**IOE Thesaurus Terminology Rules**

1. The terms used in IOE Thesaurus should be consistent, meaningful, logical and predictable
2. Established use within the UK education research community should provide a guide for selecting education domain terms
3. For non-education domain terminology every day usage should provide a guide
4. Obsolete words should not be used (note this is not the same as a word describing an obsolete entity)
5. Foreign words should not be used unless there is no English equivalent
6. The definite article should be omitted
7. Qualifiers in brackets following a term will be used to disambiguate terms e.g. Class (social)
8. Use s instead of z in situations such as organisation v organization
9. Use copies of the Oxford English Dictionary to agree disputed spellings and definitions
10. Capital letters will only be used for the first letter, proper names, initials, acronyms, names of organisations or trade names
11. Conform to the correct use of apostrophes e.g. Women’s education
12. Only use hyphens when required e.g. Indo-European languages
13. Other than apostrophes and hyphens we will avoid using all other symbols such as ‘/’ etc.
14. Plural terms are preferred for a given instance of something, whereas singular terms are used for general concepts. For example we have both ‘Languages’ for particular instances of actual spoken or written languages, and ‘Language’ for the overall concept of language. For activities the gerund is used, e.g. Learning, Writing.
15. Use natural word order e.g. Educational institutions not Institutions, educational
16. If a term which in normal usage would appear to be general but in IOE Thesaurus it is actually education-only this will be made explicitly clear in the terminology e.g. we will not use the term ‘Marketisation’ if the scope of this term is limited to education, we will use for example ‘Marketisation of education’
17. If the scope of a term is children only this will be made explicitly clear in the terminology e.g. we will not use the term ‘Gifted’ if the scope of this term is limited to gifted children, we will use for example ‘Gifted children’
18. ‘Pupil(s)’ will be used to refer to Educands in compulsory education in any type of school (and also includes 16-18 year olds staying on at school to do A-levels) e.g. Pupil attitudes
19. ‘Student(s)’ will be used to refer to Educands in post-compulsory education (and also includes 16-19 year olds who are in non-school based education, e.g. sixth form colleges, further education) e.g. International students
20. ‘Learner(s)’ will be used to refer to Educands if the work refers to both pupils and students or if it is non-specific in terms of age or educational level e.g. Learner centred methods
21. We will use the suffix ‘education’ after subjects of instructions (e.g. History education) except in the following cases when we will use ‘studies’;
	1. To conform to established usage e.g. ‘Business studies’; these are often (but not always) non-traditional non-vocational subjects or multi-subject
	2. All narrower terms to ‘Area studies’
	3. When the use of ‘education’ would result in a double education e.g. ‘History of education studies’
	4. When the use of ‘education’ could be interpreted to mean the education of a group of people rather than the study of the concept e.g. ‘Management studies’
22. The suffixes ‘language’ and ‘people’ will be used when the term alone could mean either the language or people e.g. ‘French language’ and ‘French people’. If there is no need to disambiguate then neither suffix will be used
23. Whenever possible we will describe the concept rather than the person e.g. we will use ‘Homelessness’ rather than ‘Homeless’

These IOE Thesaurus terminology rules are based in part on Department for Education (DfE) guidance and are re-used with the kind permission of the DfE librarians. Contact: helen.challinor@education.gsi.gov.uk