

Scottish Parliament
Official Report
General Style – Edition 25

07/03/05

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

going from **A to B**

A and E use accident and emergency instead

Aarhus convention

accents—see “foreign words”

acquiesce in

acronyms—should, as a rule, be set out in full the first time. An acronym may be put in em-dashes after the term has been put out in full if it would help the reader to do so.

There are three groups of exceptions:

1. those that have become words:
laser, radar, quango
2. those that are in a foreign language and would probably not be recognised:
UNITA, SNCF, FIFA (However, UEFA should be out in full first time if the organisation is referred to, but we would always say “the UEFA cup”)
3. those that might not be as recognisable any other way:

ADSL	LED
AIDS	LSD
AM/FM	ME
ANZAC	MOT
BBC	MRSA
BSE	NASA
BCG	NATO
CD-ROM	OBE (and other honours)
CJD	PVC
DNA	QED
DVD	RAM
DOS	ROM
FTSE	TARDIS
HIV	TNT
IBM	VAT
ISBN	VHS
ISDN	VIP
ISSN	YMCA
ITV	YWCA
KGB	

act—Government of Wales Act 1998; the/an act. If referred to a lot in a short space of time, call it “the 1988 act” and so on—nicknames lead to confusion. [see “bills”]

Admiralty

Administration—follows the same rules as Government

advance notice—TRY notice

adverbs—in a decisive way = decisively

adviser [NOT advisor]

advisory committee - check the full name in “Councils, Committees and Boards”. Social Security Advisory Committee; the committee. The minister has set up a land reform advisory committee . . .

advocate deputes

aftercare

ageism BUT aging, agist

ages: six-year-olds; nine-year-olds; 10-year-olds; seven to 10-year-olds; from the ages of five to 18; aged eight, nine, 14 and 16; those aged 16 to 18; 16 to 19-year-olds; over-50s, under-fives; in their 30s and 40s

agrimoney, agrimonetary (BUT agri-environment)

aide/s-de-camp

aims and objectives: TRY one or the other, not both

airport [lc] Sumburgh airport; Manchester international airport; Heathrow terminal 4

al-Qa’ida

all comers

all of—TRY omitting “of”: all the civil servants involved, not “all of” the civil servants

all right

allowance—welfare benefits [lc]

amen—we say amen to that

amendments—are lodged in Edinburgh and tabled in Westminster. They are not “brought forward” (but they are moved and disposed of and agreed to)

amok, run amok

ampersand—in a company’s name, follow Companies House (Marks and Spencer; B&Q)

ancillary [NOT ancilliary]

and/or—is acceptable, if that’s really what they mean

annexe [n] part of a building; annex [n] part of a document; annex [vb]

anti-Christ

anti-Semitic

antisocial

anticipate—is often used when “expect” would be more appropriate

any [sing] Does any of us have the right to complain?

apex [NOT APEX or Apex]

apostrophe on “s”—only plurals end with “s” for the possessive [ministers’ cars]. Where the “s” is part of the word, the possessive must be “s’s”. This is usually a problem only with names: Prince of Wales’s consent, St James’s park, Sir Roy Griffiths’s report, the princess’s car. United States is a plural, so: United States’ view.

Also, Scottish Homes' responsibilities.
EXCEPTIONS: for goodness' sake

apostrophe—do not use in names of organisations: National Farmers Union, Ramblers Association, residents associations, magistrates courts.
Exception: when the word would not exist without an apostrophe (children's, fishermen's) [see also "contractions"]; Scottish Secondary Teachers' Association

applause—[*Applause.*] is an acceptable "stage direction", like [*Interruption.*] and [*Laughter.*]

arm's length; arm's-length principle

Army, the

artefact

as being: TRY as

ascriptions—quotations of five words or more from any UK *Official Report* take an ascription in square brackets after an em dash immediately after the text of the quotation. Quotation and ascription take quotation style.

In Edinburgh: —[*Official Report*, 13 April 2020; Vol 2, c 9.] **or** —[*Official Report, Finance Committee*, 13 April 2020; c 9-11.] **For joint meetings:** —[*Official Report, Justice 1 Committee and Justice 2 Committee (Joint Meeting)*, 16 May 2001; c 96.] Note that with ascriptions up to and including volume 11, the volume number is to be included; after 24 April 2001, there will be no more volumes and no need for volume numbers.

For written answers, —[*Official Report, Written Answers*, 12 January 2004; S2W-5413.] Note that the volume number point above applies to written answers, too.

In Westminster: —[*Official Report, House of Commons/Lords*, 1 April 2000; Vol 90, c 23-24.] **or** —[*Official Report, House of Commons/Lords, Standing Committee A*, 1 April 2000; c 223-24.]

For debates in Westminster Hall: —[*Official Report, House of Commons*, 30 November 2000; Vol 4, c 56WH.]

For written answers: —[*Official Report, House of Commons*, 20 January 2004; Vol 9, c 20W.]

For written ministerial statements: —[*Official Report, House of Commons*, 12 January 2020; Vol 1, c 25WS.]

Do not look for Hansards of select committees—evidence is done by Gurney's.

assembly: Northern Ireland/National Assembly for Wales uc even if the full name is not given; the Assembly. Proposed or imagined assemblies lc; an assembly for the south-west of England. **Others;** check the full name. Assembly of the Council of Europe; the assembly; North Atlantic Assembly; the assembly

Auditor General

Aunt Sally, Sallies

autumn statement [lc] unless the reference is to the document, which takes inverted commas like other publications; budget statement

away day

B

B and B (but bed and breakfast first)

back bench [n] – from the back benches; back bencher; back-bench member [adj]

back-up [n]; back up [vb]

backdate/d/ing

backlog

backtracking, backtracked

backwoods, backwoodsman

back yard

badger sett

bail out a boat; bale out of an aeroplane; bail an accused person

balkanise, balkanisation, BUT the Balkans

ballyhoo

bandwagon

bank: organisation uc, branch lc. "Clydesdale Bank has announced a restructuring." "I went to see my personal adviser at Clydesdale bank." "The bank has announced a restructuring." World Bank, the bank; Bank of England, the bank; the monetary policy committee

bank holiday

bargepole

Barnardo's

Barnett formula

baseline

basis TRY to avoid: on a daily/day-to-day basis = daily, day to day; on a much wider basis = much more widely; on a national basis = nationally; on a part-time basis = part-time; on a permanent basis = permanently; on a piecemeal basis = piecemeal; on a regular basis = regularly; testing on a universal basis = universal testing

Basque Country (autonomous region); Basque country (the wider Basque-speaking area)

battalion

battlefield

baulk

be helpful to: TRY help

be of benefit to: TRY benefit

be of [give] assistance to: TRY assist, help
be-all and end-all

bedblocking

bedrock

begs the question—Chambers' definition: "to avoid giving an answer"

bench—[see "member"]

benchmark

benefited, benefiting

benefits [lc] child benefit; housing benefit; disability living allowance; all-work test

better-off: better-off people, the better-off, those who are better off

biannual—twice a year; biennial—every two years

biased

the Bible Genesis, chapter 2, verses 8 to 10; Psalm 96

bill-uc only if it is the full title of a published bill: Scotland Bill; the bill; a bill of rights. Except in the most unusual circumstances, always give the correct and full name of a published bill. Nicknames lead only to confusion.

There are two types of bill: public and private.

Proceedings on public and private bills are governed by separate rules under standing orders.

Public bills (chapter 9)

Broadly speaking, there are two types of public bill: Executive and non-Executive. A committee bill and a member's bill are examples of public non-Executive bills. Other manifestations of public bill are listed at rule 9.1.1.

Any bill promoted by a Scottish minister is an Executive bill.

A **member's bill** is introduced by a member who may be supported or "sponsored" by other members, whose names are printed on the back cover of the bill.

A **committee bill** is introduced by the convener, who also instructs the drafting. They are referred to as the member in charge

Public bills have **stages**-stage 1, stage 2, etc.

Private bills (chapter 9A)

Private bills are "promoted" by a private interest to give them "particular powers or benefits in excess of or in conflict with the general law".

Private bills have different stages-preliminary stage; consideration stage; final stage.

Bills (and acts) generally have sections (at the front) and schedules (at the back). Groups of **sections** on a theme are often organised into **parts** (part 1, part 2) (BUT be aware that, until recently, Westminster used roman numerals (part III etc).)

A **section** may be divided into **subsections**, which may be divided into **paragraphs**, which may be divided into **subparagraphs**. The style for each component is as follows: section 5; subsection (1);

paragraph (a); subparagraph (ii). If the debate is about subparagraph (ii), you need refer only to "subparagraph (ii)" or, even, "the subparagraph". To identify subparagraph (ii) from scratch, however, you need the entire root, which would appear thus: section 5(1)(a)(ii). A **schedule** may be divided into **paragraphs**, which may be divided into

subparagraphs.

Unfortunately, the paragraph numbers are not wrapped in brackets, so we have to say "paragraph 1 of schedule 5", or "subparagraph 1(2) of schedule 5".

BE AWARE

1. That **Westminster bills** have "clauses" rather than "sections"-the subdivisions remain the same-and that clauses in bills become sections in acts. A member's bill there is called **private member's bill**. Westminster also has **private bills**, and they too are governed by separate standing orders.

2. Commons stages are called: presentation and first reading, second reading, committee stage, report, third reading

biggie

biosecurity

bipartisan

birth rate

birthday honours, birthday honours list

black spot

black [adj and n]: black people

black-and-white corridor; television; film

Black Isle

blacklist

blitzkrieg

bloodbath

bloodshed

bloodstock

blueprint

Bluetooth [uc]

board: follow the "Councils, Committees and Boards" book. Scottish Tourist Board (full name) but the board (abbreviated); the board of ICI; the board of governors [see also "health boards"]

boardroom

body-swerve [vb] body swerve [n]

bogey—special object of dread; bogeyman;
bogie—railway wagon

book (and film/play/article) titles: “The Hound of the Baskervilles”; familiar short forms may be used for well-known reference books: “Oxford English Dictionary”, “Crockford’s”, “Erskine May”, “Whitaker’s”, etc. NB “Yellow Pages” Some have been assimilated into the language and need no embellishment when used as adjectives: an Alice in wonderland proposal, a catch-22 situation, this is my groundhog day.

Borders, the [this is an EXCEPTION]

born(e)—babies are born, burdens are borne

both: sentences are often wrongly constructed; whatever follows “both” should be duplicated after “and”

RIGHT:

- He should both come to Manchester and end this campaign [A verb follows each]
- He should go both to Manchester and to my constituency [A preposition follows each]
- He should go to both Manchester and my constituency [A noun or noun phrase follows each]

WRONG:

- He should go both to Manchester and my constituency [A preposition follows “both”, but a noun phrase follows “and”]
- He should both go to Manchester and my constituency [A verb follows “both”, but a noun phrase follows “and”]

If in doubt, drop “both”; none of the sentences above would suffer. This is harder to see in a long sentence, but it is a very common mistake.

bottleneck

boundary commissions [see “commission”]

boxing day

boyfriend, girlfriend

brainchild, brainwave

breadwinner

breakdown (n) break down (vb)

break-in [n] break in [vb]

break-up [n] – the break-up of the Soviet Union;
break up [vb] – to break up

breakneck speed

bridge—uc only when used as a street name: George IV Bridge; lc elsewhere: the bridges; Forth road bridge [see also “built environment”]

brimful

bring/brought forward—AVOID [see also “amendments” and “put forward” for alternatives]

British empire

British isles

British Sign Language

brouhaha

brownfield

brownie points

brownies (children’s organisation)

buckshee—free

budget—the budget; budgeting; the Budget (Scotland) Bill; the bill; the budget statement

built environment—[lc] Craigmillar roundabout; Humber bridge; Prestwick airport; terminal 5; Leith docks

bumf

buoyant

bureau—the Parliamentary Bureau, the bureau [the Scottish Parliament business managers committee]

buroo—the dole

the *Business Bulletin*

business link/s; the business link network; Colinton business link

businessman; businesswoman; small businessman; businesspeople/person

but: ifs and buts

buyout (n)

by the bye

by-election

by-product

byelaw

bygone

bypass

byway

byword

byzantine

C

cabinet—the Cabinet (Edinburgh and Whitehall); cabinet system of government; local government: cabinet; Cabinet Office (it is effectively a Government department). Cabinet committees are lower case

caesarean [lc]

cafe—no accent

calibrate/ion

candy floss [n]; candy-floss [adj]: a candy-floss economy

cannot

capercaillie (as in the bird, not the band)

car park

carcase/s

carpetbagger

carryover (n) carry over (vb)

case load

casework

case-by-case programming

cases is over-used: in many cases = often, or many: In many cases, ratepayers do not agree = Ratepayers often do not agree/
Many ratepayers do not agree;
in some cases = sometimes, or some

catch-up (as in to play catch-up)
catchword, catchphrase
Catholic (as in Roman Catholic, BUT catholic tastes)
CCT—compulsory competitive tendering, closed-circuit television [CCTV is also, but not always, used for the latter]
century: 18th century [n], 19th century houses [adj]
chalkface
chamber
chambers of commerce—as an idea lc, but names of individual chambers are uc (Glasgow Chamber of Commerce)
chancellor—Chancellor of the Exchequer, the chancellor; also Exchequer uc on its own. Chancellor of the Duchy of Lancaster/Cornwall, the chancellor
changeover [n], change over [vb]; but try change
channel, channel tunnel
character [see “nature”]
chargé d'affaires
charities—check; full correct name is uc
cheapjack
cheapskate
checklist
checkpoint
chemical formulae: H₂O, CO₂
cheque book [n]; cheque-book [adj]; cheque-book journalism
cherry pick; cherry picking is bad; cherry-picking policy
chickenfeed
child care
Christmas day
church: the institution in full uc; the Church of Scotland/England; the Roman Catholic Church; otherwise lc.; the church/churches; St Michael’s parish church; Melrose abbey; Glasgow cathedral
Cinderella; a Cinderella service
CIS—Commonwealth of Independent States; former Soviet Union except Baltic states
citizens advice bureau[x] :Portobello citizens advice bureau; Citizens Advice Scotland; National Association of Citizens Advice Bureaux; CABx **not** CABs
City of London [corporation], the City, City editor, City news
clawback [n]; claw back [vb]
climbdown [n]; climb down [vb]

cloud-cuckoo-land
CO₂
co—acceptable in hypothetical company names eg Blah, Blah and co **NB** Do not use an ampersand
coal mine/mining; opencast mining; opencasting
coalface
co-existence
co-operate/tion
co-ordinate/tion
cockeyed
cockney
cognisance
cold war
Conveners Group
combated/ing
come-uppance
commend for
commission—domestic: check the full title in “Councils, Committees and Boards”: Low Pay Commission; Commission for Racial Equality; the commission. Check for a full name of a genuine **royal commission**—the Royal Commission on Environmental Pollution is in “Councils, Committees and Boards”. If you cannot verify it, or it clearly does not exist, do not give it the authority of capital letters. “There should be a royal commission on flatworms.” **Europe**: the European Commission, the Commission
commissioner—Upper case when the full title of a European commissioner is used (European Commissioner for Enterprise and Information Society); lower case when generic title is used (the fisheries commissioner) or if referring to domestic folk (the commissioner for public appointments). Upper case when used as a person’s title (Commissioner Bonino).
committee—parliamentary: full name uc—check in “Vacher’s”; the Procedures Committee; the Justice 1 Committee, the [Westminster] Defence Committee. **If at all possible, avoid abbreviated forms of parliamentary committees**; “the education committee” merely causes confusion. However, “the justice committee(s)” is acceptable if members are referring to both committees or it is ABSOLUTELY impossible to tell which one they mean. The/a committee/sub-committee; a fisheries committee; standing/select committees; the committee system, BUT Committee of the Whole Parliament.
The eight mandatory committees of the Scottish Parliament are: the Procedures Committee, Standards Committee, Audit Committee, Finance Committee, European Committee, Equal Opportunities

Committee, Public Petitions Committee, Subordinate Legislation Committee.

[(1st Parliament information)] **The nine subject committees** are: the Justice 1 Committee; the Justice 2 Committee; the Education, Culture and Sport Committee; the Social Justice Committee; the Enterprise and Lifelong Learning Committee; the Health and Community Care Committee; the Transport and the Environment Committee (yes, it does sound like two committees); the Rural Development Committee; the Local Government Committee.

Some committees have changed their names. The Justice 1 Committee was formerly the Justice and Home Affairs Committee (Justice 2 did not exist); the Social Justice Committee was formerly the Social Inclusion, Housing and Voluntary Sector Committee; the Rural Development Committee was formerly the Rural Affairs Committee.]

Cabinet committees are lower case.

Local government: lc; finance committee.

Others: check in “Councils, Committees and Boards” for full name; the Committee on Medical Aspects of Radiation in the Environment; the committee; the Jenkins committee

common law [n]; common-law [adj]; common-law wife

Common Market [EC]

Commons, the; House of Commons

common sense [n] commonsense [adj]

Common Services Agency

Commonwealth of Independent States [see “CIS”]

the Commonwealth (echo of empire) but commonwealth (16th century political theory)

communautaire—EC-minded

communist, communism; but Communist party

community: European Community, the Community

community councils are lc

Community Fund (formerly the National Lottery Charities Board)

companies [sing. unless absolutely necessary] check the name. Co, Ltd and plc are accepted abbreviations but only use where necessary

compare—“compare to” is to liken; “compare with” is to contrast

compass points—south; north-east; the south-west [the west; the middle east; the far east; eastern bloc]. The style for constituencies and regions is set out in the Purple Book (member for North East Scotland, North East Fife)

compose/comprise—a group comprises its members, or it is composed of them

Comptroller and Auditor General—the CAG; Comptroller and Auditor-General [with hyphen] for Northern Ireland

concertina-ed, concertina-ing

conference: Labour Party conference; Commonwealth conference; conference of heads of Government

Speaker’s Conference - body making decisions on constituency boundaries and electoral law

conference titles: “Beyond Foot and Mouth -The Way Forward”. Try to introduce it with “the conference entitled” or something similar.

congratulate on [NOT for]

consensus—NOT general consensus, or consensus of opinion

Conservative central office

constitution/al [lc]

consult—NOT consult with

continent/al [lc]

continents: Africa Antarctica, Asia, Australia and Oceania, Europe, North America, South America uc; regions e.g. south-east Asia lc

contractions—do not use except in quotations [ie do not rather than don’t; will not rather than won’t; cannot rather than can’t]

contracting out [n]; contracting-out [adj]; contracting-out provisions

contribution is often used to mean speech [“I shall make a brief contribution speech.”]

convener

Conveners Group

Convention of Scottish Local Authorities; COSLA

conventions [lc] unless the full and proper title. European convention on human rights (actually the European Convention for the Protection of Fundamental Human Rights and Freedoms); the convention

cop-out [n]; cop out [vb]

cornerstone

cost-effective policy; the policy is cost effective

council [see also “research councils”] **local government;** the council; councils; county councils. The full and proper title as appears in “Whitaker’s” is uc. Note that the 32 unitary authorities in Scotland are all councils; there are no longer such bodies as “islands councils” or “city councils”.

councils are written Moray Council, South Ayrshire Council, Aberdeen City Council, etc

List of councils:

Aberdeen City, Aberdeenshire, Angus, Argyll and Bute, City of Edinburgh, Clackmannanshire, Dumfries and Galloway, Dundee City, East Ayrshire, East Dunbartonshire, East Lothian, East Renfrewshire, Falkirk, Fife, Glasgow City, Highland, Inverclyde, Midlothian, Moray, North Ayrshire, North Lanarkshire, Orkney

Islands, Perth and Kinross, Renfrewshire, Scottish Borders, Shetland Islands, South Ayrshire, South Lanarkshire, Stirling, West Dunbartonshire, Western Isles, West Lothian.

Sub-units of councils are lc: Moray direct labour organisation; Renfrewshire trading standards office

Non-local government. Full name as in “Councils, Committees and Boards”. Scottish Council for Voluntary Organisations—the council

Council of Europe—the council (not an EU institution)

Council of the European Union—the Council; environment council; agriculture council—the council
community councils are lc

councillor [lc] but as a title uc, Councillor Stewart

counter-measures

countervailing

county [lc] unless *immediately* before name: County Down, NI

court martial, courts martial [n]; court-martial [vb]

court: only appeal and high courts uc: sheriff court, county court, magistrates court, district court, the court; the Court of Session, the High Court of Justiciary (both are appeal courts, although the High Court is also court of first instance in serious criminal cases; the Court of Appeal is England/Wales only). Other Scottish courts include Court of the Lord Lyon, Scottish Land Court, Accountant of Court's Office. European: The European Court of Human Rights [Strasbourg], European Court of Justice [Luxembourg], International Court of Justice [The Hague], the Court. See Justice style sheet for further details.

crew [pl]

criterion, criteria

crony, cronyism

crossbow

cross cutting; cross cutting is good; cross-cutting approach

cross-party [adj] – cross-party issue.

cross-party groups' names should be checked in the document in the style folder and are lc.

cross-sample

Crown, as an institution: the Crown, the Spanish Crown

Crown Office and Procurator Fiscal Service
crusades, the

Crown Prosecution Service (England and Wales)

crystal clear

cubic measurements: cubic centimetres, feet, yards with figures: 300cm³, 3ft³, 2yd³

cubs (children's organisation)

cup final

curricular, extra-curricular [adj]

cutback [n], cut back [vb]: TRY cut (in both cases)

cv do not use, but CVs is acceptable plural
czar—use tsar instead

D

D day

dare say

dash—use the em dash and no space on either side

data—are plural

database

dates: Monday 12 November 1978; the sixth/10th of this month BUT 10 March; between 1984 and 1988; from 1969 to 1974; from 1969-70 to 1980-81; from 1999 to 2001; from 1999-2000 to 2000-01; from now until the year 2000; the 1970s; the mid-1990s or the mid-'90s [see also “century”]

day: St David's day, boxing day, new year's day; Christmas day; international women's day; tartan day

day one (the beginning of a process, BUT day 1, the first day of a conference etc)

day care

day in, day out

deadweight

death knell

deathbed

decades—1980s, 1990s [not '80s]

decision making [n]; decision-making [adj] - decision-making powers

decision time

decommission

decriminalise

deductible/ility

deepwater (as in deepwater fishing)

deflator

degree of: TRY to get rid of it: a considerable degree of protection = considerable protection; some degree of assistance = some assistance, or just assistance; a high degree of risk = a high risk; subsidised to a massive degree = massively subsidised; give a degree of encouragement to = encourage

degree [educational]: BA, MSc, PhD

degree [temperature]: centigrade, Celsius, Fahrenheit

5°C, 40°F, -10°
the temperature was 5° above average
20° proof, 25° on the Gay-Lussac scale
degree of latitude: 20° north, 15° west
delphic
de minimis
demonstrate: if the member means “show”,
use “show”
department—the full and proper title of central
Government and Scottish Executive
departments is uc; **Department of Bread
and Circuses**—a full list of their names is
available on the Scottish Executive
website. Parts of departments are lc; air
accidents investigation branch.
Dundee social services department
department of state
dependent [adj] dependant [n]; [remember: a
dependant]
depression, the; the great depression
deregulate, deregulation
devil
d’Hondt
diarrhoea
dictionary: “Oxford English Dictionary”, “Black’s
Veterinary Dictionary”
didicoi—gypsy
diktat
dilly-dally
directive—uc only if full and proper title
director general BUT directorate-general
disfranchise/ment
disks, computer
dispatch [NOT despatch]
dissociate
dissolution—of the Parliament (or the
Westminster Parliament) before a general
election
division—taking a vote; decision time
divisive
do-gooders
do-it-yourself; DIY is acceptable
doctor, with a name: Dr Jones
dollars, with figures; \$30 million
Domesday Book
domoic acid
doomsday
domiciliary
dos and don’ts
dotcom firms
doozie
dotting the i’s and crossing the t’s
double-Dutch
double-talk
Downing Street; 10 Downing Street; No 10

downstream [adj] down stream [adv]
downturn
draconian
draftsman, draughtsman—a draftsman
writes, a draughtsman draws;
parliamentary draftsman/men
drawing board
drop-out [n a person]
Drug Enforcement Agency
drugs courts NOT drug courts
drug pedlar; drug pusher; peddle drugs, pedal
a bicycle
dwelling-house

E

E coli
e-mail, e-commerce
each other refers to two people; **one another**
to more than two
east, political terms lc: east-west relations; the
east [former communist world]; far east;
eastern Europe; the eastern bloc, the east
neuk
East Anglia
Easter
echo, echoes
ECHR references should take the form: Section
II, article 52 (you don’t need to mention the
section if the speaker doesn’t)
economic and monetary union [EMU]
economics [sing]
educationist NOT educationalist
8-ball NOT eight-ball
either [sing]: Is either party concerned about
that?
Sentences are often wrongly constructed;
whatever follows “either” should be
duplicated after “or”
RIGHT:
• Either he should give the evidence or he
should shut up [A noun follows both
“either” and “or”]
• He should either give the evidence or shut
up [A verb follows both]
WRONG:
• Either he should give the evidence or shut
up [A noun follows “either”, but a verb
follows “or”]
Same principle applies to “neither” and “nor”
[See also “both”]
electorate [pl]
11th hour
ellipses ... NOT ...
11-plus, 16-plus
embargo, embargoes
EMU—economic and monetary union

endeavour [vb]: TRY try
 English channel, the channel, channel tunnel
enormity: to do with badness, not bigness
 entente cordiale
 enterprise companies [see “LEC”]
 equivocal
etc: not followed by a full stop even if in the title of a bill.
 ethos [s] and [pl] -- it’s the sheep rule
 euro [see also “money”] € [Alt Gr-4] €6 billion
 euro zone, euroland
 Europe [see “bank”, “commission”, “community” “court”, “council”]
 European monetary union IS WRONG [see EMU]
 Eurosceptic
 eve: Christmas eve, new year’s eve
 even steven
 even-handed/ly
 ever-present: an ever-present danger; the danger is ever present
 everyday [adj], every day [n phrase]
 evildoer
exams and qualifications O-grade, O-level, A-level, standard grade, higher still
Exchequer uc
executive uc only if means the Government or the **Scottish Executive**; the Executive; non-Executive members [see also “Administration”, “departments” and “Government”]
executive agencies— The Scottish Executive has executive agencies, as do all UK departments of state. They are not Scottish Executive agencies.
 The full name is uc: Vehicle Inspectorate; Scottish Prison Service. So: “The Scottish Prison Service is an executive agency of the Scottish Executive”.
 exhort
 exorbitant
 expatriate [n and adj]
 extra-curricular
 eye-witness
e-zines – italicised, e.g. *Salon*, the *Onion*.

F
faced with, to be: TRY face: that is why we face [not “are faced with”] problems
 fag end
 fair dos
 fallback [n and adj]—a fallback, a fallback position; fall back [vb]
 fallout [n]
family—usually plural BUT singular as in: the family is the basic unit of society
 far be it from

far east
 the Faroes not the Faeroes
 fascist, fascism
 feather-bed/ded/ding [vb]; feather bed [n]
 feedstuffs, feeding stuffs [for animals]; foodstuffs [for humans]
feet, with figures; 100ft, 5ft, etc.
 fens, fenlands
fewer and less: fewer is number, less is amount: less bread, fewer slices
 field marshal; with a name: Field Marshal Robertson
 fig leaf
figures:
cardinal numbers; use words for **nine and under** EXCEPT with distances, percentages and weights and measures: three years old; four mountains; under-fives; two years; 3 miles; 1km; 8kg; 3m (metres); 5m²; 8m³ (BUT 3 square miles); 5mg (for milligrams BUT 5 micrograms); 90kV; 90kW; 2 litres; mark 1;
Unusual measurements eg terawatts; refer to the [SI measurements guide](#) in the Style Reference folder on the O drive.
10 and over should be written in figures: 27 years ago; post-16 education; over-60s.
per—Use a word, not an abbreviation, after per. 250 tonnes per hectare, 250mg per kilogramme, £23 per metre. EXCEPTIONS: mph, kph
other numbers -- first, secondly, thirdly, sixty-ninthly, but first meeting, 12th meeting. Any numeral that begins a sentence should be written in full: Seventy-five goats ate my hedge. **Million and billion** are rendered as words rather than zeros: 4 million unemployed people; 8.7 million units; £1.5 billion; £2 billion-worth. The American billion is taken as standard (one thousand million) rather than the British (one million million).
 Hundreds of thousands; tens of millions [See also “ages”, “dates”, “fractions”, “money”, “time” and individual entries]
film (and book/play) titles “Casablanca”, “Henry VI, Part 1” BUT some titles have become expressions, e.g. a catch-22 situation. See entry under book titles
 fine tuning: he has resorted to fine tuning; he is fine tuning/has fine tuned/will fine tune the economy; fine tune; the economy has been fine tuned; fine-tuning approach
 fine-toothed comb
 firefighter; firefighting; firemaster
 firepower
 first world war, great war
 first-time buyer
firth—like other generic geographical terms, firth is uc before the proper name and lc

after: Firth of Forth; Solway firth. NB Firth is different from furth, meaning outside of

fish farm

fishmeal

flyer

flim-flam

flip-side

floodgates

flowback [n]

flow country

focus group

focused, focusing, focuses (pl)

fogey

fold: always rendered in words, no hyphens - fourfold, twentyfold, hundredfold
but if it is simply a plural, recast the sentence: my reason for saying so is twofold = I have two reasons for saying so manifold, NOT many-fold

foodstuffs [for humans]; feedstuffs, feeding stuffs [for animals]

foolproof

foot-and-mouth disease

for ever to do something for ever BUT to be forever doing something

forbear—refrain or abstain from
no preposition: ie forbear saying, NOT forbear from saying or forbear to say; the word that follows must end in -ing

forebear—ancestor, predecessor

forego: go before—foregone conclusion [see also “forgo”]

foreshore - the space between high and low water marks;

foreign names: see “International Who’s Who”

foreign place names: The authority for spelling place names is the INDEX of “The Philips’ Atlas of the World”, NOT the maps. Use your judgment if an obvious effort is made to pronounce a name in a certain way, eg Catalunya as opposed to Catalonia or Kosova as opposed to Kosovo.

foreign words no italics: detente, risorgimento, etc; follow Chambers’ ruling for accents (eg cafe has no accent; raison d’être does)

foreign titles follow what the member says: Herr/Mr Kohl; Mrs/Mme Cresson

Foreign Secretary (better than Secretary of State for Foreign and Commonwealth Affairs)

foresee/able

forever to be forever doing something BUT to do something for ever

forgo, forgone: go without (without the “e”) revenue forgone, forgo the pleasure

formula, formulae

formula 1 racing

forswear/swore

fortress Britain, Europe, Falklands, etc

four-by-four NOT 4x4

fractions—always expressed as words (not ½, etc). However, with money, use decimals: “Spending has fallen from £1.6 billion to just ~~£1¼~~ £1.25 billion.” “This year alone, ~~£½ million~~ £500,000 has been wasted . . .” Fractions do not take a hyphen unless used as an adjective: two and a half years ago; one [or “a”] third of my constituents; BUT a two-thirds majority

freeload/er/ing

freephone

French francs, with figures: FF32

fridge

front bench [n] – from the front benches;
front-bench [adj] – front-bench member

front-line services

fulfil, fulfilment

full-hearted

fullness (no longer fulness)

fund generally lc: social fund, regional fund, national insurance fund, consolidated fund. Full and proper titles of organisations such as the International Monetary Fund and Save the Children Fund uc

fundholder /ing

fundraise, fundraising

future is often unnecessary, either because the future tense is used or because it is used with a word that implies the future, as in “future prospects”

G

gaff—blow the gaff, house/flat; gaffe—mistake

gatekeeper; to gate-keep; gate keeping

gender he/she: follow what the member says; “they” is acceptable as a gender-neutral term. “If someone is given a pay rise, they . . .”

general [rank]; but with a name: General Eisenhower

gentleman’s agreement

geopolitical

ghetto, ghettos

ghillie

gibe

girlfriend, boyfriend

give to: TRY give

giveaway [n and adj], give away [vb]

go: from the word go

go-ahead [n]; go ahead [vb]

goalposts

God, gods; God help the country

godspeed: we wish him godspeed

good samaritan

good will [n]; goodwill [adj]
 Good Friday; Good Friday agreement
 goodbye - we must say goodbye to full employment
 goodness' sake
 gov (short for governor, not gov)
Government departments—check the full name: the Department of the Environment, Transport and the Regions; the transport department; the department; environment protection group; air accidents investigation branch [see also “executive agencies”]
Government/s [uc] [sing]; governmental. General references to the concept of government—and local government—are lc: when we were in government; the machinery of government; the responsibilities of government; devolved government; Cabinet government; local government; BUT central Government (because it means “the Government”) and both together: local and central Government
 graffiti [pl]; graffito [sing]
 grams, with figures: 200g
 grant aid [n], grant-aid [vb]; grant-aided work, the work is grant-aided
 grant in aid
 grass roots [n]; grass-roots [adj]
 great war—first world war, first war
 greater Glasgow, greater London, greater Manchester
green [lc] green movement/politics/ministers; green belt; Green/s [uc] is used only for the party and its members
 greenfield (and brownfield) BUT green belt
 groundwater
group lc if a unit of something larger: consultative steering group; uc if a lead organisation or plc, such as Scottish Media Group
 guerrilla
 guesstimate
 guest house
 guides or girl guides (children's organisation)
 gulf war
 gung-ho

H

H: words beginning with “h” take “a” when the stress is on the first syllable, “an” when the stress is on the second [much rarer]: a house, a history, a horrible tale, a hospital, a helpful woman, a hypothetical question; but an hotel, an historic occasion, an horrific tale, an Hungarian, an hysterical man, an hypothesis. USE YOUR HEAD: some members will not want to be “corrected” on this one

ha'penny, tuppenny-ha'penny; ha'p'orth
 haemorrhage
 The Hague (capital T)
 hair shirt
 half day
 half-truth
 halfway, halfway house
 hallmark
 hand in hand
 handout [n]
 hara-kiri—Japanese ritual suicide
 hard-working
 hassle
 haver NOT haiver
 headquarters—is singular
 head teacher BUT headmaster/headmistress
 heads of Government, Commonwealth heads of Government meeting (CHOGM)
health board; Argyll and Clyde NHS Board. Follow the same style for the others: Ayrshire and Arran, Borders, Dumfries and Galloway, Fife, Forth Valley, Grampian, Greater Glasgow, Highland, Lanarkshire, Lothian, Orkney, Shetland, Tayside, Western Isles. The/A health board; the board; health boards For reference, see “The IHSM Health and Social Services Year Book”.
 health care
 health service [lc] [see also “hospitals”]
 heartfelt
 heat wave
 heathland
 heaven; the kingdom of heaven
 hell
 hellbent
 hello
help and assistance: TRY one or the other, not both
 helpline
 Her Majesty [uc], never HM when meaning the Queen: Her Majesty's Government [never HMG]; “HM” is, however, acceptable in conjunction with inspectorates and ships, for example, thus HM inspectors/inspectorates. Exception: Her Majesty's Inspectorate of Education (HMIE), which is an executive agency. Her Majesty's Advocate, HMA (another name for the Lord Advocate).
 hero, heroes
 hiccup
 High Court
 higher still
 high street—lc as in high street shops; the man in the high street BUT uc when the street

bears that name: Scottish Gas is digging up (the) High Street

high tech [n], high-tech [adj]

high-falutin'

Highlands; Highlands and Islands [this is an EXCEPTION to the rule on capitals], a highlander

"Highway Code" (the book); highway code (the concept)

hijack/er/ing

holidaymaker

holocaust – a major fire lc; the Holocaust (during WW2), uc.

hogmanay

home counties

home owner, house owner

Home Secretary (better than Secretary of State for the Home Department)

home workers, home working

homoeopathy

homogeneous—having the same nature (a homogeneous population); homogenous—sharing the same genes

hoo-hah

hopefully—"Hopefully, the minister will say yes." means that the minister will be hopeful when s/he says yes. If the member means, "I hope that the minister will say yes" make him/her say so.

horticulturist

hospitals and health centres; for simplicity treat all hospitals and health centres as if they are branches of a larger organisation (probably an NHS trust), which means the generic term is lower case. Durham Road health centre; Edinburgh royal infirmary; the Royal; Garnock day hospital; Armitstead child development centre. The full name of an NHS trust is given as in "The IHSM Health and Social Services Year Book". Dundee Teaching Hospitals NHS Trust.

hotch-potch

hotline

the House—if a member says this, substitute "the chamber" unless they mean the House of Commons/Lords); clarify references to "this side of the house" to indicate to which party the member is referring

housebreaking

housebuilding

hubbub

hullabaloo

hyphens should be used in adjectival phrases: "the cost-effective policy" *as opposed to* "the policy is cost effective". They should NOT BE USED in conjunction with adverbs: the politically motivated attack. This is (another) tricky area. If you cannot

find what you are looking for in this document, follow "Chambers", but ignore it if what it offers can be confused with another word (for example, sent again should be re-sent, not resent) or if it instructs you to do something that is contrary to the first sentence of this entry. NB do not hyphenate 19th century novels, 20th century, etc.

I

I is sometimes instinctively regarded as a more genteel version of "me"; the following are based on this feeling, and all are wrong:

They put it to my dog and I

They were seen by the minister and I

This feeling was shared by the council and I

In each case, "I" should be "me"; the test is to try the sentence with "I" on its own:

"They put it to I", etc.

i's: dotting the i's and crossing the t's

ICM opinion poll

idiosyncrasy

if is frequently used when whether would be better: "asked if whether he would . . ."

illustrate: use sparingly, and when it means that a small example gives an idea of something larger; where it means "show" or "draw attention to", use those words; and please avoid "is illustrative of"

imperial, imperialism, imperial preference

imply, infer: I *imply* something by what I say; you *infer* something *from* what I say

in as much as

in excess of: TRY more than

in-patient

in receipt of: TRY receive/ed/ing

in so far as

in the course of: TRY in, during

in the region of: TRY about

in view of the fact that: TRY as, since

inches, with figures: 2in; 16in

incorporated, in company names: Inc

incumbent (adj and n)

industrywide

infer [see "imply"]

inflation proof to inflation proof; inflation proofing is good; the economy has been inflation proofed; inflation-proofing approach (non-inflation proof; non-inflation proofing approach)

infrastructure

initials: with numbers: M1, F111, SS20; but BBC 1, 2; do not mix lc and uc: COSLA, MOD, ROSPA, etc; sets of initials take

“the”—the TUC, the DSS—unless they can be said as a “word”: NATO, GATT, MAFF, NUPE [see also “acronyms”]

inner city—the inner city [n]; inner-city problems [adj]

innocuous

inoculate

inquire, inquiry [lc]: Layfield inquiry NOT enquire/enquiry

inshallah – if Allah wills (God willing)

inspectorate—lower case if part of a larger organisation; upper case if an executive agency (check Vachers): Her Majesty’s Inspectorate of Education; HM inspectorate of constabulary, nuclear installations inspectorate; Vehicle Inspectorate (executive agency of Department for Transport)

install, instil, remember “all” is the long one

inter “inter” words usually have no hyphen (intercontinental, intergovernmental, interrelate/d/ionship)

interruption: every effort must be made to discover who made a sedentary intervention and what was said. If all else fails, use [*Interruption.*] to account for an otherwise inexplicable response or loss of continuity by the main speaker. [*Laughter.*] and [*Applause.*] may also be used as “stage directions”, but only when there is a loss of continuity or sustained laughter/applause.

iron curtain

irredentist - one who aims to “redeem” territory from foreign rule

-ise, -isation as word endings NOT –ize, -ization; rationalise, civilise, polarisation

islands – treated as “NATURAL FEATURES” unless governmental, when uc: the northern isles; the Isle of Jura; the Falkland islands BUT the Falkland Islands Government; the Western Isles

ITBs - industry training boards [lc]: engineering industry training board

item, agenda item 1, 2, etc

ivy league

J

jack-in-the-box

jail

jigsaw

jobcentre

jobseeker; jobseekers allowance

Johnny-come-lately, Johnnys-come-lately (pl)

join with: TRY join

joined-up government (lc government)

judgment

Judicial Committee of the Privy Council

NB privy counsellor (not councillor)

judiciary sing or pl, depending on euphony
junior, in someone’s name -- Jnr
jury [singular, if possible]

K

kerb-crawler, kerb-crawling activity (adj) he is kerb crawling

kerfuffle

kick start [n]; kick-start [vb]

kilograms, with figures: 12kg

kilometres, with figures: 20km; kilometres per hour, with figures: 70kph

kilotonne, kilotonnage

kilovolt, with figures - 300kV

kilowatts, with figures, 300kW

kilowatt hours – 300kWh

kind of: TRY to avoid: this kind of organisation = such organisations, such an organisation [even uglier is “these kinds of organisation/s”]

some kind of method = some method

a kind of attitude = an attitude

any kind of agreement = any agreement

Same applies to sort and type

king—the King of Norway; King Haakon; the kings and queens of Scotland

kingdom: uc in full title of an earthly kingdom, lc otherwise: Kingdom of Denmark, United Kingdom; “throughout this kingdom”, kingdom of heaven

kirk -- same rule as church

kitemark

knock-on effect

knockabout

knockdown [adj]; knock down [vb]; knockdown price

know-how

L

lacklustre

lamp posts

landmines

landmark

landowner; land ownership

lapdog

largesse

Latin endings – follow speaker where they use an *acceptable* plural, otherwise, follow first option in “Chamber’s”

laughter—[*Laughter.*] is an acceptable “stage direction”, like [*Applause.*] and [*Interruption.*][see “interruption”]

law officers – England and Wales: the Lord Chancellor, the Attorney-General, the Solicitor-General;

—Scotland: the Lord Advocate, the Solicitor General for Scotland (both members of the Executive), the Advocate General

lawbreaker/ing

lawmaker/ing

lay-by

leader generally lc: leader of the council, leader of the Labour Party

leapfrog [n and vb]

LEC - local enterprise companies

List of LECs:

Highlands and Islands Enterprise

Argyll and the Islands Enterprise

Caithness and Sutherland Enterprise

Inverness and Nairn Enterprise

Lochaber Ltd

Moray Badenoch and Strathspey Enterprise

Orkney Enterprise

Ross and Cromarty Enterprise

Shetland Enterprise

Skye and Lochalsh Enterprise

Western Isles Enterprise

Scottish Enterprise

Scottish Enterprise Ayrshire

Scottish Enterprise Borders

Scottish Enterprise Dumfries and Galloway

Scottish Enterprise Dunbartonshire

Scottish Enterprise Fife

Scottish Enterprise Forth Valley

Scottish Enterprise Glasgow

Scottish Enterprise Grampian

Scottish Enterprise Lanarkshire

Scottish Enterprise Edinburgh and Lothian

Scottish Enterprise Renfrewshire

Scottish Enterprise Tayside

left wing [n], left-wing [adj]; the left; left-wing party, left wingers

legislature - meaning the building or the estate of the realm

less and fewer: fewer is number, less is amount: less bread, fewer slices

less favoured areas—LFAs

less well-off people; the less well-off; those who are less well off

leukaemia

level 2 figures, level 3 figures etc—follow what is written in the document

liaison

library – the National Library of Scotland; the British Library (institutions); Piershill library; Slateford Road library (branches)

Lib Dems

Lib-Lab pact

licence holder

licence [n]; license [vb]

life and death, a matter of life and death, a life-and-death situation

life-blood

life cycle

lifestyle

lifeline

lifelong

lifetime

light-hearted/ly

lightweight

like, such as: towns like Manchester = other towns, ie, excluding Manchester; towns such as Manchester = a group of towns, including Manchester

limited in company names: Ltd

linchpin

lip service

list: blacklist, checklist, shortlist

little England, little England tendency, little Englanders

livestock [pl]

lo and behold

loch—follow the rule for natural features: Loch Lomond; Duddingston loch

logbook

logjam

long-standing; of long standing

long-term [adj]; the long term [n]

loony left

loophole

lord-lieutenant, lords-lieutenant

Lords, House of: their lordships, bishops, law lords; peers, life peers, peeresses, peerages

lose out: TRY lose

loth [adj]—reluctant; loathe [vb]—to hate

Lowlands (of Scotland) [uc], but a lowlander

luddite

lunch time

M

macroeconomic, microeconomic

Mafia—the organisation; a mafioso—the member

magazines – check in “Willings”. If in “Willings”, italicised. If not, use quotation marks. E-zines, although not in “Willings” are italicised.

mailbag, postbag

main line [n] mainline [adj]

main stream [n], mainstream [adj]

majority—sing or pl, according to context: the majority is not always right; the majority of the inhabitants have voted with their feet [but TRY most]

make it clear that
make sure; TRY ensure
 make-up [n], make up [vb]
 malarkey
 man [lc]—meaning the human race; mankind
 man-made
 management buy-out—MBO; management-
 employee buy-out—MEBO
 management—pl when it means the people;
 BUT management is more an art than a
 science
 manifesto, manifestos; the Conservative
 manifesto; NB: “The Communist Manifesto”
 [Marx, 1848]
many—number; **much**—quantity: many
 loaves, much bread
 marginalise
 mark 1, mark 2
 marketeer [EC]; anti-marketeer, pro-marketeer
 marketplace
 marquess [English]; marquis [French]; with
 name: Marquess of Queensberry
 mason, masonic
 master [of a ship]; shipmaster; harbourmaster
 mastermind
 mathematics [sing]
may well be: TRY to avoid: it may well be that
 we shall develop = we may develop
maybe - TRY perhaps
 means [n, income]—pl
 means [n, method]—can be sing or pl: this
 policy is just a means to an end; the
 Government’s means to this end are the
 recent tax cuts
means test to means test; means testing is
 bad; the benefits are means tested; means-
 tested benefits
 media [pl], but use your judgment
 medieval
 meetings—the Parliament and its committees
 have meetings [see also “sitting”]
meet with: TRY meet
 megawatts, with figures, 300MW
 member states [of EC]
member [See Procedure Guide for setting up
 ministers and members]—member of the
 Scottish Parliament;/National Assembly fro
 Wales members; members of the
 Assembly AMs; MLAs; MSPs; MPs;
 Government member, Opposition member,
 non-Executive member; Labour member,
 back-bench member [back bencher], front-
 bench member [front bencher]; member of
 the Government, Opposition, Cabinet,
 committee, party, etc; senators; members
 of Congress; deputies, member in charge
 (committee bills)

(1) avoid references such as “the
 member who spoke for the
 Conservative party”, “the member who
 opened for the Opposition”, “the
 member for one of the Glasgow
 constituencies”, “the last Labour
 member to speak before me”, “the
 member who is to wind up for the
 Government”

(2) avoid making furniture talk: “my
 front bench has put a powerful case”
 Identify who they mean.

members’ business
metres, with figures: 100m, 5m
 MFA - multi-fibre agreement
microgram, with figures: 5 micrograms
 mid-1990s
 middle ages
 middle east
 middleman/men
 midlands, east midlands, East Midlands airport,
 west midlands
 mileage
miles per hour, with figures: 90mph
 minister, ministerial
“minister” means any member of the
 Government; they should always be given
 their full title in references: eg Minister for
 Education, Europe and External
 Affairs/Minister of Lost Dogs, Leisure and
 Fashion EXCEPT when it is clear who is
 meant by “the secretary of state” or “the
 minister”; ditto for shadow ministers.
 generic terms for all ministers are lc:
 ministers, fisheries/green ministers; the
 Scottish ministers
minority [see “majority”]
 minuscule
 minute [vb] minuting—to take a minute,
 minuted
 mismatch/ed/ing
 Môd, the
 Mohammed, the Prophet
 monarch, the monarch; monarchy
money:
 a few pence, but 5p; £2, £2.35, £200,
 £2,000, £2 million, £2 billion [= £2,000
 million]
 prefer decimals in large amounts (no
 fractions): £2.5 million, £3.75 billion
 US dollars: \$17,000, \$1.20, 20 cents,
 \$64,000 question
 deutschmark: DM3.2, DM2 million
 French francs: FF30 million
 The euro: €8 billion [AltGr-4]
 All other currencies in full: 7 billion yen,
 2.5 million Swiss francs, etc.

but: the pound, the pound sterling, the dollar, the euro

worth: £250,000-worth of coal, millions of pounds-worth BUT tuppenceworth
NB between £3 million and £5 million [NOT between £3 and £5 million];
between £3 million and £5 million-worth, the same rule applies for odd

old money: 4/- (four shillings); 4/6 (four and six); 6d or sixpence, depending on context/feel

moneylender

moneys

MORI poll

Morton's fork

motto, mottoes

mount/ain—generic term lc after the proper name and uc before it: Atlas mountains, but Mountains of Mourne, Mount Etna; Cader Idris; Cairn Gorm (the peak) Cairngorms (the range); Munro; Corbett

moveable

movement: trade union movement, co-operative movement, labour movement.

multi no hyphen, except when followed by a vowel, as in multi-agency, or in the following cases:

multi-fibre agreement—MFA

multi-religious

Munro, a Munro-bagging expedition, a Munro bagger

museums and galleries – check, but resist the temptation to be ultra-correct: Museum of the Moving Image; Museum of Scotland; Natural History Museum [no need to “correct” to British Museum (Natural History)]; Tate Gallery; McLellan Galleries BUT Burrell collection

Muslim

Mylne's Court

myriad [adj], there are myriad responses NOT there is a myriad of responses

N

naive NOT naïve; naivety

namby-pamby

national health service, health service, the service, the NHS

national lottery

national park – lc when referring to the space; uc when referring to the bureaucracy (although only the full and correct name gets a full set of capitals): there should be a national park; the national parks; I went for a walk in the lake district; cycling in the Yorkshire dales is thirsty work; planning policy in the peak district is a farce; BUT

Yorkshire Dales national park/the Peak park/the Pembrokeshire Coast National Park Authority takes a tough line on planning issues.

nationalist, Scottish nationalist, Scottish National Party

nationwide

natural features – the generic term is uc before the proper name and lc after it. Thus we have: Loch Lomond; Dunsapie loch; Firth of Forth; Solway firth; Ben Nevis; Rannoch moor; Rock of Gibraltar; Bass rock; Sea of Marmara; North sea; Pentland hills; the machars; the Trossachs; the flow country; the north-east; Gullane bents

nature: often needs rewriting: the amendments are technical in nature = the amendments are technical; matters of a party-political nature = party-political matters; the same applies to “character”

naught, means nothing; a nought means a zero
neanderthal

near to: TRY near

neither (singular) - see either for usage

nevertheless, nonetheless

new deal

newspapers – check in “Willings”; titles are italicised.

Business a.m.

Daily Mail

Daily Mirror

Daily Record

Edinburgh Evening News

Evening Times

Evening Telegraph

Financial Times

Private Eye

Scotland on Sunday

Sunday Herald

Sunday Mail

Sunday Mirror

Sunday Post (but *The Sunday Post Magazine*)

Sunday Sport

The Courier

The Daily Star

The Daily Star of Scotland

The Daily Telegraph

The Economist

The Guardian

The Herald

The Independent (but *Independent on Sunday*)

The Observer

The Press and Journal
The Scotsman
The Sun
The Sunday Times
The Times
The Times Educational Supplement
The Times Higher Education Supplement

new year's day, new year's eve
NGOs - non-governmental organisations
nimby, nimbyism
9/11 – September 11 attack on USA
9-to-5 job
nirvana
nissen hut
nitty-gritty
no one [sing]
no - the answer is no (do not use quotation marks)
no-go area
non-profit-making
none [sing]—none of us *is* saying that
nonetheless, nevertheless
nonsense, NOT a nonsense
nonsensical: “nonsense” is also an adjective; try it instead
nordic—lc unless the name of an organisation: the nordic rim; nordic people; the Nordic Council
North America
north of Ireland
North sea
Northern Ireland may be called the Province, the Six Counties, Ulster, the north of Ireland; follow the member's usage
Northern Ireland Office
nosey
not so much ... as—NOT but—; eg: “It was not so much his tone, which was so soothing as to be soporific, as his words which worried me.”
nought, zero
number may be singular or plural, according to context: a large number of people are waving their hats; there is a large and growing number of volunteers
number 1 priority
numerals [see “figures”]
numptie

O

objective 1, 2, 3, 5b
occasions is over-used: on many occasions = many times, often; on several occasions = several times; quick rule: leave out “on” and change “occasions” to “times”
ocean lc: Atlantic ocean

odd £400-odd million, 40-odd years old
odds, proportion, ratio: 10:1
of the order of: TRY about
Official Secrets Acts is correct (many are in existence, so a year is not needed). Official Secrets Act is acceptable in colloquial use.
off-licence, on-licence (as in licensed premises)
offline
offload, onload
offshore
oil-seed rape
okay
old-age pension/er
ombudsmen lc, whether the person or the organisation is being referred to.
online
on numerous occasions TRY often, several times
on-going, but TRY continuing
on stream
on to NOT onto
one another is not the gentrified version of each other; it refers to more than two people; each other means only two
one man, one vote
one-off: a one-off payment; a one-off; I took one off the shelf
one-sided
onshore
opencast [see coal]
opera – Scottish Opera; Buxton Opera House; going to the opera; “The Force of Destiny”
Opposition [the official parliamentary Opposition] sing; the official Opposition; the Leader of the Opposition [but leader of the Labour etc. party]; deputy Leader of the Opposition; Opposition parties
general references to the concept of opposition are lc: when we were in opposition; the frustrations of opposition [see “Government”]
opprobrium
opt-out [n and adj], opt out [vb]: opting-out hospitals; hospitals which opt out; opted-out schools; schools which have opted out
order—lc except when the full title is given; Scotland Act 1998 (Border Rivers) Order 1999
organ grinder
orient [vb, transitive]; orientate [vb, intransitive]
Osmotherly rules refers to the rules that allow civil servants to attend Westminster select committees
outmanoeuvred
out-of-area—NOT outer area—operations
outdated
outer Hebrides

outflanked
outflow
outmoded
out-patient
outturn
outvoted
outwith
over is often used when more than would be better; ~~over~~ more than 60 per cent of production . . .

OVER [some familiar faces]

overcapacity
overcrowd/ed/ing
overdeveloped
overdo/ne
over-egg
over-80s
overestimate [n and vb]
over-exaggerate; but TRY exaggerate
overexcited
overfishing
overfly/ing, overflight
overheat
over-indexed
overkill
overlong
overmanning
overmuch
over-optimistic
overpay/ing/aid/ment
over-prescribing
over-production
overrate
overreact
over-regulate
over-represented/ation
overrule
override
overrun
overshoot
over-simplify
overstretched
over-strong
oversupply [n and vb]
over-use
over-value
owner-occupier, owner occupation

P

Paisley buddie NOT buddy
paper chase
paperwork
parent-teacher association

park: Holyrood park, Hyde park corner, Central park; BUT the Royal Parks [executive agency]

Parkinson's law: work expands to fill the time available for its completion

Parliamentary Bureau, the bureau [the Scottish Parliament business managers committee]

parliament [see also "assembly", "session" and "Scottish Parliament"] uc if it exists, even if the full name is not used: the Scottish Parliament; the Parliament; European Parliament; Duma; House of Commons/Lords/Representatives; Congress; Senate; **parliamentary**, parliamentary questions; parliamentarian; "there should be a parliament. . ."

For period between elections, use "session" NOT "parliament", which is a Westminster term.

Physical environment lc (eg chamber, floor)

partake of; means share, not take part

party: see political parties

past experience TRY experience

past history TRY history

pasteurise

pawkie

pawnshop

payroll

peacekeeping

peatland

peddle drugs, pedal a bicycle

peer, peeress, life peer

peninsula lc: Gower peninsula; adj: peninsular
Pennines, the

people—only the full titles of royals, politicians and churchfolk uc; others lc unless the job is used as a title: Prince Charles; the Duke of York; Queen Beatrice; the King of Norway; Lord Irvine; the Prime Minister; the First Minister; the Archbishop of Canterbury; the Bishop of Durham; Cardinal Winning; the Moderator of the General Assembly of the Church of Scotland; St Catherine; a saint; Professor Grey; the professor of linguistics; the lord provost of Glasgow; the mayor of London; Councillor Smith; chief constable of Strathclyde police; Inspector Goole; procurator fiscal; secretary-general of the United Nations; governor of the Bank of England; convener of the all-party working group; chairman and chief executive of the Royal Bank of Scotland; president of the Royal College of Physicians

-people (suffix) Treat the same as men/women (as suffixes) eg sportsman/sportsmen/sportswomen

per: TRY a—£25 a week, £3 a head

per cent—1 per cent; 0.5 per cent; 15 to 20 per cent; between 1 and 2 per cent

percentage points: one percentage point is almost always much larger than 1 per cent. For example, if the mortgage rate is raised from 7 per cent to 10.5 per cent, it has risen by 3.5 percentage points, but by 50 per cent.

period of time: TRY period, time
period: four-year [etc] period: TRY four years [etc]

periodicals – check in “Willings”. If in “Willings”, italicised. If not, use quotation marks. E-zines, although not in “Willings” are italicised.

permanent secretary - chief civil servant in a Government department

permissible

petition: PE61 (no space), petition PE370
NOT petition 370

pettifogging

phase 1, 2, 3

phenomenon [sing], phenomena [pl]

PFI/PPP not PFI-PPP

philistine

phone—not forbidden, but prefer telephone;
but: phone-in, mobile phone and car phone

phoney

photo call, photo opportunity

phurnacite

pigeonhole [n and vb]

piggyback

pigmy

pin money

placemen

plane, aeroplane

play and film titles: “Candide”, “Gone with the Wind”

playground

playgroup

playing field

plc, plcs, water plcs

plus £400-plus million, 40-plus years old

police [pl]; police force [sing]; policemen, policewomen, policemen and women; Strathclyde police, Metropolitan police, Royal Ulster constabulary.
List of Scottish forces: Central Scotland police; Dumfries and Galloway constabulary; Fife constabulary; Grampian police; Lothian and Borders police; Northern constabulary; Strathclyde police; Tayside police

policyholder

political parties –
Scottish parliamentary parties:
Conservative and Unionist Party
Co-operative Party

Labour Party
Scottish Green Party
Scottish Liberal Democrats
Scottish National Party
Scottish Senior Citizens Unity Party
Scottish Socialist Party
Common short forms are acceptable, e.g. Lib Dems, Greens, nats [lc], but follow member’s use. The ilk part goes down if the full name is not used: Conservative party; Green party.

political stances lc – nationalist; unionist; monarchist; republican; loyalist; fascist; communist

politicking

politics [sing]

Poor Law, the

population [pl]

portakabin [lc] unless referring to the company

post office—the Post Office; Post Office Counters, Consignia (the organisation); Leith post office (branch)

postbag, mailbag

postcode

pound, pound sterling [see “money”]

powerhouse

powerplay

practice [n], practise [vb]

praetorian guard

precognosce, precognition

precondition

predate

predilection—preference

prejudge

premise

prerogative, royal prerogative [of mercy]

pre-school

President [of a country or the European Commission, uc], President Bush
president [of anything else]; presidency [of anything]

Presiding Officer, Deputy Presiding Officer, the Presiding Officers

press [newspapers or journalists] sing or pl, depending on context: the press is a bulwark of democracy; the press are hounding my brother

prevent, stop: you stop someone doing something; you prevent them *from* doing something; if I stop you doing something, you are already doing it; if I prevent you from doing it, I do not even let you start

preventive, NOT preventative, medicine
primary 1, primary 2 etc
Prime Minister, prime ministerial; NOT PM

PRINCE Put in full: projects in controlled environments

Principality [meaning Wales]
 principle [n]—a fundamental, or a rule of action;
 principal [adj]—first, most important;
 principal [n]—head of a college
 printout [n]
 prior to: TRY before
prisons All forms of their name are acceptable:
 HM Prison Edinburgh, HMP Edinburgh and
 Saughton prison
 private finance initiative—PFI
 private/public sector investment [no hyphen]
 privately/publicly owned [no hyphen]
 privilege—parliamentary privilege, breach of
 privilege
 proactive
 procurators fiscal (pl)
 professor lc; with a name uc: Professor Philip
 Smith, Professor Smith; the professor of
 rocket science
 program, computer
proportion, odds, ratio: 10:1
prorogue, prorogation: the Westminster
 Parliament is prorogued at the end of a
session; dissolved before a general
 election
 Protestant
 protester
 proviso, provisos
 psi—pounds per square inch
 public [pl]
public buildings uc: Hailes Castle; Saughton
 House; Palace of Holyroodhouse; Hampton
 Court Palace; Balmoral Hotel.
 EXCEPTION: stations are lc, as in
 Waverley station; St Andrew Square bus
 station [see also “church”]
 public-private partnership
 public/private sector investment [no hyphen]
 purpose-built
put forward [great favourite, this: see “bring
 forward”] TRY:
 introduce, sponsor [a bill]
 express [concern, misgivings, etc]
 give [reasons, views]
 make [suggestions, an argument, a case]
 move [amendment, motion]
 lodge [amendments]
 use [arguments]
 pyrrhic victory

Q

qualifications out in full first time, except: PhD,
 MSc, BSc, MA, BA, LLB.
 quango, quangos
 Quebec, Québec, Quebecer and Québécois
 are all acceptable—follow what the speaker
 says.

Queen, Her Majesty the Queen, the Queen of
 Belgium; queens and kings of Australia
 Queen’s counsel, QC; plural is also Queen’s
 counsel, but the abbreviation is QCs.

question but: there is no question that this will
 happen = it will not happen; there is no
 question but that this will happen = it will
 happen

question: parliamentary questions; question
 time; First Minister’s question time;
 questions for oral answer; oral questions;
 questions for written answer, written
 questions

question-and-answer session

question mark

question whether, NOT question of whether
 queueing

quicker is an adjective; more quickly is the
 adverbial phrase; thus, “a quicker
 response” is right, but “it rose quicker” is
 wrong; it should be “it rose more quickly”

R

Rs (the three Rs)

racecourse

race-specific, religion-specific programmes,
 training, etc.

rack—to torture, torment (NB wrack and ruin)

radio/television programmes: “Panorama”,
 “The World at One”, BUT the shipping
 forecast, the news.

radio: Radio 1, 2, 3, 4; Capital Radio

range lc: Pennine range

rateable

ratio, odds, proportion: 10:1

re – prefix, use hyphen only when following
 verb begins with e or if confusion may
 arise.

re-enact

re-let [n, vb and adj]

reaffirm/ation

reafforestation NOT reforestation

real and genuine: TRY one or the other
 realm, the; defence of the realm; Defence of
 the Realm Acts

reannounce

reassure

recess

recommission

referable

reformation, the

regarding, in/with regard to: TRY about, on

“Register of Interests of Members of the
 Scottish Parliament”—the register of members’
 interests

regulations: delegated legislation made under a parent act; lc except when giving full title: Abortion Regulations 1968; the regulations. Subdivisions: regulation; regulation 1(2).

regulator
reinforce
reinstate
reintroduce
reinvent, reinvent/ment
reinvest

religion uc: Christian; Buddhism; Muslim; Hindu; Shi'ite; Orthodox; Presbyterian. Bahá'í

remembrance day
remuneration
renaissance
rent-a-mob

report: the Cubie report, report of the Cubie committee; the committee's report, sixth report of the Audit Committee

Republic of Ireland; the Republic
republican [n and adj]
rerun

research councils/institutes: full name as in "Whitaker's"—Particle Physics and Astronomy Research Council; Macaulay Institute; the Scottish agricultural and biological research institutes; research councils

restaurateur
resupply
retail prices [not price] index—RPI
rethink [n and vb]
reunification
reunite
reuse
reverend: the Rev John Jones, the Right Rev John Jones or Mr Jones NEVER Rev Jones or the Rev Jones
revisit
right hon
right wing [n], right-wing [adj]; the right; right-wing party, right wingers

ring fence to ring fence; ring fencing is bad; the funds are ring fenced; ring-fencing approach

river—River Thames; Mississippi river
road works
roll-out [n]
Roman Catholic, Catholic
Romania
roughshod
routing the enemy; but routeing roads

royal lc, except when the full and proper title of organisations
royal assent

royal charter
royal commission—only the full name of a real one is uc: a royal commission; the Royal Commission on Environmental Pollution; "Councils Committees and Boards" can be helpful [see "commission"]

royal dockyard
royal family
royal prerogative
Royal Navy, royal naval
RSPB Scotland—is the full name
rubber stamp [n], rubber-stamp [adj and vb]
rubicon, crossing the rubicon

rule: rule 18.1 of the standing orders; rules of order; judges' rules; rules of court

rulebook
run-up [n]; run up [vb]
rundown [adj and n], run down [vb]
runway

S

sale room
saltire
salutary
scaremongering, scaremongers

schemes lc: community refurbishment scheme; higher still; city challenge; new deal

schools— full name uc, abbreviations lc. Check for full name in the local phone book or with the education authority (not the "Education Year Book"). Cumnock Academy; Oban High; Royal High Primary School;

school leavers, school-leaving age
schoolteacher, schoolmaster, schoolmistress BUT head teacher
schtum
scot free
Scotch: Scotch whisky; otherwise, Scottish or Scots

Scottish Administration (meaning the Government); the Administration [see also "department" and "executive"]
Scottish Council for Development and Industry
Scottish council of the Labour Party
Scottish Drug Enforcement Agency
Scottish Executive [see "executive"]
Scottish ministers [see "ministers"]
Scottish National Party; nationalists

Scottish Parliament: Scottish Parliamentary Corporate Body (the parliamentary corporation); committee; sub-committee; session (the four years between elections); whip; meeting; public gallery; business motion; motion; point of order; suspension (disturbance); adjournment; financial

memorandum [see also "bills" and "questions"]
 scouts (children's organisation)
 scrap heap, scrap yard
 scurrilous
 Scylla and Charybdis
sea—North sea, Irish sea
 sea bed, sea shore BUT foreshore
 seamen, seafarers
 seasons [lc]—spring, summer, autumn, winter
 seat belts
 second world war, world war two
 second-hand [adj], at second hand
see is often used unnecessarily: "We all want to see Morton win" usually means "We all want Morton to win"
 seedcorn
 self-govern/ing/ment
 self-interest
 sell-by date
 sell-out [n]; sell out [vb]
 semi-detached
 serviceman, -woman, servicemen and women
session—in Edinburgh, the four-year term between elections; in Westminster, the parliamentary year from Queen's speech to prorogation; also (in committees) evidence-taking session
 set-aside rules; the set-aside
 sett where animals live; otherwise set
 Sewel motion, Sewelling, Sewelled
 sgian dubh
 shadow Cabinet, shadow chancellor, shadow spokesman
 sheep farm
 sheikh, with a name: the Sheikh of Dubai
 sheriff officer/s
 shibboleth
 shilly-shally/ing
ship names: no quotes, no italics –
 Marchioness; HMS Victory; MV Gaul; the Belgrano (no need to put HMS/MV in full)
 shopkeeper
 shoplifting
 short-sighted
 Short, Edward, later Lord Glenamara; so-called Short money to assist Opposition parties at Westminster
 shortfall
 shortlist
 side effect
 sidetrack
 Sikh
 silicon glen, silicon valley
 Single European Act
 Sinn Féin
 siphon, siphoning off
sitting—a Westminster term for what in Edinburgh is called a meeting. Often used erroneously. A sitting day is the term used to describe a day on which the clerks are open for business and when the Parliament is not in recess or dissolved. Meetings are held on sitting days, but the fact that a day is a sitting day does not mean that there will be a meeting. All blackbirds are thrushes; not all thrushes are blackbirds [see also "meetings"]
 sizeable
 skean dhu is wrong; sgian dubh is right
 skulduggery
 slaughterhouse
 smallholding
 smokescreen
 socialist, but in full titles: Socialist Education Association
 socioeconomic
something like: TRY about, almost, nearly
 sort of - see kind of
 soundbite
 soup kitchen
 South America
 south bank [of the Thames]; south bank, London
south lc; including south of Ireland; NB: north-south dialogue [rich and poor countries]
 sovereign, the sovereign
 speak — Newspeak, doctorspeak etc
 specialty [in medicine], NOT speciality
 spin-doctor; spin-doctoring
 spiv
 spokesman, spokeswoman, spokesperson—whichever the member uses;
 Government/Opposition spokesman
 sportsmen/women
 springboard
square measurements—feet, metres, yards; with figures: 60m², 9,000ft², 2yd²; but 60 square miles.
St—short for saint, not street
 St David's day
 St James's park
 staff [pl]
 stage 1, 2, 3
 stage directions – see **interruption**
 standby [n], stand by [vb] (even if used in a legal context)
 standing orders [lc, pl]—rule 18.2
 standstill [n], stand still [vb]
 statable
state; the state, reasons of state; member state; state benefit; department of state;

head of state; state visit, nation state,
welfare state, state of Ohio; Washington
State University

state veterinary service spike

station lc: Drem station

statute, statute book

steamroller/ed

step-parents, stepfather, stepchild

sterling - see money

stillbirth

stocktaking

stone, with figures: 2 stone, 10 stone

storeys: two-storey [not storeyed] building

straight away, NOT straightaway

straightforward

strait and narrow

straitened [circumstances, etc.]

straitjacket

straits [see "natural features"]

strath [see "natural features"]

street: Downing Street

stushie NOT stooshie

SUB—a selection

sub-committee

sub-continent

subcontract/ing/or

sub-culture

sub-group

sub judge

sub-mode sickness

submunitions

subparagraph

sub-post office

sub-Saharan Africa

subsea, undersea

substandard

subtext

subtitle [n and vb]

substitutes bench

summit—Luxembourg summit

supranational

sus NOT suss (eg, sus it out; sussed it out)

swathe NOT swath

T

t's: dotting the i's and crossing the t's

take-home pay

take-up [n and adj], take up [vb]

takeaway [n and adj]

takeover [n]; take over [vb]; takeover panel

Taliban

targeted/ing

task force

tawse

taxpayer; tax-paying, BUT council tax payer

teamwork

TEC – training and enterprise council

tee-shirt

Teesside

telephone preferred to phone BUT mobile and
car phone

television in full first time, TV thereafter

television/radio programmes "Panorama";
"The World at One". Check company
names; BBC 1; Channel 5; Radio 4; Border
Television

temperature [see "degree"]

ten commandments, the

textbook

thank you: we say thank you to the
Government

that [see "which"]

The Hague BUT the Netherlands, the Scottish
Executive and so on.

theatre—King's Theatre; the theatre world

third world, third-world countries

the three Rs

threshold

throughcare

throughput

throwaway society

tightrope

time: speeches and debates are timed using
the 24-hour clock, hours and minutes
separated by a colon: 09:00; 13:15. In text,
do what the member says, but use figures:
7 o'clock, half past 2, 4 pm, 5 minutes to 3,
7.45, etc; BUT nine-to-five job

timeframe

timeline

timetable

timescale

titles: non-ministerial titles are lc (except when
being set up to speak), clerk to the
Parliament

tittle-tattle

to-ing and fro-ing

Tolbooth (a town hall); tollbooth (on a bridge)

tonnes, NOT tons: 4 tonnes, 10 tonnes;
kilotonnes

top-slice

Topsy – grewed like Topsy

towards, NOT toward. BUT untoward

townie

trade names lc when assimilated into the
language and used generically: biro,
cellophane, hoover, nylon, sellotape; BUT
Mini [the car], Ceefax, Guinness, Marmite
trade unions, NOT trades unions; the unions;
but Trades Union Congress; NB: Wales
[NOT Welsh] TUC

Some trade unions are not acronyms:
Unison, GMB

tradeable

tranquilliser, NOT tranquiliser; tranquillity

trans “trans” words usually have no hyphen
(transatlantic, transfrontier BUT trans-
Pennine, trans-Siberian)

treaty: uc only for full title—treaty of Rome; the
Maastricht treaty; treaties; the treaty; a
treaty

triable, NOT tryable

trolley, trolleys

tsar, NOT czar

tunnel lc: Channel tunnel, Mersey tunnels

tuppence: I would not give tuppence for his
opinion

tuppenny-ha'penny

turncoat

turnout [n], turn out [vb]

turnover [n], turn over [vb]

turnstile

24/7

type of [see “kind of”]

U

U-turn

uncle Tom Cobbleigh and all

under way, NOT underway

UNDER—a selection

undercapacity

underdeveloped

underestimate [n and vb]

under-fives

underfunded

under-indexed

underinvestment

undergraduate

underground

underpay/ing/aid/ment

underpin

underprivileged

underrate

under-recognise/d/ing/tion

under-represent/ed/ing/ation

under-resourced

undersea, subsea

undershoot

undersupply [n and vb]

undervalue

underwater

under-secretary

underground lines; the London underground;
London Underground [the company]; the
underground, the tube

union—the union; unionist; union flag, union
jack

Unison

United Kingdom; the kingdom

United Nations organisations uc in full (eg
United Nations Educational, Scientific &
Cultural Organization)

university: check for full name in “Education
Year Book”—University of Aberdeen; Heriot-
Watt University; Open University; the
universities; a university

up front

update [n and vb]

uprate/ing

upskill

upturn

USA, United States, United States of America,
the US, the States: follow what the member
says

user-friendly

utilise, utilisation: TRY use [n and vb]

utilities—check: Scottish Power; Scottish
Water [it is sometimes impractical to be too
precise because of links across utilities or
suppliers]

utopia [lc] when used generically

V

valley lc as it generally follows the proper
name Thames valley [see “natural
features”]

variety of—sing or pl, depending on context

versus: in the context of sport and law use v on
its own, as in Airey v Ireland, or Celtic v
Rangers, everything else, use versus.

veto, vetoes

videoconference/ing

vilify

vires; ultra vires—outside the powers

VisitScotland

vitally important TRY vital

vitamin A, B, etc.

volcano, volcanoes

W

wagon; bandwagon

war lc: first/second world war, Franco-Prussian
war, great war, Vietnam war

warhead

warplane

wartime, peacetime

weald [see “natural features”]

website

website addresses: lc

weeks and years: dementia awareness week,
European year of the elderly

welfare state

well-being
well-off: well-off people, the well-off, those who are well off
Welsh nationalist/s; Plaid Cymru
west country
west end lc: the west end; Glasgow's west end
west lc, including political references: east-west relations; the west [non-communist world] EXCEPT in proper names: West Yorkshire,
whether: "if" is often used instead; if whether will fit, use it; the question whether, NOT the question of whether
which/that: apples, which come from France, are green = all apples come from France and are green; apples that come from France are green = those which come from France are green
which/who—which for things [including the Government, companies, councils, etc.]; **who** for people; whose for both: the company which has worked hard, not who have worked hard; the company, whose staff have worked hard
while, not whilst; if while means although, use the latter
whip
whisky, whiskies [Scotch]; whiskey, whiskeys [Irish]
whistleblower, whistleblowing
white paper lc. The full titles of white papers are quoted: "The Health of the Nation". Exercise discretion when titles are abbreviated or run into a sentence. Avoid saying the "The Health of the Nation" white paper; it is enough to say: the "Health of the Nation" white paper. . . However, if titles are freely summarised, do not give the impression—by using capitals—that the full title has been given.
whiz kid
whole-hearted/ly
-wide: proper nouns take a hyphen (Scotland-wide, UK-wide), other nouns do not

(nationwide, countrywide). NB Europe-wide NOT European-wide
windfall [n and adj]
wishy-washy
withhold/eld
within TRY in
witness [vb]: TRY see
wits' end
women's liberation, women's lib
workforce
workload
workhorse
working-class [adj], working class [n]
workman, workpeople, workplace
workshy
worth [see "money"]
worthwhile [adj], worth while: it is a worthwhile project; the project is worth while
wrack wrack and ruin (NB rack one's brains)
written answers report (WAR), see ascriptions
wrongdoer/ing; not wrong-doing

X

X, Y and Z went to Bognor

Y

yah-boo, yah-boo politics
yards, with figures: 100yd
year—in the year 2000 = in 2000
year in, year out
"Yellow Pages"
yes—the answer is yes
yes-man/woman
yobbo, yobboes
yoghurt
yuppie, yuppies

Z

zig-zag