

HANDBOOK OF
Style
AND
Usage

Office of the Secretary

Asian Development Bank

2002

Welcome to the *Handbook of Style and Usage (2002)*.

Asian Development Bank (ADB) staff produce hundreds of reports and other documents every year. Many of these reports are essential steps before the approval of loans and grants to developing member countries. Others contain valuable information on lessons learned and the impact of projects.

The Board of Directors and most ADB staff must read and digest vast amounts of information. Therefore, everyone who adheres consistently to ADB policies on style and format, and makes reports clear, concise, and to the point, can help simplify and accelerate ADB activities.

While the *Handbook of Style and Usage (HSU)* focuses on guidelines applicable to most types of reports intended for submission to the Board of Directors, it is generally applicable to materials prepared for an external audience. More report-specific details about format, content, and processing are given in the relevant sections of the *Operations Manual* and *Project Administration Instructions*, and in supplementary instructions issued from time to time.

The 2002 *HSU* introduces a number of changes to the previous guidelines:

- (i) page numbers are placed in the upper outside corners;
- (ii) citation formats are simplified;
- (iii) where possible, maps include the names of bordering countries, except for People's Republic of China, India, and Pakistan;
- (iv) numerals are used with days, months, person-months, and years;
- (v) the “%” symbol is used in text and tables;
- (vi) new information is presented on the use of en and em (short and long) dashes, and on articles;
- (vii) appendixes are listed on the contents page, rather than on an appendix cover sheet;
- (viii) to facilitate reader navigation through the document, appendixes use a running head, placed next to the document page number, indicating the appendix number; and
- (ix) Appendix 5, which comprises tabular material, includes a variety of tables, including a logical framework.

We encourage all ADB staff and consultants to become familiar with this edition. ADB's secretariat officers (editing) are available to answer questions on style and usage, as well as to offer general advice on good writing.

The *HSU* is approved by Management.

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Abbreviations

See *also* ADB Members' Names, Currencies, Dates, Footnotes, Inside Front Covers, Tables, Weights and Measures

PRINCIPLE: The excessive use of abbreviations makes text cumbersome to read.

Therefore, introduce an abbreviation only if

- (i) the term appears at least three times in any part of the document (preliminary matter, main text, or an appendix), preferably close together;
- (ii) the term is very long, e.g., more than three words;
- (iii) the term is very common, e.g., gross domestic product; or
- (iv) the abbreviation is better known than the spelled-out form, e.g., United Nations Children's Fund (UNICEF).

When and how to spell out

Because parts of a report may be extracted and used for other purposes, write out each term to be abbreviated at its first appearance in each of the following: preliminary pages (e.g., executive summary, basic data), main text, and each appendix. Immediately afterward, give the term's abbreviation in parentheses. Thereafter, use only the abbreviation. A sentence may begin with an abbreviation.

Exception: Abbreviations must also be spelled out in each table. The spelled-out forms may be either inside the table at the terms' first appearance, or directly below the table in alphabetical order. See Tables (p. 29) for working with tables longer than one page.

Give the spelled-out form first, then the abbreviation in parentheses.

correct:

operation and maintenance (O&M)

incorrect:

O&M (operation and maintenance)

Exception: HIV/AIDS. Because this term is especially long and is most commonly known by its abbreviation, give only the abbreviated form in the text, and write out its definition in a footnote.

Exception: Do not spell out SDR on first appearance when used as a currency symbol, but define it in the list of abbreviations on the inside front cover. When used as text, apply regular rules for abbreviations.

The proper spelled-out form of many terms commonly used in ADB documents can be found in the *Abbreviations Handbook*, available in Lotus Notes on server LNADBG1/ADB and on network drive w:/template/Boarddoc.

Shorten Asian Development Bank to "ADB" not "the Bank" or "the ADB."

Abbreviations list

Spell out every abbreviation used in the document on the inside front cover under the heading “Abbreviations.” The list should be in alphabetical order of the abbreviations (not the definitions).

Give all abbreviations on the inside front cover in singular form, even if their use in the text is initially, primarily, or solely in plural form. Ensure that terms included in the list and written out in text are identical in wording, spelling, and punctuation. *Exception:* While SMEs refer to small and medium enterprises, for “Abbreviations” use “SME – small or medium enterprise.”

Capitalization

Write all abbreviations, except weights and measures, in capital letters. However, in their written-out form, capitalize only proper nouns.

E-mail – electronic mail
FOB – free on board
KDA – Karachi Development Authority
LIBOR – London interbank offered rate
MOF – Ministry of Finance
toe – ton of oil equivalent

Countries and governments

Whenever practicable, spell out the name of a country or member economy. When an ADB member’s name must be shortened, such as in a list or table, use the forms given in Appendix 1.

Do not abbreviate the names of national governments.

correct: the Government, the Govt (in tables), **but** the Madhya Pradesh government (MPG)
incorrect: e.g., GOB for Government of Bangladesh, HMGN for His Majesty’s Government of Nepal

Foreign terms

At the first appearance in text of a non-English term, write out its English translation,

National Oil Mining Company (PERTAMINA)

but in the abbreviations list write the local language name first, followed by the English translation in parentheses.

PERTAMINA – Perusahaan Tambang Minyak Nasional (National Oil Mining Company)

Plurals

The plural of an abbreviation has a lowercase “s.”

PPARs are prepared...

The possessive case adds an apostrophe.

UNDP’s activities
DMCs’ funds (plural possessive)

Punctuation

Do not use a period in abbreviations for names of countries, organizations, institutions, government ministries, or agencies.

Use of articles

Place the definite article “the” before abbreviations of types of missions, reports, loans, and entities of a nonpermanent or general nature;

but omit the article before the names of permanent organizations, institutions, ADB offices, and government agencies, except the United Nations (“the UN”).

Omit the articles in lists of more than two countries, agencies, institutions, or organizations.

Use the indefinite article that “sounds” correct with the abbreviated form of a term, even if it is different from the article that would be used with the written-out form.

ADB Members’ Names

See also Abbreviations, Capitalization

See Appendix 1 for the proper presentation of names in text, in tables, and on covers.

Use the term “ADB member” or “economy” rather than “country” or “nation” when referring to members that are not independent political entities, e.g., Hong Kong, China.

Abbreviations

When abbreviating a member’s name, follow the same rules regarding other abbreviations for spelling out at first appearance and inclusion in the abbreviations list on the inside front cover.

Lists

When two or more members appear in a sequence in a sentence, list, or table, present them in alphabetical order unless a reason is given for another order. The order should be the same as in Appendix 1.

correct: US
incorrect: U.S.

the EIRR, the JSF, the NGO,
the OEM, the PCR

MFA, SPD, UNDP
correct: ADB
incorrect: the ADB

The cost of living rose in the PRC
and the RMI.

-but-
The cost of living rose in PRC,
RMI, Tuvalu, and Vanuatu.

an FAO publication
a Food and Agriculture
Organization publication

Appendixes

See *also* Abbreviations, Contents, Figures, Headings, Page Numbers, Tables

PRINCIPLE: Material in appendixes must be essential to the document and not duplicate information given in the main text.

List all appendixes on the Contents page.

Sometimes appendixes or parts of them are extracted from a report and used for other purposes. Therefore, apply the following rules for abbreviations and page numbering.

Abbreviations

Spell out every term, then give the abbreviation in parentheses at first appearance in each appendix and in each table, even if the term is already spelled out in the main text.

Citing in text

All appendixes must be cited in the main text and numbered consecutively in the order in which they are cited. If only one appendix is presented, use “Appendix” rather than “Appendix 1.”

Headings

Write the title of the appendix in capital letters (Arial 11, bold) centered on the page. Subheadings follow the model for Headings (p. 16), beginning at level 2 (flush left, letter A, capitalize all main words, etc.).

Page numbering

The appendixes have running heads indicating the appendix number. The running heads are in Arial 9 and indented 1.25 centimeters (0.5 inch) from the page number.

Paragraph numbering

In an appendix that is mainly text, number the paragraphs, starting with 1.

Placement

Place appendixes at the end of a report.

Supplementary material

Do not include attachments or annexes. Incorporate supplementary material in an existing appendix or create a new appendix.

Tables and figures

See the section on Tables (p. 30) for instructions on how to number tables and figures in an appendix.

Cite each appendix table in the text of the appendix following the same rules for citing tables in the main text, except where a stand-alone table or tables constitute the entire appendix.

Articles

PRINCIPLE: Use the definite article “the” to restrict or particularize a noun, and an indefinite article (“a” or “an”) when the identity of the noun is not specified or fixed.

Use “the” for specific missions, organizations, projects, individuals.

Use “a” or “an” for general or generic references to terms.

For use with abbreviations, see Abbreviations, Use of articles (p. 3).

the Department of Finance, the Fact-Finding Mission, the nongovernment organization, the project manager

a fact-finding mission, an independent commission, a project manager

Capitalization

See also Abbreviations, ADB Members’ Names, Figures, Tables

PRINCIPLE: Limit the use of capitalization.

ADB follows the principles of capitalization found in *Merriam Webster’s Collegiate Dictionary, Tenth Edition*, pp. 1541–5.

Geography

Capitalize names of specific places or geographic features when the terms are part of the formal name.

the Ganges River, Central Java Province, Ho Chi Minh City, Lake Baikal, the Plain of Jars, the Tropic of Cancer, the Bay of Bengal

Use lowercase when the term is generic,

mountains, rivers, rural prefectures

or when the term is descriptive rather than part of the formal name,

the city of Phnom Penh, the east coast of Kalimantan, the foothills of the Altai, the Yangtze valley, Dahu village

or when the term refers to more than one distinct item at a time.

the Cagayan and Pampanga rivers, the Central Asian republics

Government

Capitalize “government” when referring to the central, national, or federal level. For lower-level government units, for a mix of levels, and when more than one national government appears, use lowercase.

The national Government devolved education authority to the provincial governments. The review missions visited several central and district government offices, and the central bank. Representatives from the governments of Kazakhstan, Kyrgyz Republic, and Uzbekistan attended the meeting.

Titles

Capitalize professional titles when followed immediately by the individual’s name.

Chief Economist Buenaventura
Director Dmitriev
Secretary of Agriculture Choi

Capitalize the title of ADB’s president and of heads of state and government.

The President of ADB spoke at the annual meeting.
The Prime Minister of India addressed the assembly.

Use lowercase for all other titles.

the mission leader
the minister of transportation
the program analyst

Common ADB terms

Capitalize “project” and “mission” when they are part of or substitute for the formal name, and when used as a noun. Do not capitalize “mission” or “project” when used as an adjective, except in the term “Project Agreement.”

the Bali Irrigation Project; the Appraisal Mission (specific), an appraisal mission (general), mission estimates, the Project, project consultants, project implementation

“Loan” is capitalized only in the term “Loan Agreement.”

The loan became effective in April.

Correct capitalization for common ADB terms

ADB-funded technical assistance program
appraisal estimates, at appraisal
Asian Development Fund
the Borrower
the Guarantor
the Executing Agency
the Implementing Agency
the Fact-Finding Mission
a fact-finding mission
the Loan Agreement
the proposed loan, the loan

The word “subproject” is always lowercase.

the Kathmandu secondary education subproject

subsidiary loan agreement
complementary loan
ordinary capital resources
Special Funds resources
Technical Assistance Special Fund
Japan Special Fund
country operational strategy
project completion report
project performance management
system
consumer price index
human development index
Internet
World Wide Web

Contents

See also Appendixes, Headings

The contents page (titled “Contents”) is page i of the preliminary pages of a report, but the page number does not appear. Appendix 2 provides a sample.

The contents page should show the preliminary matter (e.g., basic data, executive summary, maps), the titles of chapters (level 1 headings), the titles of the main sections (level 2 headings), and appendix titles. See p. 16 for the proper format of headings by level.

Do not list tables, figures, graphs, charts, or the titles of individual maps.

Covers

For the format and wording of report cover pages, see Appendix 3.

Cross-References

See *also* References

PRINCIPLE: Minimize the use of cross-references.

Cross-references may either be written into the text or appear in parentheses, according to the following models, as appropriate. Do not use footnotes to cross-reference material elsewhere in the report.

The proposed railway network (Map 4) connects two provinces.
Figure 6 shows the design of the new sluice.
The natural gas component will require additional consulting services as described in Appendix 2.
The capacity-building TA (footnote 3) supported the development of . . .
This initiative builds on the activities conducted under an earlier TA (paras. 15–7).
The road network is described in para. 28.
The project framework (Appendix 3) includes . . .
Cost estimates for the final phase (Appendix 1, Table A1.1) take into account . . .

Currencies

See *also* Inside Front Covers, Numbers

See Appendix 1 for ADB members' currency units and their symbols.
See Appendix 4 for sample inside front covers showing currency equivalents.

In ADB usage, “billion” means 1,000,000,000.

When giving an amount in figures, always precede the number with the symbol of the currency. Do not place any space or punctuation between the currency symbol and the amount.

When discussing the currency in general, write it out in lowercase.

Dollars

When indicated in a note on the inside front cover, “\$” may be used throughout a report to indicate US dollars. However, in a report in which other currencies using the “\$” symbol are mentioned (e.g., F\$, NZ\$, S\$), always use “US\$” to avoid confusion; in these cases do not include a note referring to use of “\$.”

Tug100,000
¥5 million
K72,000
SDR36,000

the value of the rufiyaa
savings in taka

Special drawing rights

Do not spell out SDR on first appearance when used as a currency symbol, but define it in the list of abbreviations on the inside front cover. When used as text, apply the regular rules for abbreviations.

SDR6 million

The loan will be denominated in special drawing rights (SDR). The use of SDR was determined by . . .

Dates

See also Ranges, Years

Write dates in day-month-year order, without punctuation. Use an en dash to indicate a range.

26 January 1994

12–28 February 1992

4 June–10 August 1995

July 1995 through July 1996

from 12 December 1991 to 3 January 1992

between 11 March and 15 April 1999

Spell out the names of months. Where space is limited (as in tables or lists), abbreviate the month to three letters, with no period.

Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

For very cramped tables, where space is even more constrained, use dd-mm-yy, e.g., 23-4-99. To avoid confusion, include a footnote explaining that the format is day-month-year.

Include a zero before single-digit dates only when necessary to improve appearance in tables or columns.

25 Jun 2001

3 Apr 2000

Use the short format, 23-4-99 only where space does not allow the clearer 23 Apr 1999 to be used.

Figures

Including charts, graphs, and diagrams

PRINCIPLES: Use a figure only when it amplifies and illustrates the discussion presented in text. Cite all figures in the text.

Format

Try to keep a figure on one page.

Center the title above the figure in Arial 11 bold, with the first letter of each major word capitalized.

Cite the source(s) immediately below the figure, following the footnotes (if any).

To avoid visual distortion of the relative amounts or numbers presented, keep pie charts round (not oval) and two dimensional. Graphs must be only two dimensional.

Make sure that the size and detail of the figure (especially if reproduced from another source) are appropriate to that of the report (i.e., a type size may be as small as Arial 9, but not larger than Arial 11).

Labeling

Label figures, charts, graphs, and diagrams “Figure.”

Numbering

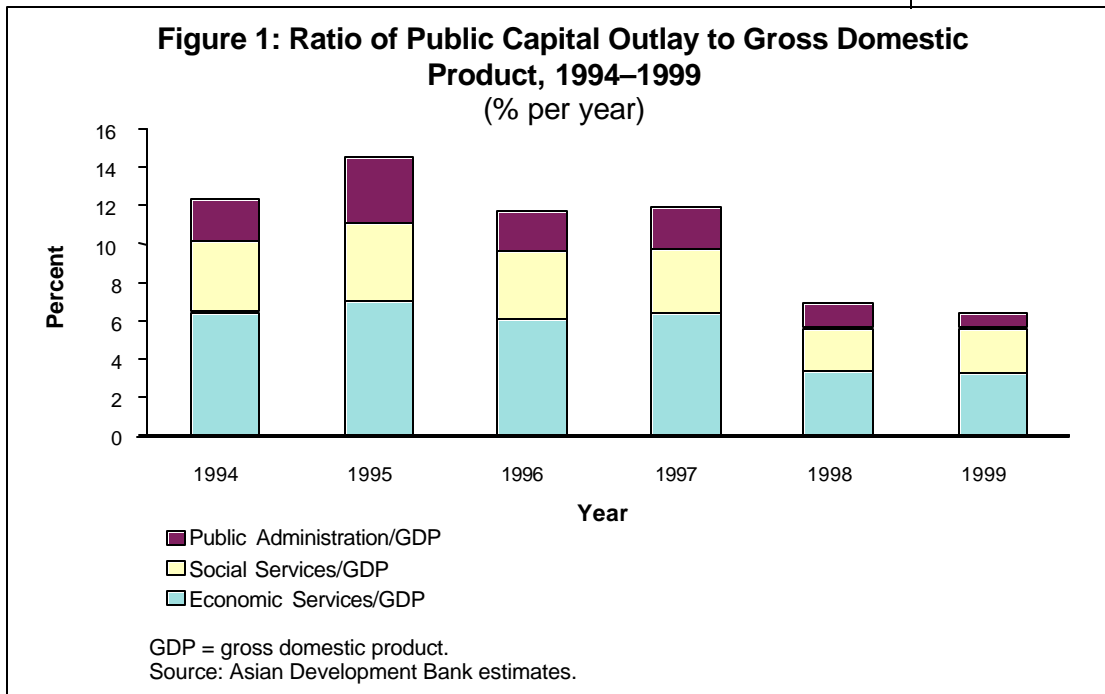
If a document has only one figure, use only a title; do not number it. When a document has two or more figures, number them consecutively with Arabic numerals throughout the main text in the order in which they are cited.

In each appendix containing figures, use the following formula:

If a figure is found in	Label it
the only appendix	Figure A.1, Figure A.2, etc.
the first appendix	Figure A1.1, Figure A1.2, Figure A1.3, etc.
the second appendix	Figure A2.1, Figure A2.2, Figure A2.3, etc.

Placement

Place a figure soon after the text in which it is cited.



Footnotes

See *also* References, Tables

PRINCIPLE: Footnotes distract readers from the flow of text.

Therefore, minimize the use of footnotes, keep them brief, and try not to footnote headings or subheadings.

Abbreviations

If a term that will be abbreviated appears for the first time in a footnote, spell it out; then when it appears for the first time in the main text, spell it out again and add the abbreviation in parentheses.

Cross-Referencing

Rather than repeat a footnote, cross-reference the earlier footnote by placing “(footnote . . .)” in the text after the item cited and before the period or other punctuation.

The initial road project (footnote 5) focused on the southern . . .

Format

Use Arial 9.

Separate footnotes from the main text with a 5-centimeter (2-inch) horizontal line flush with the left margin. Place superscript footnote indicator numbers flush left. Begin footnote text at tab setting 0.33 centimeter (0.13 inch) and set a hanging indent for all subsequent lines of the same footnote.

% at appraisal (Table 3).¹The EIRRs of all subprojects were lower than expected because of lower commodity prices;² even so, the EIRRs of four of the subprojects are acceptable.³

¹ ADB. 2001. *Country Economic Report: India*. Manila. The analysis did not consider . . .

² The projected 1990 export milled rice price in Bangkok of \$427 was used at appraisal. For reevaluation at project completion, the projected rice price for 2002 of \$476 was used.

³ One of the subprojects has serious problems that, unless resolved, will reduce its EIRR.

Templates for board documents located in computer drive w:/template/Boarddoc provide automatic footnote referencing with these formatting parameters built in.

Numbering in text

Use only superscript Arabic numerals to indicate footnotes (not asterisks or other symbols). Do not use underlines or slashes around the numbers.

Number footnotes sequentially throughout the main text, but begin again with “1” in each appendix.

Placement

If a footnote number appears next to punctuation, place it after the punctuation mark. *Exception:* Place it before a dash.

Tables

Use superscript letters only (not numbers, asterisks, or other symbols), and place footnotes directly below the table (not at the bottom of the page), aligned with its left margin. The letters should appear in the table in alphabetical order when reading from the top left across, then down and across, until the bottom right. See Appendix 5 for sample tables.

Foreign Terms

See also Abbreviations, Format (Italics), Glossary, Technical Terms

PRINCIPLE: Whenever possible, refrain from using non-English terms.

If a term has no good English equivalent, give the term in italics and indicate in parentheses or in a footnote its approximate English equivalent or definition.

Follow this procedure for each term in every section of the report, e.g., preliminary pages, main text, and each appendix. If the term will be used frequently throughout the report, italicize it only on first appearance.

Do not italicize the names of institutions or agencies.

If many non-English terms are used in a report, include a glossary on the inside front cover. See Appendix 4, page 47 for a sample.

If the term appears in *Merriam Webster's Collegiate Dictionary, Tenth Edition*, do not use italics.

Eliminate accent marks from non-English terms that have become common in English usage, unless they are necessary for proper pronunciation or to avoid confusion with another term.

When the dictionary allows more than one spelling for the plural form of a word, use the one given first.

Kreditanstalt für Wiederaufbau
Rajadhani Unnayan Kattripaka

ad hoc, per capita, milieu

levee
-but-
résumé, vis-à-vis

formulas, not formulae
forums, not fora
symposia, not symposiums

Format

Boldface

Use boldface only (i) on the cover page of a report; (ii) for all headings, titles of tables and figures, and titles and headings of appendixes; and (iii) for the subtotal and total rows and major category headings in tables.

Boxes

Do not use text boxes in Board documents. *Exception:* Boxes may be used sparingly in country strategy programs, and strategy and policy papers, but they must be cited in the text.

Charts

See Figures, pp. 9–10.

Dashes

An en dash (a short dash that is longer than a hyphen) is used to connect continuing or inclusive numbers: dates, time, or reference numbers. (A hyphen is used between numbers that are not inclusive.)

An em dash (a long dash) is used to denote a sudden break in thought, or to give emphasis or an explanation. Do not place a space before or after an em dash.

Diagrams

See Figures, pp. 9–10.

Double spacing

Before submitting any manuscript for editing, make sure all text is double spaced including preliminary pages, footnotes, and appendixes. *Exception:* Tables and the Contents page should not be double spaced for editing.

Fonts

Use Arial 11 (or a similar sans serif font) in Board documents, including tables, figures, and appendixes. Use 9 point for footnotes. Type size as small as 9 point may be used in tables or figures where space is limited, as long as it is still clearly readable. Anything smaller is difficult for many people to read and should not be used.

Graphs

See Figures, pp. 9–10.

15–22 June 2002
15 April–5 May
paras. 3–7
telephone: 555-3546

... so that all people—irrespective of religion, ethnicity, and gender—respect one another.
... with longan orchards—evidence that other farmers see the benefit.

Italics

Italicize only words that have not yet come into common English language usage (consult the dictionary), titles of published documents, and genus and species scientific names (but not family, phylum, and higher names). See References (pp. 25–8) and Foreign Terms (p. 12).

Margins

The margins on all four sides of ADB documents should be 2.5 centimeters (1 inch).

Templates

Generic templates and templates for major Board documents are available and provide the correct formatting for heads, paragraph and page numbering, and footnotes; automatically updating of contents pages; and assistance with specific content. Check network drive `w:/template/Boarddoc`.

The templates, available on network drive `w:/template/Boarddoc`, are updated regularly and will be available on the ADB web site in 2002.

Gender References

PRINCIPLE: Use gender-neutral language unless it is impractical or interferes with clear and concise communication.

Prefer	Avoid
chair, chairperson	chairman
nurse, doctor	male nurse, lady doctor
human beings, humanity, men and women, people, humankind	man, mankind
to staff, to operate, to run, to manage	to man
a three-person mission	a three-man mission
person-hour, staff-hour, consultant-hour (-day, -month)	man-hour (-day, -month)
artificial, synthetic, manufactured, handmade	man-made
human resources, labor, personnel, staff, workers	manpower
businessperson, entrepreneur	businessman
overseer, supervisor	foreman
contact person, go-between, intermediary, broker, mediator	middleman
fishers, fisherfolk	fishermen
organization, partner organization, peer organization	sister organization
quality	workmanship

If the gender of an individual is known, the title may be specified (e.g., Chairwoman Noriko Watanabe, Chairman Rajiv Nagpal); otherwise, use the neutral form.

Sometimes rewriting a sentence is the best way to ensure gender-neutral language. Make sure that such rewriting is appropriate to the context.

Try	Instead of
All farmers must tend their own fields.	Every farmer must tend his own field.
Findings were presented by each officer.	Each officer presented his findings.
One is responsible for one's own health.	Everyone is responsible for his own health.
Each manager contributed a suggestion.	Each manager contributed his suggestion.
The director will make recommendations to the President.	The director will make his recommendations to the President.
Everyone wants to earn enough to live well.	Everyone wants to earn enough so he can live well.

Glossary

See *also* Foreign Terms, Inside Front Covers, Technical Terms
See Appendix 4, page 47 for a sample.

PRINCIPLE: Include a glossary if the report contains three or more technical terms or significant non-English terms. If only one or two such terms are used, define them on first appearance either in text or in a footnote.

Place the glossary on the inside front cover after the list of abbreviations and list of weights and measures, if any. If the glossary is long, place it on its own unnumbered page(s) before the contents page.

Use terms defined in the glossary consistently throughout the text and in all appendixes.

Headings

See also Tables

Follow this model for spacing, capitalization, and labeling of headings.

V. FINANCIAL AND ECONOMIC EVALUATION
(Level 1 = chapter heading, centered)

A. Economic Benefits
(Level 2 = main section, flush with the left margin)

1. Flood Control
(Level 3 = subsection, indented 1.25 centimeters [0.5 inch])

a. Flood Damage to Crops
(Level 4, indented 2.5 centimeters [1 inch])

i. Food Crops
(Level 5, indented 3.75 centimeters [1.5 inches])

If a lower level of subheading is needed, or if a number of paragraphs at any level require being set apart without the degree of emphasis implied by attaching a heading, a few words (a run-in head), with all major words capitalized, may be inserted at the beginning of the paragraph in boldface, followed by a period.

23. **During the Rainy Season.** At certain times of the year, flood damage . . .

Run-in heads used in lists should be in boldface; capitalize only the first letter of the first word. See Lists, p.19.

Format

Headings are always in Arial 11 font bold. Do not underline. Place two line spaces between text and a succeeding level-1 heading.

Indentation

Indent the words of each heading 1.25 centimeters (0.5 inch) from its number or letter.

Use

Do not use a single head at any level. An "A" head must be followed by a "B," and a "1" by a "2." Apply this rule for run-in heads as well.

Hyphenation

See also Capitalization, Punctuation, Ranges, Weights and Measures, Years

ADB follows the principles of hyphenation found in *Merriam Webster's Collegiate Dictionary, Tenth Edition*, pp. 1537–8.

Exception: ADB usage hyphenates the term “vice-president” when referring to a specific ADB vice-president because this is the legally defined title.

Examples of terms commonly used in ADB documents:

With hyphen	Without hyphen
agro-industrial, agro-ecological	agribusiness, agrochemical, agroforestry
benefit-cost ratio	
capacity-building program (adjective)	capacity building (noun)
cross-subsidize	cross subsidy, crosscutting, cofinance, cofinancing
debt-equity ratio	debt service, debt service ratio
fact-finding mission, fact-finding	
5-year plan	
in-country, in-house	
long-term perspective, medium-term securities, short-term plans	in the long term, midterm, shorter term
short- and medium-term plans	in the short and medium terms
macro- and microeconomics	
non-market-based economy	nongovernment organization, nonbank, nonrevenue, nonformal education, nonperforming
on-farm, off-farm	
re-lent (past tense of relend)	to relend or onlend (verb), relending or onlending (noun)
a one-fifth share (adjective)	one fifth of the population (noun)
	postevaluation, preappraisal, reevaluation
private sector-led industrial growth	
pro-poor (noun or adjective)	
a short-listed candidate (adjective)	shortlist, longlist (nouns)
to short-list (verb)	
subborrower, subloans	
year-round, by year-end, a year-end report	by year's end, by the end of the year

Use an en dash (a short dash) for a range of numerals (e.g., 25–36%). See also Format (Dashes) and Ranges.

Inside Front Covers

See *also* Abbreviations, Glossary, Weights and Measures
See Appendix 4 for samples.

ADB reports requiring the following information should present it on the inside front cover, in this order, and with these headings:

CURRENCY EQUIVALENTS
ABBREVIATIONS
WEIGHTS AND MEASURES
GLOSSARY
NOTE(S)

Omit any of these items that do not apply to the particular report.

Place at least two line spaces between each item. Place Notes last, at least two line spaces below the previous text block.

If the material continues on more than one page, do not number the additional pages.

Lists

See *also* ADB Members' Names

Punctuation

Separate items in a list with commas. If any of the items already has a comma, separate items with semicolons.

Numbering

Follow the appropriate model, as shown in this section.

A single sentence with short and parallel items does not need internal numbering.

The mission visited three farms, four government offices, and eight factories.

When the items listed in the sentence are longer or require emphasis, they may be separated by lowercase Roman numerals in parentheses.

The goals of the workshop include (i) introducing participants to a new method of budget management, (ii) training provincial officials in the use of computers, and (iii) demonstrating alternative methods of irrigation to participants during site visits.

When items are still longer or require more emphasis, a vertical list may be created, with the items indented 1.25 centimeters (0.5 inch).

The consultant's tasks will entail

- (i) conducting an economic analysis in accordance with ADB guidelines,
- (ii) reviewing existing data on vehicle traffic along the main corridor and determining what additional data must be gathered, and
- (iii) assessing the feasibility of diverting traffic to another mode of transportation during construction of the proposed bypass.

For a list within a list, use Roman numerals in parentheses for the first level, and lowercase letters in parentheses for the next level.

The consultants will be responsible for the following:

- (i) Undertake a literature review to identify data gaps.
- (ii) Identify special health risks and problems faced by ethnic minorities.
- (iii) Assess the appropriateness and effectiveness of health sector policies and institutional arrangements, including
 - (a) financing arrangements, cost recovery, and tariffs;
 - (b) approaches to planning;
 - (c) management of personnel; and
 - (d) cross-departmental collaboration and linkages between providers.

If run-in heads are needed within a list, use an initial cap for the first word, place a period at the end of the phrase, and make bold.

Such a project should ensure the following:

- (i) **Adequate coverage.** Formal social protection systems are built with the ultimate objective of . . .
- (ii) **Targeted population groups.** Where allocated public funds are limited and country needs are large, public programs are . . .
- (iii) **Integrated approach.** Existing national commissions are consulted . . .

Maps

PRINCIPLE: Avoid sensitive political issues.

Clearance procedure

The author of the paper sends a draft of the map to the head of the country team for initial clearance. The cleared map, incorporating any changes, is then submitted to the senior secretariat officer (editing) with the paper to be edited. The draft map must be in color if the final map will be in color. Colors must not obscure the text and must be distinct. The secretariat officer (editing) who edits the paper will approve the map for printing.

Avoid: minor rivers and towns not mentioned in the text, and inconsistencies in spelling between the map and the text.

Required elements

Placement/Rules

title

The title is usually the project name. Use capital letters and boldface. If a report has more than one map, each will have a unique subtitle, with initial letters of major words capitalized and not in bold.

country name

Write in capital letters above the title.

north indicator

Make sure this points north, not just to the top of the page.

scale

Make sure the measurements are in proper proportion to one another.

legend

Define each of the symbols used on the map, and only those.

all place names that have been mentioned in the text of the report

Omit place names not directly relevant to the report. Include the names of bordering countries (except for maps of People's Republic of China, India, and Pakistan).

two pairs of coordinates on each side, plus coordinates for the equator or international date line, if crossed

Make sure the pairs match.

Exception: Maps depicting a very small geographic area may use only one pair of coordinates.

"Boundaries are not necessarily authoritative."

Include this disclaimer if the map shows any level of political boundaries, whether internal or international.

inset map showing project location

Include the inset if applicable. Omit it if the country's borders are politically sensitive. Show coordinates on the inset. Make sure all elements correspond to those on the larger map.



Numbering

If the report has more than one map, give them numbers (e.g., Map 1, Map 2) and place the labels outside the map in the upper right corner of the page. Make sure that no two maps have exactly the same title or subtitle.

Placement

If a map relates to the entire report, place it immediately before the main text. If a map is pertinent only to a part of the report, place it soon after the relevant text, or cite at the appropriate point and attach as an appendix.

Numbers

See *also* Currencies, Ranges, Ratios, Tables, Years

PRINCIPLE: Be accurate and consistent.

Decimals

Write decimals with a period, not a comma.

When decimal numbers are to be compared, they should have the same level of accuracy (e.g., 2.3, 3.0, and 5.2; **not** 2.3, 3, and 5.21). Precede decimals less than one with a zero.

Where appropriate, round numbers to one or, at most, two decimal places. Be consistent, especially in a table.

Percentage

Use the “%” symbol in text and tables, except when attached to a number that is spelled out at the beginning of a sentence.

Punctuation

Except in years, page numbers, and serial numbers, insert a comma every three digits.

Hyphenate a fraction when used as an adjective preceding a noun, but not otherwise.

Rounding

Round up numbers five and above.
Round down numbers below five.

8.76 **-not-** 8,76

0.4%

2%
Eighty percent of the...

11,200
1,200.00

a two-thirds majority
two thirds of the people

2.55 becomes 2.6
2.54 becomes 2.5

Writing out

Spell out numbers from one to nine except (i) currencies, percentages, days, months, person-months, and years; (ii) weights and measures; (iii) ranges; (iv) when the numbers are presented in a series for purposes of comparison or consistency; and (v) in a table.

7–12 tons, SLRe1, 2 hectares,
5%, 2 years, 5 months, 1 day,
3 person-months

The Project involved developing wastewater and sanitation facilities in 27 villages, 8 towns, and 4 cities.

-but-

The three subprojects were implemented in 24 municipalities.

Spell out any number that begins a sentence, even if it would normally be set in numerals, regardless of any inconsistency this may create.

... with interest at 3% per year ...

-but-

Three percent inhabit the northern regions ...

Write numbers 10 and higher as figures, unless they appear at the beginning of a sentence.

Twenty-seven villages were included in the 10 subprojects.

Very large numbers may be expressed in numerals followed by million, billion, and so forth. In ADB usage, “billion” means 1,000,000,000.

population of 80.3 million
Rp16 billion

Write out negative numbers: “minus five” or “negative five.” If a negative number occurs in a situation where it would be written as a numeral, use an en dash to indicate that it is negative. In tables, place negative numbers in parentheses: “(5).”

Page Numbers

See also Appendixes, Contents

Format

Use lowercase Roman numerals (Arial 11) without parentheses for preliminary pages. Use Arabic numerals for all other pages.

Placement

Place page numbers in the upper outside corner of the page, e.g., the upper left corner of even-numbered pages, and the upper right corner of odd-numbered pages.

2

Place the page number in the upper left corner of even-numbered pages.

Omit the page number on the contents page, first page of major parts of the paper (e.g., basic data or project summary, executive summary, and the first page of the main text); but retain the page number on the first page of each appendix. Appendixes also include a running head (see Appendixes, p. 4, for the format).

3

Place the page number in the upper right corner of odd-numbered pages.

Paragraphs

Number paragraphs with Arabic numbers, except in an executive summary or in an appendix with only one paragraph.

In all other appendixes, begin numbering paragraphs with 1. Place the paragraph number flush left.

Indent the text of the initial line of each paragraph 1.25 centimeters (0.5 inch).

Punctuation

See Dates, Format, Headings, Hyphenation, Lists, Numbers, Ranges, Ratios, and References, for guidance on situation-specific use of punctuation.

To avoid common errors

Use one space after a period, question mark, or colon, not two.

Use a colon before a list if the sentence comes to a stop. If the listed items form part of the sentence, omit the colon.

The consultant brought three items to the meeting: a progress report, road traffic data, and a computer.

-but-

The PMO was effective in (i) facilitating coordination between the funding bodies, (ii) acting as a liaison between the project and the beneficiaries, and (iii) obtaining background information from local community groups.

Use brackets within parentheses.

... (the economic internal rate of return [EIRR]) ...

Place quotation marks after a period or comma, but before every other kind of punctuation.

“... final.”

“... finally,” but ...

“... high rates of return”: in 1998

Use commas to separate items in a series, but if one of the items already contains a comma, use semicolons to separate the items.

The consultants visited Cambodia, Myanmar, and Thailand.

The participants arrived from Hong Kong, China; Republic of Korea; and Mongolia.

The resettlement specialist visited three villages; talked to 50 people, including 15 women; and met with local government officials.

The Program's objectives are to improve the policy and legal environment for private sector development; and strengthen capacity to manage land, labor, and capital resources.

In general, ADB follows the punctuation guidelines in *Merriam Webster's Collegiate Dictionary, Tenth Edition*, pp. 1535–40. ADB usage makes two exceptions:

Use	Instead of
— (em dash)	-- (double hyphen)
"item" (double quotes)	'item' (single quotes)

Do not place a space between an em dash and adjacent text.

Quotations

See *also* Footnotes, References

PRINCIPLE: Attribute all source material correctly and completely.

Do not alter the spelling, capitalization, wording, or meaning of quoted material. If the quoted material violates ADB style or accepted spelling, “[*sic*]” may be inserted in the text to indicate that it is reproduced exactly from the source.

Provide a reference for paraphrased material. Do not enclose the paraphrased material in quotation marks.

Format

Use a 2.5 centimeter (1 inch) block indent for quoted material that is more than three lines long. Do not italicize or use quotation marks.

Placement of reference

Give the full reference for a quotation in a footnote.

... undertook major liberal reforms—all exerted their maximum influence...

The document notes “Kazakstan [*sic*] is also a signatory to...”

Ranges

See also Dates, Numbers, Years

Use an en dash to connect continuing or inclusive numbers for dates, times, or reference numbers. Hyphens are used between noninclusive numbers, such as telephone numbers.

Correct	Incorrect
from \$8 million to \$9 million	from \$8 to \$9 million (means from 8 dollars to 9 million dollars.)
\$8 million–9 million, \$8 million–\$9 million	\$8–9 million (Although technically correct, may be confusing.)
\$0.02–0.03 per kWh	
27–29 June, from 27 to 29 June	from 27–29 June
from 1 August to 4 September	from 1 August–4 September
20–30%	20% to 30%
from 20 to 30%, from 20% to 30%	from 20–30%
between 20 and 23%, between 20% and 23%	between 20–23%

Ratios

Use a colon or slash to express a ratio in figures.

Use a hyphen when the elements of a ratio form an adjective.

40:60, 40/60, 20 km/hr,
356 m³/sec

benefit-cost ratio, debt-equity ratio

References

See also Cross-References, Footnotes, Quotations

PRINCIPLE: Cite all quoted or referenced material correctly and completely in a footnote.

Follow this generic model for spacing, format, and punctuation:

Author. Date. *Title in italics*. City: Publisher.

ADB reports

Asian Development Bank. Year. *Title in Italics*. Manila. (Use the abbreviation “ADB” if it is already defined in the main text.)

Country assistance program evaluation

ADB. 2000. *Country Assistance Program Evaluation for Viet Nam*. Manila.

Country economic review

ADB. 1999. *Country Economic Review: India*. Manila.

Country strategy and program

ADB. 2001. *Country Strategy and Program (2002–2004): Lao People’s Democratic Republic*. Manila.

Environmental report	ADB. 2001. <i>Summary Environmental Impact Assessment of the Shaanxi Roads Development Project in the People's Republic of China</i> . Manila.
Impact evaluation or reevaluation study	ADB. 1999. <i>Reevaluation of the Fuel Conversion Project in the People's Republic of China</i> . Manila.
Project or program completion report	ADB. 2001. <i>Project Completion Report on the Primary Education Development Project in Nepal</i> . Manila.
Project or program performance audit report	ADB. 2001. <i>Project Performance Audit Report on the Upazila Afforestation and Nursery Development Project in Bangladesh</i> . Manila.
Report and recommendation of the President	ADB. 2001. <i>Report and Recommendation of the President to the Board of Directors on a Proposed Loan to Uzbekistan for the Urban Water Supply Project</i> . Manila.
Special evaluation study	ADB. 1999. <i>Special Evaluation Study on the Social and Environmental Impacts of Selected Hydropower Projects</i> . Manila.
Technical assistance completion report	ADB. 2001. <i>Technical Assistance Completion Report on Establishing the Sri Lanka Tender Support Bureau in Sri Lanka</i> . Manila.
Technical assistance report	ADB. 2001. <i>Technical Assistance to Pakistan for Restructuring the Gas Sector</i> . Manila.
	ADB. 2001. <i>Technical Assistance for Developing Leading Indicators for Poverty Monitoring</i> . Manila.
Other reports	ADB. 2000. <i>Economic Update: Malaysia</i> . Manila.
	ADB. 1999. <i>Progress Report on the Public Sector Reform Program in the Federated States of Micronesia</i> . Manila.
	ADB. 1999. <i>Fighting Poverty in Asia and the Pacific: The Poverty Reduction Strategy of the Asian Development Bank</i> . Manila.
Corrigendum	ADB. 2000. <i>Economic Update: Malaysia</i> . Corrigendum 2. Manila.
General reference models	In footnotes, abbreviate the name of an organization if the abbreviation has already been spelled out in the main text.
One author	Goldstein, Morris. 1998. <i>The Asian Financial Crisis: Causes, Cures, and Systemic Implications</i> . Washington, DC: Institute for International Economics.
More than one author	Schwartz, J. Brad, and Benjamin Loevinsohn. 1999. <i>Financing Immunization in Cambodia, Lao PDR, and Viet Nam</i> . Manila: ADB.
Part of a book	Sato, Mitsuo. 1997. Foreword to <i>Emerging Asia: Changes and Challenges</i> . Manila: ADB.

Edited volume	Ree, S. Ghon, and Yutaka Shimomoto, eds. 1999. <i>Mortgage-Backed Securities Markets in Asia</i> . Manila: ADB.
Chapter in an edited volume	Pasha, Hafiz A. 1996. Development of the Private Sector. In <i>Megacity Management in the Asian and Pacific Region</i> . Vol. 1, edited by Jeffrey Stubbs and Giles Clarke. Manila: ADB.
Translated work	Unsel, Siegfried. 1980. <i>The Author and His Publisher</i> . Translated by Hinter Hannum and Hildegard Hannum. Chicago: Univ. of Chicago Press.
Periodicals	Bahl, Roy, and Johannes Linn. 1994. Fiscal Decentralization and Intergovernmental Transfers in Less Developed Countries. <i>Publius: The Journal of Federalism</i> 24 (Winter): 1–19.
Author. Year. Title of Article. <i>Journal Title in Italics</i> volume number (issue number): pages.	<i>International Herald Tribune</i> . 1998. The Iron Curtain Crumbles. 30 September.
Citation from a second source	Noonan, John T. 1984. <i>Bribes</i> . New York: MacMillan. Quoted in Robert Klitgaard, <i>Controlling Corruption</i> (Berkeley and Los Angeles: University of California Press), 32.
Unpublished document, paper presented at meeting, report, background document	Radelet, Steven, Jeffrey Sachs, and Jong-Wha Lee. 1996. Economic Growth in Asia. Background paper for <i>Emerging Asia: Changes and Challenges</i> . ADB, Manila.
	Fischer, Eveline N. 1997. Training of Government Lawyers and Judges. Paper presented at the Roundtable Meeting of Chief Justices and Ministers of Justice, ADB, Manila, 25 August.
Reference list with more than one document by an author (Use a 3-em dash for subsequent listings by the same author. Arrange entries chronologically, and for those in the same year, alphabetically by title.)	In reference lists and bibliographies, spell out the name of an organization and introduce the abbreviation (if necessary) regardless of if it is already introduced in the main text. Asian Development Bank (ADB). 1996a. <i>Economic Cooperation in the Greater Mekong Subregion: Toward Implementation</i> . Manila: ADB. ———. 1996b. <i>Rural Poverty in Developing Asia</i> . Vol. 2. Manila: ADB. ———. 2000. <i>New Challenges for Social Development</i> . Manila: ADB.
Electronic	Break a URL (Internet address) that continues to another line after a slash or before a period. Do not insert a hyphen at the break.
Home page	World Resources Institute. 1996. <i>World Resources 2000-2001</i> . Available: http://www.wri.org/wri/wripubs.html
Individual works	Palmer, Jay. 2001. <i>The War Effect</i> . Available: http://www.djindexes.com/jsp/OverviewWrapper.jsp?filename=featuredarticle
Part of a site	Recovery Watch. 2001, 25 Oct. <i>Asian Recovery Information Center</i> . Available: http://aric.adb.org

Periodical

Barrock, J. 2001, 25 Oct. Government to Standardize Haulage Charges to Avert Price War. *Malaysia Business Times*. Available: <http://www.nstpi.com.my>

Part of a document

ADB. 2001. *Key Indicators of Developing Member Countries*. Part II, Table 2. Available: http://adb.org/Documents/Books/Key_Indicators/2001/default.asp

Credit and permission

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- (ii) the material is clearly and adequately cited (author, source, etc.).

Longer pieces of text, a graph, drawing, photograph, or graphic representation that constitutes a substantial part of the other material may be used only if the copyright owner has given specific permission to reproduce the work. If in doubt as to whether only a citation or written permission is required, contact the copyright committee.

Spelling

PRINCIPLE: Use American spelling in ADB documents.

ADB's reference for spelling is *Merriam Webster's Collegiate Dictionary, Tenth Edition*. When *Webster's* gives more than one acceptable spelling for a given word, use the first one listed.

Proper spelling of many terms and names of organizations commonly appearing in ADB documents can be found in the *Abbreviations Handbook* available on-line in Lotus Notes on server LNADBG1/ADB and on network drive w:/template/Boarddoc.

When quoting from or citing documents and books, and when referring to established titles, use whichever spelling occurs in the original.

Computer spell check all documents (using the American English setting) before finalizing a document or sending it for editing.

Retain the original spelling of names of organizations:

United Nations Development Programme
International Labour Organization
International Centre for Integrated Mountain Development

Tables

See *also* Numbers

See Appendix 5 for samples.

PRINCIPLES: Use a table only when it amplifies and illustrates the discussion presented in the text. Cite all tables in the text.

Footnotes

Indicate footnotes with superscript lowercase letters only.

Place the footnotes beneath the table, not at the bottom of the page.

Format

Center the title above the table, in Arial 11 point boldface, with the first letter of each major word capitalized. The text in the table may be as small as 9 point if necessary to conserve space.

Indicate the unit of measurement, if applicable, in parentheses (not bold) centered directly below the title.

If a table is mostly numbers, do not enclose it in a box. Use only three horizontal lines. If it is mostly words, a single line box or frame may be used, along with vertical lines between columns.

Center column heads and center columns of numbers below them using decimal alignment, or right align columns.

Use a consistent format for all tables throughout a report, including in appendixes.

Put title, column headers, and subtotal and total lines in boldface type.

Headers

Each column in a table must have a header. Use “Item” if no appropriate descriptor is obvious.

Capitalize the first letter of each major word.

Large tables

Try to limit tables to one page. If a table is too large for one page, consider editing it down or splitting it into more than one table. If a table must be run over two pages, try to place it on facing pages in the final document.

For long tables, repeat the column heads on each page, but not the title. Place “*Continued on next page*” at the foot of the page, and “Table . . .—*Continued*” at the top of the next page.

Component	Appraised	Actual

If a table must be continued on subsequent pages, place the source and other general notes on the first page or two-page spread, and place specific notes and spelled out abbreviations on the page where they apply, e.g., spell out abbreviations introduced on the first page below the table on the first page, those introduced on the second page below the table on the second page.

Numbering

If a document has only one table, give only the title as the table header; if two or more, number them consecutively with Arabic numerals throughout the main text in the order in which they are cited.

In each appendix containing tables, use the following formula:

If a table is found in	Label it
the only appendix	Table A.1, Table A.2, etc.
the first appendix	Table A1.1, Table A1.2, Table A1.3, etc.
the second appendix	Table A2.1, Table A2.2, Table A2.3, etc.

Numbers

Round numbers to one decimal place (two at most). Use the same number of decimal places for all data.

Placement

Place a table closely following its citation in the text. If the table is to be included in an appendix, cite the appendix and table number.

Source

Provide a source for every table.

Symbols

Define all symbols below the table along with abbreviations, if any. Leave a cell blank if the column header does not apply (i.e., do not use “N/A” or “na”).

Use an em dash (“—”) to indicate no data available or not calculated.

Use “0” to indicate magnitude zero.

Enclose negative numbers in parentheses. Do not use a hyphen or minus sign.

Use other symbols as needed, but define them below the table.

Place the following items, if appropriate to the table, directly below it in this order:

Definition of any symbols used in the table

Definition of all abbreviations in alphabetical order

Note(s)

Footnote(s)

Source(s) for all data appearing in the table (A source must always be included.)

If the appendix has only one table, use the name of the table as the appendix title, i.e., using all upper case letters, Arial 11, and bold.

Add “Figures may not add up to total because of rounding.” as a note or footnote if appropriate.

For example,
Source: Asian Development Bank estimates.

Technical Terms

See also Abbreviations, Foreign Words, Glossary

Whenever a general reader (i.e., one who is not necessarily a subject specialist or a native speaker of English) cannot be assumed to know the meaning of a technical term, define it in the text, in a footnote, or in a glossary.

Do not use slang or jargon.

The *Glossary of Technical Terms* is available at w:/template/Boarddoc and on Lotus Notes (server LNADBG1/ADB).

Templates

Generic templates and templates for major Board documents are available and provide the correct formatting for heads, paragraph and page numbering, and footnotes; automatic updating of contents pages; and assistance with specific content.

The templates, available on network drive w:/template/Boarddoc, are updated regularly and will be available on the ADB web site in 2002.

Weights and Measures

See also Abbreviations, Inside Front Covers

Abbreviations

If a unit of weight or measure will be used frequently in a report, spell it out at first use and give the abbreviation in parentheses. Thereafter, use only the abbreviated form.

Use only the singular form when abbreviating a unit. Do not use a period with the abbreviated form, and do not hyphenate an abbreviated measure acting as an adjective.

Use the abbreviated forms given on p. 32 as needed.

Definitions

Commonly known weights and measures do not need to be defined on the inside front cover, e.g., hectare, kilometer, ton.

Use

reducing the liquidity,

-not-

mopping up the liquidity

Use

portfolio restructuring or more accurate term

-not-

spring cleaning

400 kilowatts (kW)

22 kg

8 t-km

11 kV line or 11-kilovolt line

50 ha field or 50-hectare field

barrel	bbl	megabyte	MB
barrel per day	bbl/day	megavolt-ampere	MVA
billion (only in tables)	bn	megawatt	MW
British thermal unit	Btu	megawatt-hour	MWh
byte	B	meter	m
		metric ton	t
calorie, large, or kilocalorie	Cal	micron	μ
calorie, small	cal	milligram	mg
Celsius (centigrade)	C	millimeter	mm
centimeter	cm	million (only in tables)	mn
cubic	³	million cubic feet (gas)	MMCF
cubic centimeter	cm ³	million gallons per day	mgd
cubic meter per day	m ³ /day		
cubic meter per second	m ³ /sec	normal cubic meter	Nm ³
deadweight	dw	ounce	oz
deadweight ton	dwt		
decibel	dB	parts per million	ppm
degree	°	pound	lb
		pounds per square inch	psi
Fahrenheit	F	passenger-kilometer	pass-km
foot	ft		
		revolutions per minute	rpm
gallon	gal		
gigawatt-hour	GWh	second	s or sec
gram	g	square	²
gross ton	gt	square kilometer	km ²
gross weight ton	gwt	square meter	m ²
hectare	ha	thousand cubic feet (gas)	MCF
horsepower	hp	ton (metric)	t
hour	h	ton-kilometer	t-km
		ton of oil equivalent	toe
inch	in	trillion cubic feet (gas)	TCF
		twenty-foot equivalent unit	teu
kilo-ampere	kA	volt	V
kilobyte	kB	volt-ampere	VA
kilocalorie	Cal		
kilogram	kg	watt	W
kilometer	km	watt-hour	Wh
kilovolt	kV		
kilovolt-ampere	kVA	year	yr
kilowatt	kW		
kilowatt-hour	kWh		
liter	l		
liter per capita per day	lpcd		

However, more specialized units (e.g., decibel, gigawatt-hour, deadweight ton) must be defined on the inside front cover under the heading “Weights and Measures.” If three or fewer units are to be defined, do not create a special “Weights and Measures” section; instead, include them under the section titled “Abbreviations.” See Appendix 4 for examples.

Metric versus English

ADB uses the metric system. Use local measures when necessary (for example, in natural gas projects, for which the English system is the industry standard), but write them in parentheses following the metric units.

Years

See *also* Dates, Ranges

PRINCIPLE: The expression of years should be consistent throughout a report and consistent with the intended meaning of the years given.

Use the following table as a guide.

Example	Meaning	Notes
2001–2002	two full calendar years	
2001	period from 1 January to 31 December 2001	
2001/02	an undefined period usually lasting 12 months that does not coincide with the calendar year	If possible, define its beginning and end in a note on the inside front cover. If appropriate, use instead one of the expressions shown in the next example.
FY2002 CY2002 SY2002	a 12-month period ending at some point in 2002	Define the actual dates of beginning and end in a note on the inside front cover. See page 48 for a model of the appropriate placement and wording.
1990–1999	a decade	
1990–2000	an 11-year period	
1990s	the decade 1990–1999	not acceptable, the nineties, '90s, 1990's



APPENDIXES

Appendix 1: ADB Member Names and Currency Units

On Covers of RRP and TA Reports	On Covers of All Other Reports and on Maps	In Text and Tables	Code
(the) Republic of Afghanistan Australia Austria (the) Republic of Azerbaijan	Afghanistan Australia Austria Azerbaijan	Afghanistan Australia Austria Azerbaijan	AFG AUS AUT AZE
(the) People's Republic of Bangladesh Belgium (the) Kingdom of Bhutan	Bangladesh Belgium Bhutan	Bangladesh Belgium Bhutan	BAN BEL BHU
(the) Kingdom of Cambodia Canada (the) People's Republic of China (the) Cook Islands	Cambodia Canada (the) People's Republic of China (the) Cook Islands	Cambodia Canada (the) People's Republic of China, (the) PRC ^a (the) Cook Islands	CAM CAN PRC COO
Denmark	Denmark	Denmark	DEN
(the) Republic of the Fiji Islands Finland France	(the) Republic of the Fiji Islands Finland France	(the) Fiji Islands Finland France	FIJ FIN FRA
Germany	Germany	Germany	GER
Hong Kong, China	Hong Kong, China	Hong Kong, China	HKG
India (the) Republic of Indonesia Italy	India Indonesia Italy	India Indonesia Italy	IND INO ITA
Japan	Japan	Japan	JPN
(the) Republic of Kazakhstan (the) Republic of Kiribati (the) Republic of Korea (the) Kyrgyz Republic	Kazakhstan Kiribati (the) Republic of Korea (the) Kyrgyz Republic	Kazakhstan Kiribati (the) Republic of Korea (the) Kyrgyz Republic	KAZ KIR KOR KGZ
(the) Lao People's Democratic Republic	(the) Lao People's Democratic Republic	(the) Lao People's Democratic Republic, (the) Lao PDR ^c	LAO

RRP = report and recommendation of the President, TA = technical assistance.

Note: The placement of "(the)" before a member's name indicates that the definite article "the" is to be used before the member's name, except in lists of three or more and except when it is used as an adjective.

^a In tables, "China, People's Rep. of" may also be used.

^b "Government of the Hong Kong Special Administrative Region" and "Government of HKSAR" are both acceptable.

Name of Government in Text of All Reports, in Final Paragraph of TAs, and on Covers of Cofinanced and Separately Financed TAs	Currency Unit (currency prior to 2002 in parentheses)		
	Singular	Plural	Symbol
Government of Afghanistan	afghani	afghanis	AF
Government of Australia	Australian dollar	Australian dollars	A\$
Government of Austria	euro (schilling)	euros (schillings)	€ (S)
Government of Azerbaijan	Azerbaijan manat	Azerbaijan manats	AZM
Government of Bangladesh	taka	taka	Tk
Government of Belgium	euro (Belgian franc)	euros (Belgian francs)	€ (BF)
Government of Bhutan	ngultrum	ngultrum	Nu
Government of Cambodia	riel	riels	KR
Government of Canada	Canadian dollar	Canadian dollars	Can\$
Government of the People's Republic of China	yuan	yuan	CNY
Government of the Cook Islands	New Zealand dollar	New Zealand dollars	NZ\$
Government of Denmark	Danish krone	Danish kroner	DKr
Government of the Fiji Islands	Fiji dollar	Fiji dollars	F\$
Government of Finland	euro (Finnish markka)	euros (Finnish markkaa)	€ (Fmk)
Government of France	euro (French franc)	euros (French francs)	€ (F)
Government of Germany	euro (deutsche mark)	euros (deutsche mark)	€ (DM)
Government of the Hong Kong Special Administrative Region of the People's Republic of China ^b	Hong Kong dollar	Hong Kong dollars	HK\$
Government of India	Indian rupee	Indian rupees	Re/Rs
Government of Indonesia	rupiah	rupiah	Rp
Government of Italy	euro (Italian lira)	euros (Italian lire)	€ (Lit)
Government of Japan	yen	yen	¥
Government of Kazakhstan	tenge	tenge	T
Government of Kiribati	Australian dollar	Australian dollars	A\$
Government of the Republic of Korea	won	won	W
Government of the Kyrgyz Republic	som	som	Som
Government of the Lao People's Democratic Republic	kip	kip	KN

^c In tables, "Lao People's Dem. Rep." may also be used.

Source: ADB member names and currencies were confirmed by a survey of member representatives conducted by the Office of the Secretary in January 2002. Member codes are taken from Asian Development Bank (ADB). 2002. Common Tables. ADB internal database.

Continued on next page

Appendix 1: ADB Member Names and Currency Units *(cont'd.)*

On Covers of RRP and TA Reports	On Covers of All Other Reports and on Maps	In Text and Tables	Code
Malaysia (the) Republic of the Maldives (the) Republic of the Marshall Islands (the) Federated States of Micronesia Mongolia (the) Union of Myanmar	Malaysia (the) Maldives (the) Marshall Islands (the) Federated States of Micronesia Mongolia Myanmar	Malaysia (the) Maldives (the) Marshall Islands, (the) RMI (the) Federated States of Micronesia, (the) FSM Mongolia Myanmar	MAL MLD RMI FSM MON MYA
Nauru (the) Kingdom of Nepal (the) Netherlands New Zealand Norway	Nauru Nepal (the) Netherlands New Zealand Norway	Nauru Nepal (the) Netherlands New Zealand Norway	NAU NEP NET NZL NOR
(the) Islamic Republic of Pakistan Papua New Guinea (the) Republic of the Philippines	Pakistan Papua New Guinea (the) Philippines	Pakistan Papua New Guinea, PNG (the) Philippines	PAK PNG PHI
(the) Independent State of Samoa (the) Republic of Singapore Solomon Islands Spain (the) Democratic Socialist Republic of Sri Lanka Sweden Switzerland	Samoa Singapore Solomon Islands Spain Sri Lanka Sweden Switzerland	Samoa Singapore Solomon Islands Spain Sri Lanka Sweden Switzerland	SAM SIN SOL SPA SRI SWE SWI
Taipei,China (the) Republic of Tajikistan (the) Kingdom of Thailand (the) Kingdom of Tonga Turkey Turkmenistan Tuvalu	Taipei,China Tajikistan Thailand Tonga Turkey Turkmenistan Tuvalu	Taipei,China Tajikistan Thailand Tonga Turkey Turkmenistan Tuvalu	TAP TAJ THA TON TUR TKM TUV
(the) United Kingdom (the) United States (the) Republic of Uzbekistan	(the) United Kingdom (the) United States Uzbekistan	(the) United Kingdom, (the) UK (the) United States, (the) US Uzbekistan	UKG USA UZB
(the) Republic of Vanuatu (the) Socialist Republic of Viet Nam	Vanuatu (the) Socialist Republic of Viet Nam	Vanuatu Viet Nam	VAN VIE

Name of Government in Text of All Reports, in Final Paragraph of TAs, and on Covers of Cofinanced and Separately Financed TAs	Currency Unit (currency prior to 2002 in parentheses)		
	Singular	Plural	Symbol
Government of Malaysia Government of the Maldives	ringgit rufiyaa	ringgit rufiyaa	RM Rf
Government of the Marshall Islands Government of the Federated States of Micronesia	US dollar US dollar	US dollars US dollars	\$ or US\$ \$ or US\$
Government of Mongolia Government of the Union of Myanmar	togrog kyat	togrog kyats	MNT MK
Government of Nauru Government of Nepal Government of the Netherlands Government of New Zealand Government of Norway	Australian dollar Nepalese rupee euro (guilder) New Zealand dollar Norwegian krone	Australian dollars Nepalese rupees euros (guilders) New Zealand dollars Norwegian kroner	A\$ NRe/NRs € (f) NZ\$ NKr
Government of Pakistan Government of Papua New Guinea Government of the Philippines	Pakistan rupee kina peso	Pakistan rupees kina pesos	PRE/PRs K ₱ or P
Government of Samoa Government of Singapore Government of Solomon Islands Government of Spain	tala Singapore dollar Solomon Islands dollar euro (peseta)	tala Singapore dollars Solomon Islands dollars euros (pesetas)	ST S\$ SI\$ € (Pta/Ptas)
Government of Sri Lanka Government of Sweden Government of Switzerland	Sri Lanka rupee Swedish krona Swiss franc	Sri Lanka rupees Swedish kronor Swiss francs	SLRe/SLRs SKr SwF
Government of Taipei, China Government of Tajikistan Government of Thailand Government of Tonga Government of Turkey Government of Turkmenistan Government of Tuvalu	New Taiwan dollar somon baht pa'anga Turkish lira Turkmen manat Australian dollar	New Taiwan dollars somon baht pa'anga Turkish lira Turkmen manats Australian dollars	NT\$ TJS B T\$ TL TMM A\$
Government of the United Kingdom Government of the United States Government of Uzbekistan	pound sterling US dollar sum	pounds sterling US dollars sum	£ \$ or US\$ SUM
Government of Vanuatu Government of Viet Nam	vatu dong	vatu dong	Vt D

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- A. Detailed Project Description by Town
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- C. Conditions for Participation

Appendix 3: Format and Style for Report Covers

General Guidelines

- The models of cover pages for Board reports as shown here provide guidance on the proper wording of titles and on the presentation of other essential elements.
- The shaded portions indicate text that must be customized to the particular report or deleted, as appropriate. The unshaded text should remain as indicated.
- When a note about the preparing office is desired, place it in a box at the bottom of the inside front cover. See model in Appendix 4, page 49.

ASIAN DEVELOPMENT BANK (New Times Roman 17, bold)	Code (Arial 11, bold)
REPORT TITLE (Arial 13, bold)	
(Place funding, loan, or technical assistance information in parentheses below the title; use Arial 11, regular)	
Month Year (reflects the month of the President's signature; use Arial 11, bold)	

ASIAN DEVELOPMENT BANK	CONFIDENTIAL (OR) FOR OFFICIAL USE ONLY
REPORT TITLE	
Month Year	

ASIAN DEVELOPMENT BANK

CER: CCC XXXXX

COUNTRY ECONOMIC REVIEW

COUNTRY NAME

Month Year

ASIAN DEVELOPMENT BANK

COUNTRY STRATEGY AND PROGRAM (UPDATE)
(Year-Year)

COUNTRY NAME

Month Year

ASIAN DEVELOPMENT BANK

JFPR: CCC XXXXX

GRANT ASSISTANCE
(Financed from the Japan Fund for Poverty Reduction)

TO THE

COUNTRY NAME

FOR SUPPORTING THE

NAME OF PROJECT

Month Year

ASIAN DEVELOPMENT BANK

PROGRESS REPORT

ON THE

PROGRAM NAME
(Loan XXXXX-CCC[SF])

IN THE

COUNTRY NAME

Month Year

Appendix 3: **Format and Style for Report Covers** (cont'd.)

**SUMMARY ENVIRONMENTAL IMPACT ASSESSMENT
OR
INITIAL ENVIRONMENTAL EXAMINATION**

PROJECT OR PROGRAM NAME
IN THE
COUNTRY NAME

Month Year

ASIAN DEVELOPMENT BANK PCR: **CCC XXXXX**

PROJECT OR PROGRAM COMPLETION REPORT
ON THE
PROJECT OR PROGRAM NAME
(Loan XXXXX-CCC(SF))
IN (TO) THE
COUNTRY OR ENTITY NAME

Month Year

ASIAN DEVELOPMENT BANK PCR: **CCC XXXXX**

PROJECT COMPLETION REPORT
ON THE
EQUITY INVESTMENT
IN THE
ENTITY NAME
(Investment XXXXX)
IN THE
COUNTRY NAME

Month Year

ASIAN DEVELOPMENT BANK PCR: **CCC XXXXX**

PROJECT COMPLETION REPORT
ON THE
REGIONAL EQUITY INVESTMENT
IN THE
ENTITY NAME
(Investment XXXXX)

Month Year

ASIAN DEVELOPMENT BANK RRP: CCC XXXXX

REPORT AND RECOMMENDATION
OF THE
PRESIDENT
TO THE
BOARD OF DIRECTORS
ON A
PROPOSED LOAN
TO THE
COUNTRY NAME
FOR THE
PROJECT OR PROGRAM NAME

Month Year

ASIAN DEVELOPMENT BANK RRP: CCC XXXXX

REPORT AND RECOMMENDATION
OF THE
PRESIDENT
TO THE
BOARD OF DIRECTORS
ON A
PROPOSED LOAN
AND TECHNICAL ASSISTANCE GRANT
TO THE
COUNTRY NAME
FOR THE
PROJECT OR PROGRAM NAME

Month Year

ASIAN DEVELOPMENT BANK CONFIDENTIAL
RRP: CCC XXXXX

REPORT AND RECOMMENDATION
OF THE
PRESIDENT
TO THE
BOARD OF DIRECTORS
ON A
PROPOSED EQUITY INVESTMENT
IN THE
ENTITY NAME
IN THE
COUNTRY NAME

Month Year

ASIAN DEVELOPMENT BANK CONFIDENTIAL
RRP: CCC XXXXX

REPORT AND RECOMMENDATION
OF THE
PRESIDENT
TO THE
BOARD OF DIRECTORS
ON A
PROPOSED EQUITY INVESTMENT IN
AND LOAN TO THE
ENTITY NAME
IN THE
COUNTRY NAME

Month Year

Appendix 3: Format and Style for Report Covers *(cont'd.)*

ASIAN DEVELOPMENT BANK TAR: CCC XXXXX

PROPOSED

TECHNICAL ASSISTANCE
(Cofinanced by... and the...)

TO THE

COUNTRY NAME

FOR PREPARING THE

PROJECT OR PROGRAM NAME

Month Year

ASIAN DEVELOPMENT BANK TAR: CCC XXXXX

PROPOSED

TECHNICAL ASSISTANCE
(Financed by the Japan Special Fund)

TO THE

COUNTRY OR ENTITY NAME

FOR THE

TECHNICAL ASSISTANCE NAME

Month Year

ASIAN DEVELOPMENT BANK TAR: XXXXX

PROPOSED

TECHNICAL ASSISTANCE
(Financed by the Government of ...)

FOR THE

TECHNICAL ASSISTANCE NAME

Month Year

Notes on technical assistance (TA) covers:

- “Proposed” must be used when the TA is for more than \$1,000,000.
- Include the funding source in parentheses under “Technical Assistance” according to one of the models shown here. Do not include if the external financing is only from the ADB TA Special Fund.
- TAs that are clearly project preparatory use the wording shown in the upper left model. This wording must be duplicated in the final text paragraph, i.e., the President’s Recommendation or Decision.
- The lower left model is for TAs that focus on more than one country.

Appendix 4: Sample Inside Front Covers

CURRENCY EQUIVALENTS

(as of 31 October 2001)

Currency Unit	–	rupiah (Rp)
Rp1.00	=	\$0.000097
\$1.00	=	Rp10,300

ABBREVIATIONS

EIRR	–	economic internal rate of return
FIRR	–	financial internal rate of return
PLN	–	Perusahaan Umum Listrik Negara (National Public Electricity Corporation)
SFR	–	self-financing ratio

WEIGHTS AND MEASURES

A (ampere)	–	unit of current
kVA (kilovolt-ampere)	–	1,000 volt-amperes
kW (kilowatt)	–	1,000 watts
MVA (megavolt-ampere)	–	1,000 kilovolt-amperes
VA (volt-ampere)	–	unit of reactive power
W (watt)	–	unit of active power

GLOSSARY

Availability factor	The ratio of time a generating unit is ready for service or is in service to the time interval under consideration.
Demand	The amount of electricity required by consumers.
Poverty impact ratio	The ratio, normally expressed as a percentage, of the net economic benefits accruing to the poor to the total net economic benefits of a project.

NOTE

In this report, "\$" refers to US dollars.

CURRENCY EQUIVALENTS

Currency Unit – Nepalese rupee/s (NRe/NRs)

		At Appraisal	At Project Completion
		(date)	(date)
NRe1.00	=	\$0.04	\$0.03
\$1.00	=	NRs22.0	NRs33.2

ABBREVIATIONS

ADBN	–	Agricultural Development Bank of Nepal
APP	–	Agricultural Perspective Plan
CGC	–	Credit Guarantee Corporation
CSP	–	country strategy and program
DFI	–	development finance institution
EIRR	–	economic internal rate of return
FIRR	–	financial internal rate of return
ICB	–	international competitive bidding
NGO	–	nongovernment organization
PCU	–	project coordination unit
VDC	–	village development committee

NOTES

- (i) The fiscal year (FY) of the Government ends on 15 July. FY before a calendar year denotes the year in which the fiscal year ends. (Optional: For example, FY2000 begins on 16 July 1999 and ends on 15 July 2000.)
- (ii) In this report, "\$" refers to US dollars.

CURRENCY EQUIVALENTS

Currency Unit – yuan (CNY)

	At Appraisal	At Project Completion	At Operations Evaluation
	(date)	(date)	(date)
CNY1.00 =	\$0.18	\$0.12	\$0.12
\$1.00 =	CNY5.44	CNY8.34	CNY8.28

ABBREVIATIONS

CFS	–	complementary financing scheme
EIRR	–	economic internal rate of return
FIRR	–	financial internal rate of return
GDP	–	gross domestic product
GNP	–	gross national product
ICB	–	international competitive bidding
IDC	–	interest and other charges during construction
kph	–	kilometers per hour
LCB	–	local competitive bidding
LIBOR	–	London interbank offered rate
NBAS	–	Nanpu Bridge Administration Station
pass-km	–	passenger-kilometer
PRC	–	People’s Republic of China
SHRBCC	–	Shanghai Huangpu River Bridge Construction Company
SITICO	–	Shanghai International Trust and Investment Corporation
SJC	–	Shanghai Juishi Corporation
TA	–	technical assistance
teu	–	twenty-foot equivalent unit

NOTE

In this report, “\$” refers to US dollars

Operations Evaluation Department No. ____

Appendix 5: Tabular Presentation

Place the title in all caps when it serves as the title of the appendix, use initial caps if the table is within text.

COST ESTIMATES AND FINANCING PLAN (\$'000)

Item	Foreign Exchange	Local Currency	Total Cost
A. Asian Development Bank Financing^a			
1. Consultants			
a. Remuneration and Per Diem			
i. International Consultant	100.00	0.00	100.00
ii. Domestic Consultants	0.00	175.70	175.70
b. Reports and Communications	16.20	0.00	16.20
2. Equipment	22.30	0.00	22.30
3. Training, Seminars, and Conferences ^b			
a. Facilitators	10.00	0.00	10.00
b. Training Program	35.00	40.00	75.00
4. Surveys			
5. Miscellaneous Administration and Support Costs	40.00	20.00	60.00
6. Representative for Contract Negotiations ^c	5.00	0.00	5.00
7. Contingencies	27.00	28.95	55.95
Subtotal (A)	255.50	264.65	520.15
B. Government Financing			
1. Office Accommodation and Transport	0.00	112.00	112.00
2. Remuneration and Per Diem of Counterpart Staff	0.00	33.00	33.00
3. Others	0.00	10.00	10.00
Subtotal (B)	0.00	155.00	155.00
Total	255.50	419.65	675.15

Spell out abbreviations in alphabetical order.

Note: Place any general note here.

^a Funded from (or by) the (name of fund, e.g., Technical Assistance Special Fund, or the Japan Special Fund). For funding from another source, e.g., Government of Norway, create a separate level A., B., type heading in the table, e.g., Government of Norway financing.

^b In the case of assistance that is mainly for seminars and conferences, the cost estimates may show items such as provision for resource persons, participant travel cost, per diem, printing, and other principal items of cost.

^c Includes cost of travel and per diem for government observer invited for contract negotiations.

Source: Asian Development Bank estimates.

32. ADB's loan support for reinforcing the transmission system from 66 kV to 132 kV help to offset system losses across interconnected 11 kV and 0.4 kV lines, and to reduce the frequency of rationing. By reinforcing and extending KESC's transmission, the Project offset transmission losses by 1–2% and helped increase energy available for sale. The reduced transmission losses, in turn, helped offset distribution losses by 4–5%, but the net impact of insufficient attention to upgrading the distribution network in the face of growing demand and nontechnical losses resulted in an increase of KESC's overall transmission and distribution losses (Table 2).

A table follows its reference in the text

Table 2: Financial Performance, 1996–2000

Indicator	1996	1997	1998	1999	2000 ^a
Sales (GWh)	33,381	36,442	37,321	36,987	35,491
Sales Growth (%)	7.6	9.2	2.4	(0.9)	(4.0)
Average Revenue (P/kWh)	1.9063	2.1169	2.3207	2.3207	2.8936
Operating Revenue (P million)	63,635	77,144	86,611	89,701	102,696
Operating Expenditure (P million)	50,317	65,519	79,696	81,196	94,738
Rate Base (P million)	161,536	161,808	215,053	251,989	254,252
RORB (%)	8.24	7.18	3.22	3.38	3.13
Debt Service Ratio	1.56	0.98	0.92	0.92	0.92

GWh = gigawatt-hour, kWh = kilowatt-hour, RORB = return-on-rate base.

^a Unaudited.

Source: Privatization Department, Ministry of Energy, Government of the Philippines.

33. For the distribution subprojects, rehabilitation and reinforcement improved feeder voltages from around 9 kV to 11 kV, and in turn, helped offset overloading of low-voltage distribution. The installation of additional feeders from grid substations expanded the availability of electricity and resulted in 580,000 new connections for a 73% increase. Typically, voltage at residential and commercial connections was increased from 170–180 V to the designed level of 210–220 V.¹ Overall, electricity reliability decreased, with increasing feeder trippings due to a mixture of imbalanced loads, increased loading, and overall poor state of the distribution network.²

34. The Project was expected to reduce KESC's overall transmission and distribution losses from 17.9% to 17% by 1992, and to 15.5% by June 1995. Actual losses, including nontechnical losses, increased to 26% by FY1992 and to 34% by FY1998.³

¹ Without the improvement in voltage, appliances and machinery do not run at their design specification and burn out with continued use.

² Reaching 700 per month over some 6,600 11 kV feeders.

³ Eighty percent of losses in transmission and distribution were identified at appraisal as due to distribution.

Appendix 5: Tabular Presentation (cont'd.)

If a table is found in	Label it
the only appendix	Table A.1, Table A.2, etc.
the first appendix	Table A1.1, Table A1.2, Table A1.3, etc.
the second appendix	Table A2.1, Table A2.2, Table A2.3, etc.

Table A7.2: Comparison of Base Data for Appraisal, PCR, and PPAR
(used in financial and economic internal rate of return estimates)

Year	Capital Investment (PRs million) ^a			Incremental Sales (GWh)			Economic Tariff (PRs/kWh at 2001 prices)		
	Appraisal	PCR	PPAR	Appraisal	PCR	PPAR	Appraisal	PCR	PPAR ^b
1987	0.64								
1988	2.22		2.74			53			6.49
1989	4.71		4.27			366			6.65
1990	3.67		5.59			775			6.86
1991	2.62	2.91	3.41	1,853		743	1.44		6.97
1992	1.28	1.27	1.78	1,853	523	1,373	1.44	3.19	6.76
1993		3.57	2.15	2,796	910	1,829	1.44	3.19	6.71
1994		3.58	3.81	2,812	1,118	1,729	1.44	3.19	6.71
1995		8.15	7.46	2,829	663	912	1.44	3.19	7.12
1996		9.21	10.26	2,829	1,052	843	1.44	3.19	7.23
1997		1.07	9.03	2,829	671	660	1.44	3.19	8.08
1998		8.59	6.28	2,829	1,520	718	1.44	3.19	7.50
1999				2,829	2,706	718	1.44	3.19	8.57
2000				2,829	3,416	825	1.44	3.19	8.65
2001				2,829	4,063	841	1.44	3.19	9.01
Total	15.14	38.35	56.78	29,117	16,642	12,385			

GWh = gigawatt-hour, kWh = kilowatt-hour, PCR = project completion report, PPAR = project performance audit report.

^a Nominal values.

^b The estimated net average tariff in FY2001 was PRs4.21/kWh. This rate reflects the average increase in March 2001 of 8% applied to the reported average revenue tariff for FY2000 of PRs3.89/kWh. The estimate excludes additional charges paid by consumers, collected by the company, and paid to the Government, which together are assumed to equal on average 45% of the electricity charge paid by consumers.

Source: Asian Development Bank estimates.

If the appendix has only one table, use the name of the table as the appendix title, i.e., use all upper case letters, Arial 11, and bold.

APPROVED SCOPE AND PROJECT (SECTOR LOAN) OUTCOME

Item	At Approval	Outcome
Part A. Reinforcement and Transmission Expansion		
New Grid Stations	7 ^a	4 ^b
Extension of Existing Grid Stations	5 ^c	13 ^d
Additional Transmission Lines and Connections	8	13
Connection of Grid Substations	8	4
Reinforcement of 220 kV Transmission	2 substations	2 substations
Reinforcement of 132 kV Transmission	4	2
Capacitor Banks of 4 MVAR each	50	94
Part B. Upgrading System Control and Protection		
Installation of System	Signaling 2 substations	Completed
Protection System	Signaling 19 lines	Completed
Improvement of Telecommunications	Repeaters 5 lines	Completed
	Telephone system	Completed
	Data speed 600 baud	Deferred
Standardization of RTU Data	Upgrade 34 substations	Deferred
Upgrade of Load Dispatch Center	New LDC	Deferred
	Connection to WAPDA	Deferred
Part C. Expansion and Rehabilitation of Distribution		
11 kV Distribution Reinforcement	487 km	566 km
0.4 kV Low Voltage Distribution Rehabilitation and Expansion		
0.4 kV Overhead and Underground Lines	1,500 km	766 km
11/0.4 kV Transformer Capacity	922.5 MVA	439.5 MVA
Capacitor Installation	260 MVAR	Deferred
Computer Hardware and Software		Completed
Part D. Consulting Services		
Computerization		Completed
Transmission Services		Completed
Distribution		Partly completed

km = kilometer, kV = kilovolt, kVA = kilovolt-ampere, LDC = load dispatch center, MVA = megavolt-ampere, MVAR = megavolt-ampere reactive, RTU = remote terminal unit, WAPDA = Water and Power Development Authority.

^a 66 kV and 132 kV at West Wharf; 132 kV at Mauripur North, Deh Kharkharo, Site II, Korangi East, and Deh Surjani. Total transformer capacity = 280 MVA.

^b 132 kV at Surjani, Malir, Queens Road, and Lyari. Total transformer capacity = 160 MVA.

^c At Gulshan, Balouch Colony, Hub Chowki, Defence, and Civil Centre. Total transformer capacity = 260 MVA.

^d At Gulshan, Hub Chowski, Defence, Civil Centre, Dhabej, Export Processing Zone, Landhi, Liquatabad, Orangi Town, Baldia, Clifton, Garden East, and Jacob Line. Total transformer capacity = 800 MVA.

Source: Karachi Electric Supply Corporation project completion report and Operations Evaluation Mission follow-up.

APPENDIX 1: PROJECT FRAMEWORK




Design Summary	Performance Indicators/Targets	Monitoring Mechanisms	Assumptions and Risk
<p>Goals</p> <p>1. Significant reduction in poverty in the Community-Managed Irrigation Sector Project (CMISP) area</p> <p>2. Sustained food security in the CMISP subproject areas</p>	<p>Increased household income from ... (baseline) to ... by 2008</p> <p>Food security level sustained at ... by 2008</p>	<p>Government statistics</p> <p>Government statistics</p>	
<p>Purpose</p> <p>Significantly increase economic livelihood activity in the CMISP subproject areas</p>	<p>Household economic employment/self-employment rates increased from ... to ... by ...</p>	<p>Postproject benefit monitoring and evaluation report</p>	<p>Peace and security situation in subproject area remains stable.</p>
<p>Outputs</p> <p>Community capacity building completed</p> <p>Community-initiated livelihood subprojects completed</p>	<p>Community mobilization, and subproject planning, design, and implementation in at least 20 target subproject areas in five provinces completed by 2003</p> <p>Livestock development, cash crops; fish culture; market and storage facility construction; and ongoing management, operation and maintenance, and potable water subprojects completed in at least 20 target subproject areas in five provinces by 2003</p>	<p>Project progress reports Review missions Project completion report</p> <p>Project progress reports Review missions Project completion report Final report of management information system</p>	<p>Village committees remain vigilant in ongoing operation, management, and maintenance of constructed subprojects.</p> <p>Commodity prices remain favorable for producers.</p>
<p>Inputs</p> <p>Consultants</p> <p>Funding for capacity building, i.e., training, workshops, etc.</p> <p>Funding for subproject support equipment, supplies, civil works</p> <p>Government counterparts</p> <p>Community contributions</p>	<p>Resources</p> <p>International: ...person-months Domestic: ...person-months</p> <p>\$...</p> <p>\$...</p> <p>Cash and/or in-kind</p> <p>Cash and/or in-kind</p>	<p>Grant agreement documents</p> <p>Grant agreement documents</p> <p>Grant agreement documents</p> <p>Project progress reports</p> <p>Project progress reports</p>	<p>Government commitment</p> <p>Government commitment</p>


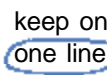
Table 4: Purpose, Targets, and Actual Outcomes

Purpose/Scope	Targets	Actual Outcomes and Impact
<p>A. Sector</p> <p>Expand power generation capacity of existing plants and build new plants.</p> <p>Expand and reinforce transmission capacity.</p> <p>Improve system reliability and power distribution efficiency by rehabilitating and reinforcing existing transmission and distribution systems.</p>	<p>Increase generation capacity by 830 megawatts (MW) by 1993.</p> <p>Expand the Karachi network in pace with load growth.</p> <p>Eliminate rationing and reduce system losses to 15.5% by 1995.</p>	<p>630 MW added</p> <p>210 MW at West Wharf deferred</p> <p>200 MW at Bin Qasim 6 commissioned in FY1998</p> <p>Completed</p> <p>Capacity for full generation dispatch installed</p> <p>Not achieved. Losses were 31.1% by FY1995</p> <p>34.3% by FY1998</p> <p>Rationing common in 1997</p>
<p>B. Project</p> <p>Augment and expand transmission and distribution capacity of the Karachi Electric Supply Corporation (KESC) to meet the anticipated growth in power requirements through the end of FY1991, and for three years of KESC's power development plan for FY1989–1993.</p>	<p>Part A. Transmission Reinforcement and Expansion</p> <p>Install 50 capacitor banks of 4 megavolt-amperes reactive (MVAR) each at 11 kilovolt (kV) grid stations.</p> <p>Construct and reinforce transmission involving</p> <ul style="list-style-type: none"> • 44.6 kilometers (km) of 220 kV lines, • 120.1 km of 132 kV lines, • 5 km of 66 kV lines, • 7 new substations, and • 5 existing substations. <p>Part B. Distribution Expansion and Rehabilitation</p> <p>Rehabilitate 500 11 kV feeders (487 km).</p> <p>Rehabilitate 0.4 kV feeders (1,000 km) and extend new load (550 km).</p> <p>Rehabilitate 0.4 kV network with addition of 322 megavolt-ampere (MVA) transformer capacity and add 600 MVA for load growth.</p> <p>Install an additional 260 MVAR of 11 kV capacitors by 1992.</p>	<p>94 x 4 MVAR capacitor banks installed</p> <p>Constructed</p> <ul style="list-style-type: none"> • 62.9 km 220kV • 155.9 km 132 kV • 4 new substations <p>Extended 15 substations</p> <p>566 11 kV feeders</p> <p>Total rehabilitation and extension 0.4 kV, 766 km</p> <p>Added transformer capacity 439.5 MVA</p> <p>No distribution capacitors added</p>

Editor's Marks


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
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



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 superscript ($H_2 = H^2$)


 subscript ($H_2O = H_2O$)



 use lowercase (lowercase)



 capitalize all letters (LETTERS)


 MAKE A LINE OF capitals lowercase


 italics (*italics*)

 boldface (**boldface**)




 or  roman (roman, or regular, with no italics or bold)




 delete underlining  delete underlining

 do not change marked text


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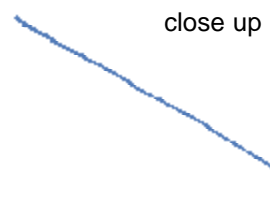
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