. 44, February 2008, etc.)

It can be obtained by 1) pressing Ctrl+8 (number 8 underscores) simultaneously or 2) via "Insert" -> "Symbols" -> "Special Character".

→ **Italics**

Latin and foreign common nouns should be italicized (ex: a *raison d'être*), unless they have become part of the everyday language.

Vernaculars in a foreign language will be given the following format: Translation (*italicized vernacular*). Ex: nature (*thammachat*)

Names of works (including works of art) and newspapers (and by extension, magazines or journals) are italicized BUT NOT other media (TV channels, radio stations). By assimilation with the printed article, the names of news agencies, platforms, portals, blogs as article supports will also be italicized in the references.

Storm names should be italicized (Cyclone *Nargis*, Typhoon *Haiyan*, Hurricane *Irma*, etc.), as well as the major climatic phenomena (*El Niño*, *La Niña*).

Reports will be left in the original language, if the meaning is transparent, and written in *italics*, without translation.

The names of political parties, associations, organizations, companies, should not be italicized. Example: National Advisory Council (Dewan Pertimbangan Agung, DPA).

→ **Capitalization Rules**

A capital letter is required for titles when used with or before a name. Ex: "President François Mitterrand", the "President of the French Republic", but the "French president will address Congress". Similarly, should be written the Parliament ("the European Parliament"), the Constitution (the "Constitution of 1958"), the Prime Minister, the Deputy Prime Minister, the Secretary of State, the Council of Ministers, the General Staff, the (national) Police, the Army, the Air Force, the (national) Navy, the UN Special Rapporteur. State bodies: The Authority...; The Agency...; The Council...

Works' titles also require capitalization of the first word, all nouns, all verbs, and all adjectives. Ex: A Midsummer Night's Dream.

Specific periods and historical events that have proper names must be capitalized (Middles Ages, World War I) but centuries are not (in the 20th century…).

The Koran, the Bible, the Torah, Islam, Catholicism, Buddhism; Buddhists, Christians…

The Schengen agreements; the Franco-Tunisian agreements of 1956; the Paris climate agreement.

→ **Acronyms**

Acronyms must be explained on first occurrence as follows, before they can be used alone. Each word should be capitalized:

- The National Advisory Council (Dewan Pertimbangan Agung, DPA).
- The Episcopal Office of Indonesia (Kantor Waligereja Indonesia, KWI).