CIFOR-ICRAF Communication and publishing guideline series

English editorial style guide | Version 2.0
Internal document for limited circulation

Document Responsibility

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<th>Title</th>
<th>English editorial style guide</th>
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<tr>
<td>Unit</td>
<td>Communications, Outreach and Engagement</td>
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<tr>
<td>Manager</td>
<td>Team Leader Digital, Multimedia and Publishing</td>
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Document revision history

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<tr>
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CIFOR
Center for International Forestry Research
Jl. CIFOR, Situ Gede
Bogor Barat 16115
Indonesia
T +62 (251) 8622-622
F +62 (251) 8622-100
E cifor@cgiar.org

ICRAF
World Agroforestry
United Nations Avenue, Gigiri
PO Box 30677, Nairobi, 00100
Kenya
T +254 20 7224000
F +254-20- 7224001
E worldagroforestry@cgiar.org

cifor-icraf.org | cifor.org | worldagroforestry.org
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1. Introduction

CIFOR-ICRAF produces a wide range of knowledge products, whether in print, on our websites and news sites, or in social media. Many of these are first published in English, then translated into Indonesia, Spanish, French and other languages.

CIFOR-ICRAF produces editorial style guides in multiple languages as each language has its own style. This editorial style guide is for writers and editors working in English. CIFOR-ICRAF uses **UK English with Oxford spelling**, i.e., ‘organize’ (not ‘organise’) but ‘analyse’ and ‘catalyse’. Its aim is to ensure that all CIFOR-ICRAF knowledge products share clear, consistent language that reinforces our key messages.

This style guide is meant to help all scientists, writers, editors and reviewers to follow a consistent and simple style within CIFOR-ICRAF publications. It is not comprehensive, but it does cover the majority of issues encountered in the types of documents CIFOR-ICRAF produces. For more detailed information, please refer to the following resources:

- Dictionary: [Oxford English Dictionary](#)
- Style manuals: For language and grammar, use the [Chicago Manual of Style](#); For references, use the [Council of Scientific Editors citation style](#); see also the [CGIAR branding guidelines](#).

This is a living document. It will be regularly updated to meet CIFOR-ICRAF’s evolving needs. Feedback is welcome, ideally with specific examples. Send your input to **CIFOR-ICRAF-Brand@cgiar.org**.

### Usage of CIFOR-ICRAF and CGIAR

Founded in 1993 and 1978, CIFOR and ICRAF are members of CGIAR. The centres effectively merged in 2019 but remain individual legal entities with separate headquarters in Bogor, Indonesia (CIFOR) and Nairobi, Kenya (ICRAF). Prior to the merger, the centres followed different editorial styles. These factors complicate current usage of institutional names. Please follow these rules:

- The spelling of the legal names of CIFOR and ICRAF must be respected, regardless of editorial style: Center for International Forestry Research (CIFOR), World Agroforestry (ICRAF).
- In general, use ‘CIFOR-ICRAF’ as a singular noun: e.g., ‘CIFOR-ICRAF delivers actionable evidence and solutions’. Use a hyphen, not an en dash.
- When referring to the centres as separate legal entities, use both names separated by ‘and’: e.g., ‘CIFOR and ICRAF are members of CGIAR’. Do not use ‘CIFOR-ICRAF are ...’.
- Use ‘we’ and ‘our’ in corporate text when referring to CIFOR-ICRAF, e.g., ‘Our mission is to contribute to a radical transformation’.
- CGIAR uses US spelling. All proper names must follow their original spelling, even if it conflicts with the current style, e.g., CGIAR Research Center, CGIAR Research Program.
- Knowledge products published after the merger may include only one of the organization names (i.e., if reporting findings from a project contracted before the merger), while newer publications will include ‘CIFOR-ICRAF’ as the publisher. Always follow the name used in the publication; do not replace ‘CIFOR’ or ‘ICRAF’ with ‘CIFOR-ICRAF’ in references.

If in doubt about the usage of CIFOR-ICRAF and related terms, contact **CIFOR-ICRAF-Brand@cgiar.org**.
# 2. Document elements

<table>
<thead>
<tr>
<th>Document element</th>
<th>Use</th>
<th>Rules and tips</th>
<th>Examples</th>
</tr>
</thead>
</table>
| **Title**        |     | Sentence case for all publication types  | Masculinities in forests: Representations of diversity [book]  
|                  |     | Tip: Keep it succinct. Shorter titles have a better MOZ ranking.  | Men in forests: New book shatters stereotypes [news story]  
|                  |     | Titles longer than 60 characters (including spaces) will get cut off. You can include more detail in the subtitle.  | |
| **Subtitle**     | To complete a title in scientific publications and formal reports | Sentence case, with a capital letter  
|                  |     | Usually separated from the title by a colon  | Landscape restoration is more than land restoration: Dryland development in Ethiopia and Kenya [journal article]  
| **Standfirst**   | To complete a title in non-scientific publications (e.g., news, success stories) | Sentence case, italics  
|                  |     | Maximum 12–15 words (2 lines)  | Can healthy ecosystems prevent pandemics? [News title]  
|                  |     | Mitigating zoonotic risk requires interdisciplinary approach to protect ecological and human health [Standfirst]  | |
| **Headings and subheadings** | To label sections and subsections | Sentence case, with a capital letter following a colon  | 3. Agroforestry: Initiatives, challenges, and opportunities  
| **Boxes, figures and tables** | To illustrate data or add complementary information | Ensure all boxes tables and figures are relevant, clear and understandable.  
|                  |     | Titles should be brief but sufficiently explanatory of the data included. The title is not a complete sentence and thus should not end with a full stop. It should be left aligned, not centred.  | See example in Annex 2  
| **Boxes**        | To describe added material that complements but is not essential to the main narrative | Use for case examples, definition of terms, or other additional material.  
|                  |     | Include a title, main text and source information.  | Box 1. Stakeholder views  
<p>|                  |     | Tip: Use single-cell tables instead of text boxes. Tables won’t cause formatting headaches, and the text inside will be included when you ‘Select All’ (e.g., to calculate the total word count).  | |</p>
<table>
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<th>Document element</th>
<th>Use</th>
<th>Rules and tips</th>
<th>Examples</th>
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| **Tables**            | To report extensive data in an organized manner                      | Tables show classifications, facilitate comparison, reveal relationships and save space.  
A table should be an analysis, not merely a listing of all the raw data collected.  
It is seldom necessary to use a table for fewer than eight items of data; instead, present the information in the text.  
Abbreviations in a table should be spelled out in the table footnotes.  
The table title always goes above the table. |          |
| **Figures**           | To present data or comparisons and contrasts quickly and visually     | Figures catch the reader’s attention and are vivid in the message they convey.  
Axes in a figure should be clearly labelled and symbols used explained in a key.  
Figure captions go below the figures.  
Authors should submit ‘raw’ figures (with original data) to allow the communications team to redraw them accurately, if needed. |          |
| **Footnotes and endnotes** | To add supplementary information without interrupting the flow of the text | Avoid footnotes if possible. If something is important, it should be included in the main body of the text.  
If it is essential to include footnotes or endnotes, avoid using both unless in large manuscripts.  
Footnote markers (usually superscript numerals ¹, ², ³) and endnote markers (usually lower-case Roman ¹, ii, iii) should fall outside punctuation.  
... referred to as ‘land use’¹ and ...  
¹ In UNFCCC terminology, land use refers to ... |          |

**Common error!**

Do not add sources or stand-alone URLs as references in footnotes. If a source is essential to the publication, it should be listed in the references.  
See Section 7 for details on how to format references to online content and websites.
<table>
<thead>
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<th>Document element</th>
<th>Use</th>
<th>Rules and tips</th>
<th>Examples</th>
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<tr>
<td><strong>Tip</strong>: Leave endnotes as footnotes during the editing phase, as they are harder to see and thus easy to accidentally delete. This will make the designer’s life easier and avoid headaches during the proofreading stage. Note: If you delete a footnote or endnote reference while Tracked changes is on, MS Word will not renumber them until the change (i.e., the deletion) is accepted.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Cross-references</strong></td>
<td>To refer the reader to specific sections, subsections, boxes, tables or figures in the publication</td>
<td>It is the editor’s responsibility to check all cross references during the first and final edits.</td>
<td></td>
</tr>
<tr>
<td><strong>Lists</strong></td>
<td>To present a series of related items in a clear, logical way.</td>
<td>All lists should consist of items in the same format. Lists may be either run in to the text or set vertically. Short, simple lists are usually better run in, especially if the listed items grammatically complete an introductory sentence.</td>
<td></td>
</tr>
<tr>
<td><strong>Run-in lists</strong></td>
<td>To present a simple list of short items within a paragraph.</td>
<td>For a list of short items with no internal punctuation, use a comma to separate items. Do not introduce the list with a colon. Three dimensions of transformational change include the scale, speed and depth of change. For items with internal punctuation such as commas, dashes or parentheses, Coffee is subject to special policy interventions: facilitation of marketing and distribution;</td>
<td></td>
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<tr>
<td>Document element</td>
<td>Use</td>
<td>Rules and tips</td>
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<tr>
<td><strong>In-sentence lists using numbers or letters</strong></td>
<td></td>
<td>introduce the list with a complete sentence followed by a colon, and separate the list items by semicolons.</td>
<td>efficient, economical transportation to reduce marketing costs; farmer training programs; and industry codes of practice.</td>
</tr>
</tbody>
</table>

Vertical lists

**To present more complex lists in an easy-to-read or more prominent way.**

Vertical lists can be ordered or unordered, and are usually introduced by a complete sentence followed by a colon.

*All rules for unordered lists apply to ordered lists.*

It is not necessary to use the term ‘as follows’ or ‘the following’ to introduce a list.

All items in a list should be in parallel format. Do not mix complete sentences with sentence fragments. If one item starts with a verb, begin all items with a verb in the same tense.

**Unordered lists**

Use bullets when the order of the list items is not important.

For items that are not complete sentences or do not complete an introductory statement, do not add punctuation to the end of each item or use ‘and’ or ‘or’ in the next-to-last entry.

Natural rubber has many attributes:

- elasticity
- mouldability
- durability
- chemical and thermal resilience

The following adaptation options were identified:

- germplasm improvement
- improvement of farm and nursery management practices
- sectoral capacity building
- monitoring and surveillance for pests and diseases

**Ordered lists**

Use numerals only if the order of items is essential or to emphasize the number of items in a list.

For complete sentences, use a capital letter for the first letter and a full stop for each item.

Proposed interventions

1. Secure land and forest rights to include secondary forest in farming landscapes.
2. Support the development and sustainability of farmer and forest steward associations through organizational capacity building.
3. Create a national-scale dynamic map of second growth forest.

**Sentence fragments**: If the items in a vertical list complete a

Reflexive action
<table>
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</table>
| sentence begun in the introductory text, begin each item with a lower case letter and use semicolons to separate each item, with a full stop after the final item. Do not use ‘and’ or ‘or’ in the next-to-last entry. |  | *includes monitoring, assessments and evaluation of ongoing policies, and ongoing societal change;*  
*is found in existing institutions or is socially embedded;*  
*needs to be an integrated part of governance processes.* |  |
| Capitalization: Word processors often automatically capitalize lists. This guide recommends capitalizing only complete sentences and items that need more prominence. Choose one approach and follow it consistently throughout a document/series. |  | CIFOR-ICRAF values  
*Working with nature*  
*Commitment to research for impact*  
*Integrity and professionalism*  
*Respect, partnership and collaboration*  
*Innovation*  
*Efficiency and effectiveness.* |  |
| Outline or multilevel lists: If a list contains more than one level, use different styles of bullets or a mix of numbers and letters. Ensure there is a clear logic for all outline numbering. |  | II. Dentition in various groups of vertebrates  
A. Reptilia  
1. Histology and development of reptilian teeth  
2. Survey of forms  
B. Mammalia  
1. Histology and development of mammalian teeth  
2. Survey of forms  
   a) Primates  
      (1) Lemuroidea  
      (2) Anthropoidea  
         (a) Platyrhini  
         (b) Catarrhini  
            i) Cercopithecidae  
            ii) Pongidae |  |
| Annexes and Appendices | One or both of these types of supplementary information can be used in publications, depending on the nature of the information. Annexes and appendices must be cited in the main text (e.g., Annex 1, Appendix 1, Annex 2, etc.). |  |  |
| Annex | To provide new information that An annex contains information not covered in the main document; it serves to validate | *news article*  
*report*  
*regulation* |  |
<table>
<thead>
<tr>
<th>Document element</th>
<th>Use</th>
<th>Rules and tips</th>
<th>Examples</th>
</tr>
</thead>
</table>
| **complements the main narrative** | informational provided in the main narrative.  
*Standalone? Yes. An annex can be understood even without the context of the main narrative.  
*Author: Annexes are generally but not always prepared by the author of the main document.  
*References: If required, references should be listed at the end of the annex, not within the main references list. | • affidavit  
• selected bibliography: a list of recommended reading related to the publication (called ‘further reading’ or ‘recommended reading’); must be separate from the references or sources cited list and include a headnote explaining the principles of the selection  
• published works (i.e., a list of works by one author) |  

| **Appendix** | To add greater detail, visuals or examples for better understanding of the main narrative | An appendix usually contains essential background information that is too detailed to include in the main narrative.  
*Standalone? No. An appendix features information that relates to the main document; it requires context to be understood.  
*Author: Appendices are prepared by the author of the main document.  
*References: If required, references can be listed in the main references list and citations added to the body of the appendix. | • illustrations, tables, statistical data, questionnaires  
• maps, figures (charts/graphs, graphics)  
• case studies  
• interview transcripts  
• bibliography (i.e., a complete list of sources cited plus non-cited sources that is used instead of a references list)  
• correspondence (e.g., emails or other forms of communication between the author and collaborators and/or research subjects) |
| **References** |  | See Section 7 for all rules and examples. |  |
| **Notes/footnotes in tables, figures or boxes** | To add supplementary information | • These should be independent from footnotes/endnotes in the text.  
• Each table should have its own series of notes—beginning with a (usually in roman), 1, or *—separate from the text notes and the notes to other tables. The sequence runs from left to right, top to bottom. The same letter, number, or symbol can be used on two or more elements if the corresponding note applies to them. |  |
<table>
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<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Use the following sequence for symbols: * (but do not use if p values occur in the table), †, ‡, §,</td>
<td></td>
</tr>
</tbody>
</table>
| Data sources used in tables, figures or boxes | To give credit to the source. | • Always give credit to external sources.  
• No need to indicate source if the data is from the study that is the main topic of the publication.  
• Always obtain permission from the copyright holder when including material from a published work (chart, graphs, figures, tables, photos, etc.).  
• Place sources below the figure/table/box, under the notes (if any).  
• Separate by semicolons; do not end the list with a full stop. | Sources: Murdiyarso 2008; Depardieu 2017; Barletti and Larson 2020 |

See Annex 2 for the suggested styles for document elements.
3. **Tone and voice**

**General writing tips**

English is a very idiomatic language. For organizations with a global audience, English may be the second, third or fourth language of some readers. To ensure all communications are inclusive, keep these tips in mind:

- Use plain language, i.e., wording that is clear and concise enough to be understood by everyone in your target audience.
- Avoid colloquial or idiomatic terms.
- For non-expert audiences, avoid jargon and briefly explain technical terms on first use, with examples.
- Use abbreviations and acronyms sparingly to avoid the ‘alphabet soup’ effect.
- Use active verbs and make it clear who/what the subject is.
- Keep it short and simple. If you need to use longer sentences, mix them with short ones for variety.
- Be specific rather than general (use examples, facts, figures etc.).
- Avoid words that show gender or racial bias.

**Know your audience**

CIFOR-ICRAF produces both scientific and technical documents (e.g., journal articles, occasional papers and books) as well as corporate and outreach materials (e.g., website and news), in both print and online. Always consider the widest possible audience for the knowledge product.

For outreach products such as news stories or brochures, write conversationally. Imagine you are talking to people who know the basics but need clear explanations and vivid examples to understand more technical content. See the [Style Guide for CIFOR-ICRAF News Writers](#).

For online material, use short sentences and paragraphs. Keep in mind that people rarely read web content, instead ‘skimming’ it to find what they are looking for.

For technical reports, ensure that all concepts and terms are explained at first instance. Keep the language as simple as possible throughout, but especially in the summary.

**Non-biased language**

All CIFOR-ICRAF publications should be free of bias. Individuals must always be portrayed equitably and in roles which neither demean nor limit their potential. Avoid any generalizations or attacks on professional groups, associations and industries. Topics dealing with gender, ethnicity, race, religion, age, lifestyle, disabilities, regional differences and other sensitive issues should always be referred to with respect and diplomacy.

Always use language that is unbiased, particularly when relating to gender, and avoid characterizing men or women according to stereotypes.

Whenever possible, avoid using terms that have gender connotations. Rephrase or rewrite to avoid any bias.

Avoid unconscious stereotyping and inappropriate references to gender, ethnicity, race, religion, culture, appearance, age, sexual orientation and disabilities. Also avoid identifying a person by race, colour, national origin or immigration status unless it is relevant to the story.

Take a sensitive approach when referring to age, colour, creed, nationality, personal appearance, religion, sex or sexual orientation.
Capitalize ‘Black’ when referring to people in a racial, ethnic or cultural context, but always use lowercase for ‘white’.

‘Indigenous Peoples’ is capitalized and always plural. Capitalize ‘Indigenous’ only for terms related to people (e.g. Indigenous groups, Indigenous rights) but e.g., indigenous plant species.

**Man as a verb**
Do not use ‘man’ as a verb. Use terms such as work, staff, serve and operate instead:

The lab must be staffed at all times.

**Man as a prefix**
Writers often use man-prefixed compounds in contexts where man represents men alone or both men and women, e.g., Will mankind destroy Mother Earth?

Replace this with: Will human beings destroy the Earth?

**Man as a suffix**
Replace spokesman with spokesperson or representative.

**The pronoun problem**
It has been common in English to use the pronouns 'he', 'his' and 'him' to refer to any unspecified or hypothetical person.

Replace: The farmer was tilling his fields.
With: The farmer was tilling the fields.

Using 'he or she', 'his or her' or s/he is very clumsy. The trouble is that it becomes awkward when repeated. You can often rewrite the material in the plural, e.g.

Replace: The principal investigator should place a symbol after his or her name.
With: Principal investigators should place symbols after their names.

Replace: Man's search for the truth has resulted in some of his greatest accomplishments.
With: The search for the truth has resulted in some of humanity's greatest accomplishments.

**Note:** One approach to gender-neutral usage is to replace the plural ‘they’ and ‘their’ for the singular ‘he’ or ‘she’. This is becoming common in informal usage but is not yet considered fully acceptable in formal writing.

**Gratuitous modifiers**
Gratuitous modifiers often slip into writing as a result of prejudice or out of habit, such as 'women scientists', 'women students', a 'woman photographer'. Avoid such sex-specific modifiers unless they are intrinsic to the intended meaning, e.g. 'women students are frequently subjected to discrimination'.

See **Annex 4** for specific examples of biased words and their more inclusive alternatives.
## 4. Spelling and terminology

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<tr>
<th>Grammatical element</th>
<th>Rules and tips</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbreviations</td>
<td>Keep abbreviations to a minimum in the text. They are most useful in tables, notes, bibliographies and lists. Use your best judgement, and think of the reader. Generally, don’t introduce the abbreviation for a term that appears fewer than 5–10 times in a document, unless the abbreviation is likely to be more familiar to readers than the full name. Reintroduce an abbreviation if it has not been used in e.g., 15–20 pages.</td>
<td>Tip: Use a table instead columns for ease of formatting (option to hide the gridlines).</td>
</tr>
<tr>
<td></td>
<td>If there are more than ~15 abbreviated terms in a document, add a list of abbreviations in alphabetical order.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spell out abbreviations the first time they appear in each document or chapter.</td>
<td>the Food and Agriculture Organization of the United Nations (FAO) the Democratic Republic of the Congo (DRC)</td>
</tr>
<tr>
<td></td>
<td>Do not spell out abbreviations for organizations that no longer use the original full terms. If unsure, check the organization’s website.</td>
<td>BBC, IBM, CGIAR ICRAF = World Agroforestry, not International Council for Research in Agroforestry</td>
</tr>
<tr>
<td></td>
<td>Always check the organization’s website for their preferred usage</td>
<td>Norad (not NORAD), Sida (not SIDA)</td>
</tr>
<tr>
<td></td>
<td>Do not add an apostrophe to abbreviations when used in the plural form.</td>
<td>SDGs, NGOs, CSOs</td>
</tr>
<tr>
<td>Acronyms vs initialisms</td>
<td>There are two types of abbreviations: initialisms and acronyms. Both are formed from the first letters of a series of words.</td>
<td>CIFOR, ICRAF, UNICEF</td>
</tr>
<tr>
<td></td>
<td>Acronyms can be pronounced as a word.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Initialisms are read letter by letter. In general, acronyms are read as a word and should not be introduced by ‘the’. Initialisms are read as a series of letters and are often – but not always – preceded by ‘the’. Follow the usage on the organization’s website.</td>
<td>FAO, WWF, UNDP, CGIAR (not preceded by ‘the’) GLF, WTO (preceded by ‘the’)</td>
</tr>
<tr>
<td>Capitalization</td>
<td>Use a ‘down’ style of capitalization, with a minimum of capitals. Using capitals in headings and names of groups can appear old-fashioned and overly formal.</td>
<td>5.2 Assessing drivers of deforestation and forest degradation</td>
</tr>
<tr>
<td>Grammatical element</td>
<td>Rules and tips</td>
<td>Examples</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Capitulate disease names only if they include a proper noun. Follow the latest Oxford English dictionary usage for new and evolving diseases.</td>
<td>monkeypox, polio, dengue Ebola, West Nile, Alzheimer’s disease coronavirus, Covid-19, Omicron</td>
<td></td>
</tr>
<tr>
<td>See ‘Scientific nomenclature and technical terms’ for capitalization of plant and animal names.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>See Section 2 for capitalization rules for individual document elements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geographic terms and compass points</td>
<td>Always capitalize countries, regions, cities and other specific and official geographic areas.</td>
<td>Latin America and the Caribbean, Madre de Dios, Southeast Asia</td>
</tr>
<tr>
<td>Capitalize points of a compass only when they have a political meaning or are part of an administrative region; otherwise leave them lowercase.</td>
<td>South Africa, Southern Africa, Central Java</td>
<td></td>
</tr>
<tr>
<td>Capitalize ‘province’, ‘city’, ‘district’, ‘regency’, etc. when part of the proper name.</td>
<td>North Eastern Province (Kenya), Palangkaraya City, Kapuas Regency</td>
<td></td>
</tr>
<tr>
<td>Do not capitalize the name of the point of a compass when it is not part of a proper name.</td>
<td>northern Uganda, eastern Europe (but Eastern Europe when referring to the post–World War II division of Europe)</td>
<td></td>
</tr>
<tr>
<td>Capitalize generic geographic terms such as ‘lake’, ‘river’ or ‘ocean’ when part of a geographic name.</td>
<td>Pacific Ocean, Lake Victoria, Zambezi River</td>
<td></td>
</tr>
<tr>
<td>Capitalize the article ‘the’ only if it is a formal part of a geographical name.</td>
<td>The Gambia, The Bahamas</td>
<td></td>
</tr>
<tr>
<td>Capitalize ‘state’ only when it is part of a proper name. Do not use ‘the State’ to refer to a country.</td>
<td>the state (referring to a nation) the State of the Gambella Peoples</td>
<td></td>
</tr>
<tr>
<td>Government and government bodies</td>
<td>The terms ‘government’, ‘ministry’ and ‘branch’ are general classifications. Capitalize only when referring to corporate entities or organized bodies.</td>
<td>the Ministry of Agriculture and Rural Development The ministry initiated a programme … All ministries but the Ministry of Foreign Affairs received notice.</td>
</tr>
<tr>
<td>If the level of government is unspecified, use the lower case.</td>
<td>the Government of Norway the Norwegian Government [referring specifically to the national or current government] East Kalimantan’s government</td>
<td></td>
</tr>
<tr>
<td>Programme and project titles</td>
<td>Use title case for all programme and project titles.</td>
<td>The 10-year CGIAR Research Program on Forests, Trees and Agroforestry (FTA)</td>
</tr>
<tr>
<td>Titles of office or rank</td>
<td>In general, minimize the use of capitals.</td>
<td></td>
</tr>
<tr>
<td>Grammatical element</td>
<td>Rules and tips</td>
<td>Examples</td>
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</tr>
<tr>
<td>Military, civil, religious and professional titles of royalty should be capitalized only when they precede the name.</td>
<td>Minister of Forestry M. Prakosa, President Martin Vizcarra Iunger Andersen, executive director general of UNEP ... but Executive Director Inger Andersen ...</td>
<td></td>
</tr>
<tr>
<td>Capitalize titles that refer to a specific person and are used to substitute the person’s name.</td>
<td>The Director General spoke at the conference.</td>
<td></td>
</tr>
<tr>
<td>Do not capitalize titles in the plural form, or when they are preceded by an indefinite article or possessive.</td>
<td>The directors general of the research centres ...</td>
<td></td>
</tr>
<tr>
<td>Titles of publications</td>
<td>See Section 2, Titles, Headings and subheadings</td>
<td></td>
</tr>
<tr>
<td>Latin phrases</td>
<td>Abbreviate commonly used Latin phrases. etc., et al., e.g., i.e., viz.</td>
<td></td>
</tr>
<tr>
<td>Local names, foreign words</td>
<td>Use single quotes, roman to denote local names of plants and similar terms at first use. Prospis juliflora, locally known as ‘mathenge’ is an invasive shrub.</td>
<td></td>
</tr>
<tr>
<td>Italics and bold</td>
<td>Use italics sparingly, and use bold even less, to emphasize particular words or phrases. See also ‘Scientific nomenclature’ in this section.</td>
<td></td>
</tr>
<tr>
<td>Italics</td>
<td>Use to emphasize non-English words that don’t appear in English dictionaries. If the word is repeated several times, italicize only the first occurrence. My grandparents were castañeros (Brazil nut harvesters).</td>
<td></td>
</tr>
<tr>
<td>Italics can be used to highlight key terms in a particular context. This should be used sparingly and only on their first occurrence.</td>
<td>The two chief tactics of this group, obstructionism and misinformation, require careful analysis.</td>
<td></td>
</tr>
<tr>
<td>Do not use italics for names of persons, institutions and places, or for quotes in languages other than English.</td>
<td>... at the Universidad Nacional Amazónica de Madre de Dios (UNAMAD) in Peru ...</td>
<td></td>
</tr>
<tr>
<td>Do not italicize commonly used Latin terms.</td>
<td>ad lib, de facto, ex ante, ex post, in vivo, in vitro, in situ, sensu stricto</td>
<td></td>
</tr>
<tr>
<td>Bold</td>
<td>Use bold sparingly to emphasize structural elements in the text, e.g., to highlight the first phrase in each of a series of paragraphs that are too long to be formatted as a list. Never use bold for emphasis. Spatial plan: Approximately half of the jurisdictions ... Performance targets: More than half ... Policies and incentives: Many jurisdictions have ... Sustainable agriculture: Fourteen of the 39 jurisdictions ... Finance: As of 2016, ...</td>
<td></td>
</tr>
<tr>
<td>Grammatical element</td>
<td>Rules and tips</td>
<td>Examples</td>
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<td>-----------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Pluralization</strong></td>
<td>To form the plural of most letters, numbers and abbreviations without periods, add ‘s’ without an apostrophe.</td>
<td>Ts, 4s, SDGs</td>
</tr>
<tr>
<td></td>
<td>Use an apostrophe to form the plural of lowercase letters used as nouns and capital letters that would be confusing if ‘s’ alone were added.</td>
<td>x’s and o’s</td>
</tr>
<tr>
<td><strong>Scientific nomenclature and technical terms</strong></td>
<td>The scientific name of a species in a two-word (binary) combination, called a binomial, consists of a generic name followed by a specific epithet. Binomials are italicized and always begin with capital letters.</td>
<td>... when scientists first noticed Pterocarpus tinctorius – known locally as ‘mukula’ – vanishing from forests ...</td>
</tr>
<tr>
<td></td>
<td>Always give the scientific binomial in the title, abstract and/or first occurrence in the text, together with the authority and the common name. After that, use the common name or abbreviated binomial.</td>
<td>Sequoia sempervirens (D. Don) Endl. S. sempervirens coast redwood</td>
</tr>
<tr>
<td></td>
<td>Italicize genus, species and subspecies in taxonomic references.</td>
<td>Eucalyptus spp, Heliothis armigera, Shorea macropera spp Bailonii</td>
</tr>
<tr>
<td></td>
<td>Do not italicize the abbreviations sp, ssp, var, cv, or the authority, cultivar, family, order or phylum name. Capitalize genus, family, order and phylum names.</td>
<td>Pinguicula moranensis var, Pinguicula moranensis cv Superba, Malva moschata L., Quercus spp, Euphorbiaceae, Malpighiales, Coniferophyta</td>
</tr>
<tr>
<td></td>
<td>Use single quotes or the abbreviation cv to indicate cultivar names.</td>
<td>Sorghum bicolor ‘Lulu’, Cicer arietinum cv Annigeri</td>
</tr>
<tr>
<td></td>
<td>Use brackets, not square brackets, for a parenthetical authority when the binomial and its authority are themselves in brackets.</td>
<td>(Sorghum bicolor (L.) Moench).</td>
</tr>
<tr>
<td></td>
<td>In general, do not capitalize nor italicize species’ common names.</td>
<td>eucalypt, teak, dipterocarps</td>
</tr>
<tr>
<td></td>
<td>Exception: names derived from proper nouns contain a capital letter.</td>
<td>tall Jacob’s ladder, black-eyed Susan, Rocky Mountain elk</td>
</tr>
<tr>
<td></td>
<td>Exception: Certain breeds are always capitalized.</td>
<td>Peace rose, Golden Bantam corn</td>
</tr>
<tr>
<td></td>
<td>Note: Sometimes the scientific name is the same as the common name.</td>
<td>Acacia, acacia</td>
</tr>
<tr>
<td></td>
<td>Spell out genus names that share the same abbreviated letter to avoid confusion.</td>
<td>The study of Picea sitchensis and Pinus sylvestris .... [not ”P. sitchensis and P. sylvestris”]</td>
</tr>
<tr>
<td><strong>Varieties and cultivars</strong></td>
<td>Variety names of crops should start with a capital letter.</td>
<td>Katumani, Sissay, Enkoy</td>
</tr>
<tr>
<td>Grammatical element</td>
<td>Rules and tips</td>
<td>Examples</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
| **Cultivar names**  | Cultivar names are given when the mutation occurs due to human influence. The abbreviation 'cv' is used to signify that the mutation is a cultivar. It is placed after the specific epithet and is neither underlined nor italicized. Names of cultivated varieties are given in roman type after the name of the species and are either set off with single quotes or with the abbreviation cv. | *Sorghum bicolor* 'Lulu'  
*Cicer arietinum* cv Annigeri  
*Pinguicula moranensis* cv Superba  
Use brackets, not square brackets, for a parenthetical authority when the binomial and its authority are themselves in brackets.  
*(Sorghum bicolor (L.) Moench)*  
The name of the person who proposed a specific epithet is sometimes added, often abbreviated, but never italicized.  
*Malva moschata* L. was named by the botanist Linnaeus, whose own name is abbreviated by international convention to L. |
| **sp and spp**      | When one can identify a genus, but is unable to identify it to the species level, use 'sp' (meaning the identity is believed to be one species) or 'spp' (the identities probably include two or more species) to stand in for the actual epithet. However, these abbreviations for 'species' are not italicized. | *Angelica* sp  
*Quercus* spp |
| **Common names**    | Common names for insect pests or diseases, formed by anglicizing a generic, or higher order, Latin name, are written with a lower case initial letter and are not italicized, unless they contain a proper noun.  
Refer to crops by their English names; weeds, insects and pathogens by Latin names (without authorities unless especially required, such as in a taxonomic paper), except for the most common pests and for diseases for which English names are widely accepted and unambiguous.  
Herbicides, insecticides, and so forth, should be referred to by their common names, with trade names, enclosed in single quotes, only where necessary. Common (generic) names start with a lowercase letter, trade names with a capital. Doses should normally be stated in terms of active ingredient (a.i.).  
Soil types start with a capital letter. | aphid, mirid, jassid  
ascochyta blight, alternaria leaf spot, fusarium wilt, verticillium wilt but East African coast fever  
Eutric Nitosol, Vertisol, Haplic Phaeozem, Rendzina, Chronic Luvisol |
### 5. Punctuation

The test of punctuation is whether you notice it. Good punctuation allows readers to mentally hear the text as if it is being spoken; if misused, punctuation can cause mental ‘stumbling’ and confusion.

Use punctuation to create rhythm. Vary sentence length, using longer ones to build arguments and shorter ones to emphasize key points. Split run-on sentences into two or more sentences if needed.

<table>
<thead>
<tr>
<th>Punctuation</th>
<th>Use</th>
<th>Rules and tips</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ampersand</td>
<td>To replace ‘and’</td>
<td>Use only in proper names where it is used. Do not replace with ‘and’</td>
<td>Wageningen University &amp; Research</td>
</tr>
<tr>
<td>Apostrophe ‘‘</td>
<td>To create a possessive</td>
<td>Use ‘s – to form a possessive with a noun, either singular or plural, that does not end in a sibilant (s or z sound)</td>
<td>Women’s participation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use only ‘ – to form a possessive with plural words that end with a sibilant</td>
<td>the horse’s mouth</td>
</tr>
<tr>
<td></td>
<td></td>
<td>its = possessive form of ‘it’</td>
<td>It’s been a long day.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>it’s = contraction of ‘it is’</td>
<td>Each case is judged on its own merits.</td>
</tr>
<tr>
<td></td>
<td>To create a plural</td>
<td>Do not use an apostrophe to form a plural of an abbreviation or most numerals</td>
<td>NGOs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use an apostrophe to form a plural of single letters and numbers</td>
<td>URLs</td>
</tr>
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<td></td>
<td></td>
<td>BSs, MAs, PhDs</td>
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<td></td>
<td></td>
<td></td>
<td>1920s</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Find all number 7s</td>
</tr>
<tr>
<td></td>
<td>Colons and semicolons</td>
<td>Colons : To introduce an important point or statement</td>
<td>There is no planet B: this is the only Earth we have.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To introduce quotations</td>
<td>She said: “When speaking to villagers …”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To preface a list</td>
<td>The methodology is as follows:</td>
</tr>
<tr>
<td></td>
<td>Semicolons ;</td>
<td>To join two parts of a sentence that belong together but contain different statements</td>
<td>In most cases the semicolon can be replaced by ‘and’, ‘but’ or ‘because’. Both parts must be a complete sentence, with a subject and verb.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>... challenge, but it is also ...</td>
</tr>
<tr>
<td>Punctuation</td>
<td>Use</td>
<td>Rules and tips</td>
<td>Examples</td>
</tr>
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</tr>
<tr>
<td><strong>Commas</strong></td>
<td>To separate parts of a sentence</td>
<td>Use a comma to separate two sentences linked by a conjunction such as ‘but’, ‘yet’, ‘while’ or ‘so’ to form a single sentence.</td>
<td>Trading companies add to the smallholders’ knowledge networks, but in poorer parts of the country they have excessive market power.</td>
</tr>
<tr>
<td><strong>Use sparingly</strong></td>
<td></td>
<td>Restrictive words, phrases or clauses are essential to the meaning of the sentence; do not punctuate. Separate restrictive elements from nonrestrictive ones, which give additional – but not essential – information.</td>
<td>The biggest river in Indonesia flows through the Burmeso and Kwerba villages. but Mamberamo River, the biggest river in Indonesia, flows through the Burmeso and Kwerba villages.</td>
</tr>
<tr>
<td><strong>To set off parenthetical elements</strong></td>
<td>Commas set off parenthetical elements, such as authorial asides. Do not put a comma between a subject and its verb unless except to set off a parenthetical element.</td>
<td>It was, I should add, not the first time … Climate action in general, and REDD+ in particular, need to deliver tangible results.</td>
<td></td>
</tr>
<tr>
<td><strong>To separate items in a series</strong></td>
<td>The Oxford or serial comma is the final comma in a list of items, usually before ‘and’ or ‘or’. This guide recommends using commas only when necessary; e.g., placing a comma before the final ‘and’ in this example would make it less clear, not more so.</td>
<td>Such a training package could include proper tree density/shading and spacing, weeding, pruning, and adequate harvest and post-harvest practices at the farm level.</td>
<td></td>
</tr>
<tr>
<td><strong>To introduce quoted speech</strong></td>
<td></td>
<td></td>
<td>She replied, “I disagree.”</td>
</tr>
<tr>
<td><strong>Ellipses</strong></td>
<td>To indicate omitted text or an incomplete thought</td>
<td>Include one space before and after ellipses.</td>
<td>As one delegate pointed out: &quot;This was obvious ... as far back as 2010.&quot; The authors stated that their results were “accurate ... and controlled.”</td>
</tr>
<tr>
<td><strong>Hyphens and dashes</strong></td>
<td><strong>Hyphen</strong></td>
<td>To join compound words</td>
<td>Check the spelling list for preferred use of specific compound words. Do not hyphenate ‘civil society’ or ‘private sector’, even in adjective form.</td>
</tr>
<tr>
<td>Punctuation</td>
<td>Use</td>
<td>Rules and tips</td>
<td>Examples</td>
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</tr>
<tr>
<td></td>
<td>To join compound adjectives when used before a noun</td>
<td>national-level outputs but outputs at the national level</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To join a string of modifiers in a single compound</td>
<td>state-of-the-art monitoring tools but the monitoring tools are state of the art</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To join prefixes and suffixes</td>
<td>In general, CIFOR-ICRAF adopts a ‘closed up’ style, without hyphens. co-chair, non-timber forest products Chairperson-elect</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To join modifiers with numeric values and units</td>
<td>Use in compound adjectives describing ages and lengths of time 28-year-old trees = trees that are 28 years old 28 year old trees = above or 28 trees that are all one year old 50-km radius 28-year-old trees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To stand in for a common second element in all but the last word of a list</td>
<td>You may see a yield that is two-, three- or fourfold.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Latin terms</td>
<td>Do not add hyphens to Latin terms when used as adjectives. They completed an ex ante assessment. The study pertained to in situ trees.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To join coordinate or contrasting pairs</td>
<td>No spaces on either side. South–South cooperation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To replace a word such as ‘to’</td>
<td>No spaces on either side. 2001–2006 pp. 45–50 height–depth ratio 3 March – 20 July</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To set off an abrupt change of thought or interjection</td>
<td>Use sparingly, i.e., no more than one set per paragraph. Unequal power relations and differences in interests and priorities – from the household to communities, regions, countries and the global arena – shape access,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To set off a parenthetical element if commas are already used elsewhere</td>
<td>Use your judgement on whether a set of commas, parentheses or spaced en dashes are most appropriate for a given situation. Of these, en dashes are the strongest and can risk over-emphasizing the element. If in</td>
<td></td>
</tr>
<tr>
<td>Punctuation</td>
<td>Use</td>
<td>Rules and tips</td>
<td>Examples</td>
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</tr>
<tr>
<td>Em dash —</td>
<td>Single em dash</td>
<td>Not used in CIFOR-ICRAF style.* *Deviation from ICRAF style and CMOS 17, which call for the use of a non-spaced em dash to set off interjections and parenthetical elements. Because this can create long non-breaking compound that cause typesetting issues, the current trend is toward spaced em dashes.</td>
<td>rights and decisions over the future of these forests.</td>
</tr>
<tr>
<td></td>
<td>Double em dash</td>
<td>Use to represent unknown or missing letters in words.</td>
<td>The project manager han — the report.</td>
</tr>
<tr>
<td></td>
<td>Triple em dash</td>
<td>Use to mark an omitted word Do not use in a reference list or bibliography to indicate a repeated author name, as this can lead to errors.</td>
<td>The team leaves for —— next week. Kimsey E. 1985. How to use of acronyms and abbreviation. Toronto: Fieldhouse Press. ——. 1988. List of common acronyms and abbreviations. Toronto: Fieldhouse Press. Avoid! Repeat author name.</td>
</tr>
</tbody>
</table>

**Brackets: parentheses, square brackets, braces, and chevrons**

Specific forms of the mark include rounded brackets (also called parentheses), square brackets, curly brackets (also called braces), and angle brackets (also called chevrons), as well as various less common pairs of symbols.

<table>
<thead>
<tr>
<th>Parentheses ()</th>
<th>To enclose additional material that explains or comments on the main text</th>
<th>Parentheses (also known as brackets) share one of the functions of the comma, in that they are used to indicate information that is considered extra to the main idea of the sentence. They enclose words which are marginal to the main idea, and so do not interrupt the flow of the sentence.</th>
<th>Enclose any abbreviations at first mention in the text International Women’s Day (IWD) is a global event that celebrates the economic, political and social achievements of women.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To enclose explanatory lists using e.g., or i.e.</td>
<td></td>
<td>To enclose explanatory lists using e.g., or i.e. Serious weather disturbances (e.g., hurricanes) are increasingly common.</td>
</tr>
<tr>
<td><strong>Punctuation</strong></td>
<td><strong>Use</strong></td>
<td><strong>Rules and tips</strong></td>
<td><strong>Examples</strong></td>
</tr>
<tr>
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<td>-------------</td>
</tr>
<tr>
<td><strong>Square brackets</strong> [ ]</td>
<td>To show concentration of ions or radioactive labelling</td>
<td></td>
<td>[Na+] [3H]</td>
</tr>
<tr>
<td></td>
<td>To enclose text in a quotation that has been added for clarity.</td>
<td></td>
<td>They [the villagers] thought that the main point was the status of <strong>saisonniers</strong> [seasonal workers].</td>
</tr>
</tbody>
</table>
| **Braces** {} | Braces ( ), also known as curly brackets, are used in various programming languages, certain mathematical expressions, and some musical notation. They should never be used in place of parentheses ( ) or square brackets [ ].
| | Use brackets in this order: ((( ... ))) | | {a1, a2, . . . , an} denotes the set consisting of n objects a1, a2, . . . , an. |
| | Avoid placing parenthetical material within other parenthetical material. If doing so is unavoidable, use square brackets as the second level within the first set of parentheses, or use a combination of parentheses and dashes. | | |
| **Chevrons** < > | In mathematical physics, it is common to write the inner product between elements as \( \langle a | b \rangle \), as a short version of \( \langle a | \hat{O} | b \rangle \), or \( \langle a | \hat{O} | b \rangle \), where \( \hat{O} \) is an **operator**.
<p>| | The inner product of two vectors is commonly written as ( &lt; a, b &gt; ), but there are other notations used. | | Angle brackets may occur in linguistics. For example: The English word /kæt/ is spelled ( &lt; \text{cat} &gt; ). |
| <strong>Period/full stop</strong> . | To mark the end of a sentence that is a complete statement. | | |
| | Use only one space after the period at the end of a sentence, never two. (Current word processing software adds the extra half-space). | | |
| | When parentheses enclose an independent sentence, place the period inside. | | We then go on to review existing approaches. (The approaches will only be implemented in three areas: Vietnam, Laos and Cambodia.) |
| | When parentheses are enclosing material that is part of the | | We reviewed all the countries with REDD+ projects (Brazil, Bolivia, Cameroon, DRC, Indonesia, Lao PDR, |</p>
<table>
<thead>
<tr>
<th>Punctuation</th>
<th>Use</th>
<th>Rules and tips</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Punctuation</strong></td>
<td><strong>Use</strong></td>
<td><strong>Rules and tips</strong></td>
<td><strong>Examples</strong></td>
</tr>
<tr>
<td><strong>Punctuation</strong></td>
<td><strong>Use</strong></td>
<td><strong>Rules and tips</strong></td>
<td><strong>Examples</strong></td>
</tr>
<tr>
<td><strong>Quotation marks</strong></td>
<td>To enclose reported speech or writing only.</td>
<td>Do not use double quotes to define or highlight terms (see below).</td>
<td>... it was expected to be “highly cost-effective” and “quick” (Stern 2007, ix) ...</td>
</tr>
<tr>
<td><strong>Single quotation marks</strong></td>
<td>To bring attention to a term, implying ‘This is not my term’ or ‘This is not how the term is usually applied.’ (i.e., to replace the adjective ‘so-called’).</td>
<td>Like italics and bold, scare quotes lose their force and irritate readers if overused. They can also be used minimally and with caution, to indicate that a term is used in an unusual or misleading way, or to imply doubt or sarcasm, so editors should check with authors if this is intended. Do not use scare quotes after the term ‘so-called’.</td>
<td>Support for the ‘tribal forests’ has increased over time. Global Canopy urges the so-called Forest 500 companies and financial institutions to include protections against human rights abuses.</td>
</tr>
<tr>
<td><strong>Use of other punctuation with quotation marks</strong></td>
<td>Commas</td>
<td>Place inside quotation marks. A comma is not normally needed if a quotation is introduced by that, whether, if, or a similar conjunction.</td>
<td>“I hope,” she replied, “you aren’t referring to us.” “I hope you aren’t referring to us,” she replied. Was it Stevenson who said that “the cruellest lies are often told in silence”? He wondered whether “to think is to live.”</td>
</tr>
<tr>
<td><strong>Use of other punctuation with quotation marks</strong></td>
<td>Ellipsis</td>
<td>If words or sentences are omitted within a quotation, indicate the omission with an ellipsis.</td>
<td>Climate changes . . . have focused attention on the need for high-quality monitoring systems.</td>
</tr>
<tr>
<td>Punctuation</td>
<td>Use</td>
<td>Rules and tips</td>
<td>Examples</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Exclamation marks,</td>
<td>Place outside the quotation marks if they belong to the containing</td>
<td>Did you mean to write ‘purple’ instead of ‘red’?</td>
<td></td>
</tr>
<tr>
<td>question marks and</td>
<td>sentence, inside if they belong to the quotation.</td>
<td>Senda asked, &quot;Did the farmer actually say, 'This will never work!'?&quot;</td>
<td></td>
</tr>
<tr>
<td>semicolons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full stops</td>
<td>Place inside quotation marks.</td>
<td>Purnomo said, &quot;If you are poor, then using fire to clear land for agricultural use is economically rational.”</td>
<td></td>
</tr>
<tr>
<td>Square brackets</td>
<td>Use to enclose text in a quotation that has been added for clarity.</td>
<td>They [the villagers] thought that the main point was the status of saisonniers [seasonal workers].</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use to enclose a spelling or grammatical error, or a confusing</td>
<td>“Farmers are also use [sic] the approach in Burkina Faso, Mali and other countries,&quot; said Candar.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>sentence, insert the term ‘sic’ in italics and enclose it in square</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>brackets.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semicolon</td>
<td>To make complex sentences easier to read when other punctuation has</td>
<td>The same is probably true for donors (they are implicit but not actually mentioned in the definition above); their actions, likewise, follow a variety of interests.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>been exhausted and/or does not fulfil the purpose of the sentence</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>To punctuate lists within lists or if list entries are otherwise</td>
<td>The three breakfast orders were: sausage, ham and fried eggs; porridge and prune</td>
<td></td>
</tr>
<tr>
<td></td>
<td>complex</td>
<td>eggs; and yogurt, organic strawberries and herbal tea.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To combine two complete sentences with related content</td>
<td>I hope you can come to the party tonight; Rini said she wanted to meet you.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do not use semicolons to join together fragments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slashes</td>
<td>To join words or terms that share importance</td>
<td>Yes/no responses are limited in conveying depth.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do not add a space on either side when linking single words or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>numbers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rarely: Add a space if used to separate terms with multiple words</td>
<td>World War I / First World War</td>
<td></td>
</tr>
</tbody>
</table>
## 6. Numbers and units

### Numbers

<table>
<thead>
<tr>
<th>Numbers</th>
<th>Rules and tips</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Words</strong></td>
<td>Use for numbers from zero to nine (unless accompanied by a standard unit of measure)</td>
<td>one log, nine trees</td>
</tr>
<tr>
<td>(one, two, three ... 10, thousand, million)</td>
<td>Use for numbers occurring at the beginning of a sentence if necessary. Ideally, reword the sentence.</td>
<td>Ten sites were selected. The team selected 10 sites. <strong>Preferable</strong> Nineteen kilograms per hectare of fertilizer were applied. Fertilizer was applied at the rate of 19 kg ha(^{-1}). <strong>Preferable</strong></td>
</tr>
<tr>
<td></td>
<td>Use for either the shorter, or the first, number of compound number adjectives.</td>
<td>25 four-valved fruits, twenty 10 m trees</td>
</tr>
<tr>
<td></td>
<td>Use for simple fractions without standard measurement units.</td>
<td>three-quarters of the group, half a log, five-eighths of the sample,</td>
</tr>
<tr>
<td></td>
<td>Use for very large or very small numbers with many 0s.</td>
<td>100 million (not 100 000 000)</td>
</tr>
<tr>
<td></td>
<td>Do not use ‘hundred’ or ‘thousand’ for round numbers in publications that include many large numbers in numerals, e.g., scientific publications.</td>
<td>23 micrograms (not 0.000 023 g) tens of thousands</td>
</tr>
<tr>
<td><strong>Numerals</strong></td>
<td>Use for numbers from 10 upwards.</td>
<td>120 trees, 15 projects</td>
</tr>
<tr>
<td>(1,2,3 ... 10)</td>
<td>Use for numbers smaller than 10 with a standard measurement unit.</td>
<td>2 kg, 5 days, 3 m(^2)</td>
</tr>
<tr>
<td></td>
<td>Use for numbers in a series containing numbers both greater and smaller than 10. If there are two sets of compared numbers in a sentence you can use a mix of words and numerals.</td>
<td>There were 9 women and 14 men in the study group. <strong>(not: There were nine women and 14 men in the study group.) Common error!</strong> There are 16 trees in two plots and eight in the other 10.</td>
</tr>
<tr>
<td></td>
<td>Use comma for thousand separators</td>
<td>2,000 instead of 2000 to differentiate from years, i.e.,</td>
</tr>
<tr>
<td></td>
<td>Use for decimals. Always put a zero in front of a decimal in numbers without an integer.</td>
<td>0.123, 0.45678 (not .123)</td>
</tr>
<tr>
<td></td>
<td>Use for dates, expressions of time, page numbers, percentages, decimal quantities, or numerical designations.</td>
<td>Date format: Date Month Year On 7 July 1987, ... 27% of respondents</td>
</tr>
<tr>
<td>Numbers</td>
<td>Rules and tips</td>
<td>Examples</td>
</tr>
<tr>
<td>---------</td>
<td>----------------</td>
<td>----------</td>
</tr>
<tr>
<td>Numbers</td>
<td>Use for numbers implying arithmetical manipulation.</td>
<td>18 multiplied by 2 a factor of 2</td>
</tr>
<tr>
<td><strong>Punctuation</strong></td>
<td>Add a comma between each group of three, before the decimal point. Commas are not used to the right of the decimal.</td>
<td>1,000, 26,531, 423,375,422 0.005, 0.023587</td>
</tr>
<tr>
<td>Punctuation</td>
<td>Use an en dash in number ranges (not a hyphen). The en dash implies ‘up to and including’ or ‘through’. Inclusive spelled-out numbers should be joined by to, not by an en dash.</td>
<td>Please refer to pages 75–110. ... participants aged 45–49 participants aged forty-five to forty-nine years</td>
</tr>
<tr>
<td>Punctuation</td>
<td>Use an en dash to describe periods of time. Use a space between words Omit spaces between numerals If a date range is introduced with the word ‘from’ then the range must use the word ‘to’ instead of an en dash.</td>
<td>2020–2021 2 August – 25 September 9–12 August 2021 The conference will run from 9 to 12 August 2021.</td>
</tr>
<tr>
<td>Punctuation</td>
<td>Put a space between numbers and units. Exception: %. Letters in ordinal numbers should not appear as superscript.</td>
<td>75 kg, 3,400 ha, 13 hours 75% 25th anniversary, every 10th log</td>
</tr>
<tr>
<td><strong>Percentages</strong></td>
<td>Write out the word ‘percent’ in nontechnical contexts. Use ‘%’ in scientific publications, tables and where space is limited. Do not put a space before the symbol. The word ‘percent’ is usually used as an adverb (e.g., 10 percent of the class) or as an adjective (e.g., a 10 percent raise). The word ‘percentage’ is used as a noun (e.g., a significant percentage of her income). Note that while the OED spells it as ‘per cent’, ICRAF and CIFOR have always used ‘percent’.</td>
<td>Wages increased by only five percent in 2003. The treatment was effective for 76.8% of subjects. One percent is a small percentage.</td>
</tr>
<tr>
<td><strong>Currencies</strong></td>
<td>Use ISO standard three-letter currency codes. Add a space between the code and the amount.</td>
<td>USD 100, EUR 85, GBP 77, IDR 148,380</td>
</tr>
<tr>
<td></td>
<td>In less formal usage, the currency symbol may be used. There is no space after the symbol.</td>
<td>$100, €85, £77, Rp 148,380</td>
</tr>
<tr>
<td></td>
<td>For clarity, always identify dollar currencies when the ISO symbol is not used.</td>
<td>US$50 = fifty US dollars C$50 = fifty Canadian dollars NZ$50 = fifty New Zealand dollars</td>
</tr>
<tr>
<td><strong>Numbers</strong></td>
<td><strong>Rules and tips</strong></td>
<td><strong>Examples</strong></td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------</td>
<td>--------------</td>
</tr>
</tbody>
</table>
| If all currencies in a document are in USD, the symbol ‘$’ can be used if defined in a note on first use. | $50<sup>1</sup>  
<sup>1</sup> All dollar values are in USD. | |
| **Dates and times** | Write dates as ‘day month year’ without commas.  
Do not use numerals for the month, as the notation can be ambiguous: 1/6/04 can be read as January 6 or 1 June. | 25 September 2020 |
| The expression of years should be consistent with the intended meaning (See examples).  
Use a slash for a single year comprising parts of two calendar years, such as a fiscal year.  
Do not use an apostrophe to denote decades. | 2010–2015 = six full calendar years  
2015 = Period from 1 January to 31 December 2015  
2018/2019 = An undefined period usually lasting 12 months starting in 2018 and ending in 2019 (e.g., crop year)  
1990s = The decade 1990–1999 | |
| Time: Use the 24-hour clock, with a colon separating the hour and minutes. | 01:00, 14:00, 23:18, 24:00 (midnight) | |
| **Ratios and map scales** | Use ‘to’ for ratios composed of whole numbers that are spelled out in text. | a three-to-one ratio  
The male-female ratio is 2 to 1 | |
| Use a colon for ratios in numerals (no spaces). | A new map on the scale 1:250,000 has been published. | |
| Do not use an en dash if ‘from’ or ‘between’ is used before the first of a pair of numbers; ‘from’ should be followed by ‘to’ or ‘through’ ‘between’ should be followed by ‘and’. | The temperature rose from 15°C to 30°C.  
... from January 1, 2015, through December 31, 2020  
Literacy rates rose for girls between 10 and 15 years of age. | |
| Never use ‘from’ with an en dash. | From 20% to 30%.  
(Not from 20–30%) **Common error!** | |
Units


See Annex 3 for more details.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Rules and tips</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>All units</td>
<td>Write the units in full when used without a value in running text.</td>
<td>The yield was measured in kilograms per hectare.</td>
</tr>
<tr>
<td></td>
<td>Abbreviate units of measurement when used with numerals, and in tables and figures. Do not use full stops. Do not add an ‘s’ for plurals.</td>
<td>6 ha, 110 g, 22 mm</td>
</tr>
<tr>
<td></td>
<td>Insert a non-breaking space (Ctrl+Shift+space) between the figure and the unit. This will keep the whole expression together.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use consistent units of measurement in the same document.</td>
<td>e.g., Do not combine hectares, square kilometres or acres in the same document.</td>
</tr>
<tr>
<td></td>
<td>When translating from one type of unit to another, it is usually better to round off the number, unless there is a clear need for greater precision.</td>
<td>1 yard (equalling 2.74 m) could be 2.7 m, 2.8 m, 270 cm, 280 cm or even ‘a little less than 3 m’.</td>
</tr>
<tr>
<td></td>
<td>For repeated quantities, the unit of measurement is repeated if it is usually placed closed up to the number, and not repeated if it is usually separated. Also, ranges require an en dash (not a hyphen).</td>
<td>25%–30%, 20°C – 25°C, 5 x 6 cm</td>
</tr>
<tr>
<td></td>
<td>Explain the first occurrence in a document of local units of a measurement.</td>
<td>1 rai (1600 m²)</td>
</tr>
<tr>
<td>ton vs. tonne</td>
<td>In American English, a ton is a unit of measurement equalling 2,000 pounds. In non-US measurements, a ton equals 2,240 pounds. A tonne, also known as a metric ton, is a unit of mass equalling 1,000 kilograms. For clarity, use the term ‘metric ton’ to denote tonne.</td>
<td>After three years, the system produced 2.5 tons of fresh coffee berries per hectare. In recent decades, peatlands worldwide have been degraded, adding some 2 billion metric tons of carbon dioxide per year to the atmosphere. These imports were often associated with a higher deforestation risk per tonne. There are tons of good examples in this guide.</td>
</tr>
<tr>
<td>tCO₂e</td>
<td>Metric tons of carbon dioxide equivalent</td>
<td></td>
</tr>
<tr>
<td>litres</td>
<td>Use L for litre, not l.</td>
<td>A total of 347 L of solution was sprayed on the crop.</td>
</tr>
</tbody>
</table>
7. References

References, also called ‘citations’, have two purposes: they give credit to those individuals and organizations whose published works have contributed to the research being reported, and they help readers find the sources. All references – both print and digital – must be complete (a URL is not a complete reference). Checking and trying to correct poorly done references can take editorial staff more time than any other single editing task, leading to more rounds of revision and increasing publishing costs.

CIFOR-ICRAF uses the ‘name-year’ system for in-text citations combined with a list of complete references at the end of the document, as per the Council of Scientific Editors (CSE) style: https://www.scientificstyleandformat.org/Tools/SSF-Citation-Quick-Guide.html

All sources cited in the text must be listed in the references. Any source that is not cited in the text cannot be included in the reference list.

In-text citations

<table>
<thead>
<tr>
<th>Rules and tips</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cite the author’s last name and year of publication, enclosed in parentheses. Do not use a comma or other punctuation between the name and year.</td>
<td>(van Noordwijk 2021)</td>
</tr>
<tr>
<td>Use ‘and’ not ampersand (&amp;) for two authors.</td>
<td>(Njenga and Mendum 2020)</td>
</tr>
<tr>
<td>Use commas between names then ‘et al’ for more than two authors. No italics for et al. and no comma before or after.</td>
<td>(Munro et al. 2020)</td>
</tr>
<tr>
<td>For direct quotations requiring a page number, insert it following a comma after the author’s name and year.</td>
<td>“Stand-level production has slowed over time” (Roberts 2020, 73).</td>
</tr>
<tr>
<td>For references to several works by different authors, list the names chronologically by publication date and separate each citation with a semicolon.</td>
<td>(Pham 2011; Rowland 2017, 2019; Jeffers 2021; Zrust et al. 2022)</td>
</tr>
<tr>
<td>For more than one author with the same surname whose works were also published in the same year, include the author’s given name in initials and alphabetically order them.</td>
<td>(Pham CP 2021; Pham ML 2021)</td>
</tr>
<tr>
<td>For the same author and publication year, use lowercase letters in order of their appearance in the reference list to distinguish the citations.</td>
<td>(Pham 2021a) . . . (Pham 2021b)</td>
</tr>
<tr>
<td>If an organization, department or committee is author of the publication, cite the abbreviated name (if one exists). In the reference list, list the abbreviation first, followed by the full name in parentheses (see details in next table). If the organization is also the publisher, use the abbreviation.</td>
<td>(UNFCCC 2015) UNFCCC (United Nations Framework Convention on Climate Change). 2015. Paris Agreement, Article 13. Bonn: UNFCCC.</td>
</tr>
<tr>
<td>If an author cites the work of another and the original reference is unavailable or only available in a foreign language, use ‘in’ to indicate the secondary work.</td>
<td>(Pham 2011 in Rowland 2020)</td>
</tr>
</tbody>
</table>
List of references

CIFOR-ICRAF uses the term ‘References’ to describe the alphabetical list of complete bibliographic details that appears at the end of the document. Avoid using ‘Reference list’ as the title.

References vs. bibliography vs. sources cited

References – List of every work cited in the text – and only those works cited in the text. It is arranged alphabetically by the last name of the author(s). References are sometimes called ‘Literature cited’, ‘Sources cited’ or ‘Works cited’.

Bibliography – A list of all of the sources used – whether referenced or not – in the process of researching the work. This format is rarely used in CIFOR-ICRAF publications.

In cases where several versions of a publication are available (e.g., forthcoming, ePub ahead of print, journal article, working paper, online, print, etc.), authors should cite only the version they used. Editors should double-check with authors when adding DOI links to ensure they are not altering the version cited.

Some components of a reference (e.g., the title) are essential, whereas others (e.g., the total number of pages for a book or the month of publication of a journal article) are optional. For the sake of brevity, and especially if a URL is available, omit non-essential components.

See below for details on how to cite unpublished material.

<table>
<thead>
<tr>
<th>Rules and tips</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>List in alphabetical order by author’s surname or organization name, and year of publication, with multiple works by the same author listed in reverse chronological order (most recent first). Use a hanging indent style (first line of each entry is even with the left margin and the rest of the lines are indented below it). Author names: List authors’ surnames first. Use initials for first and middle names, with no periods and no spaces between them. Do not use a comma between the last name and the initials. Use ‘and’ to connect two authors, without a preceding comma. Do not use ‘and’ before the final author in a list. Use all authors’ names if a work has up to 10 authors; for a</td>
<td>Pacheco P. 2020. Larson AM and Pulhin JM. 2018. Soriano M, Kainer KA, Staudhammer CL, Soriano E. 2021. van Vliet N, Mertz O, Heinimann A, Langanke T, Pascual U, Schmook B, Adams C, Schmidt-Vogt D, Messerli P, Leisz SJ, et al. 2017. van Vliet N, Muhindo J, Nyumu JK, Nasi R. 2019. From the forest to the dish: A comprehensive study of the wildmeat value chain in Yangambi, Democratic Republic of Congo. <em>Frontiers in Ecology and Evolution</em> 7:132. <a href="https://doi.org/10.3389/fevo.2019.00132">https://doi.org/10.3389/fevo.2019.00132</a></td>
</tr>
</tbody>
</table>

### Arrangement of entries

<table>
<thead>
<tr>
<th>Rules and tips</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>work with 11 or more authors, list the first 10 names followed by a comma and ‘et al.’</td>
<td>Sinclair F. 2015. Systems science at the scale of impact. ...</td>
</tr>
<tr>
<td>A single author entry precedes a multi-author entry beginning with the same name.</td>
<td>Sinclair FL and Coe RD. 2019. The options by context approach: A paradigm shift in agronomy ...</td>
</tr>
<tr>
<td>Successive entries by two or more authors in which only the first author is the same are alphabetized according to the second author’s surname, regardless of the number of authors.</td>
<td>Colfer CJP, Catacutan D, Naz F. 2015. Introduction: Contributions and gaps in gender and agroforestry. ...</td>
</tr>
<tr>
<td>Colfer CJP, Sijapati Basnett B, Ihalainen M. 2018. Making sense of ‘intersectionality’: A manual for lovers of people and forests. ...</td>
<td></td>
</tr>
<tr>
<td>Successive entries by the same author(s) are ordered in reverse chronological order (most recent first).</td>
<td>Ennos R and Sheffield E. 2010. The study of plant life in North America. New York: New York University Press.</td>
</tr>
<tr>
<td>Successive entries by the same single author or same two authors that have the same publication year are ordered alphabetically by book/article title and are distinguished by adding a lowercase letter to the year. This letter will also appear in the in-text citation, e.g., (Ingram 2012a), (Ingram 2012b).</td>
<td>Ingram V. 2012a. Forest to farm to market interfaces for non-timber forest products in Central Africa. Nature &amp; Faune 26(2):43–48.</td>
</tr>
<tr>
<td>Successive entries by the same first author in a list of three or more authors that have the same publication year are ordered alphabetically by secondary author name(s) and are distinguished by adding a lowercase letter to the year. The letter will also appear in the in-text citations (Pham et al. 2017a), (Pham et al. 2017b).</td>
<td>Pham TT, Di Gregorio M, Brockhaus M. 2017a. REDD+ politics in the media: A case study from Vietnam. International Forestry Review 19(Supplement 1):69–80.</td>
</tr>
</tbody>
</table>

### DOI

<table>
<thead>
<tr>
<th>How to display a Crossref DOI</th>
<th>Correct: <a href="https://doi.org/10.17528/cifor/007555">https://doi.org/10.17528/cifor/007555</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>For consistency, when displaying DOIs, it’s important to follow these display guidelines. Crossref DOIs should:</td>
<td>Incorrect: DOI: 10.17528/cifor/007555 <a href="http://doi.org/10.17528/cifor/007555">http://doi.org/10.17528/cifor/007555</a> doi:<a href="http://dx.doi.org/10.17528/cifor/007555">http://dx.doi.org/10.17528/cifor/007555</a></td>
</tr>
<tr>
<td>- always be displayed as a full URL link in the form <a href="https://doi.org/10.xxxx/xxxx">https://doi.org/10.xxxx/xxxx</a>, such as <a href="https://doi.org/10.1101/869339">https://doi.org/10.1101/869339</a></td>
<td></td>
</tr>
<tr>
<td>- not be preceded by doi: or DOI:</td>
<td></td>
</tr>
<tr>
<td>- not use dx in the domain name part of DOI links</td>
<td></td>
</tr>
<tr>
<td>Rules and tips</td>
<td>Examples</td>
</tr>
<tr>
<td>----------------</td>
<td>----------</td>
</tr>
<tr>
<td>• we recommend https (rather than http). DOIs such as <a href="http://dx.doi.org/">http://dx.doi.org/</a> and <a href="http://doi.org/">http://doi.org/</a> will continue to work indefinitely.</td>
<td>Retrieved from <a href="http://dx.doi.org/10.17528/cifor/007555">http://dx.doi.org/10.17528/cifor/007555</a></td>
</tr>
</tbody>
</table>

**Online content**

When the reference is to a full website, use the organization or personal owner as both author and publisher. Publication date is the most recent date shown on the site, if any. Websites and web page content require an accessed date.


To cite government reports, organizational documents, informally published working papers, conference proceedings, DVDs, etc., replace the required information with the available details.


**Websites**

Components include:


**Title – general rules for all types**

The title and subtitle are separated by a colon.

Words and phrases in the title that normally require italics (species names, foreign words) are set in roman; when, however, such a term makes up the entire title, it should be italicized. A term normally quoted is enclosed in single quotation marks.


### Rules and tips

Place non-English titles in italics and use sentence-style capitalization (only the first word of the title and subtitle and any word that would be capitalized in the original language). Do not follow by the language in square brackets (e.g., [in French]).

Use square brackets to indicate a detail that was not found in the document itself but rather has been added by the person doing the citing. e.g., [PhD thesis], [also available in Spanish].

### Examples


### Books

<table>
<thead>
<tr>
<th>Format</th>
<th>Author AA, Author B, Author CC. yyyy. <em>Title in sentence case, Italics: Capital after colon</em>. Location: Publisher.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization as author: If the author is an organization that can be abbreviated, the abbreviation is given in square brackets at the beginning of the entry (to coordinate with the in-text citation), followed by the name in full. See below for details on formatting organizational authors.</td>
<td>IFC (International Finance Corporation). 2018. <em>Prospective development pathways: Private sector engagement in landscape approaches to reduce emissions from land use activities in Jambi province</em>. Jakarta, Indonesia: IFC.</td>
</tr>
<tr>
<td>Date</td>
<td>If no author can be determined for a document, omit authorship from the reference. Do not use ‘anonymous’. For the in-text reference, use the first word of the title followed by an ellipsis. Drug dosage recommendations in elderly patients (Handbook ... 2000) depart from ... <em>Handbook of geriatric drug therapy</em>. 2000. Springhouse (PA): Springhouse.</td>
</tr>
<tr>
<td>Rules and tips</td>
<td>Examples</td>
</tr>
<tr>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td>For manuscripts under contract but not yet published, see ‘Unpublished material’.</td>
<td></td>
</tr>
<tr>
<td>If the reference is to a section such as the introduction, preface or afterword, that term is added before the title of the book, along with the page range at the end.</td>
<td>Delueze G. 2004. Preface. Difference and Repetition. London: Continuum. xi-v.</td>
</tr>
<tr>
<td>Location</td>
<td>If the location cannot be confused with another location, use only the city name. Otherwise, include the city and country. For US cities, include the state postal abbreviation; do not follow by USA. When the publisher’s name includes the state name, the state abbreviation is not needed. Foreign city names should be written in English.</td>
</tr>
<tr>
<td>Publisher</td>
<td>Omit the word ‘the’ at the beginning of a publisher name and omit abbreviations like Inc., Ltd. and Co. If a publisher has changed names, use its name at the time of publication. Foreign publishers’ names should not be translated.</td>
</tr>
<tr>
<td>If there are multiple publishers, list them in the order they appear in the publication.</td>
<td>London: University of Oxford Press; Bogor, Indonesia: CIFOR.</td>
</tr>
<tr>
<td>Rules and tips</td>
<td>Examples</td>
</tr>
<tr>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Pages</strong></td>
<td>It is optional to include the number of pages of a book or other print monograph at the end of a reference.</td>
</tr>
<tr>
<td><strong>Occasional papers, working papers and reports</strong></td>
<td>Author AA, Author B, Author CC. yyyy. Title in sentence case (Roman): Capital after colon. Location: Publisher. URL (optional)</td>
</tr>
<tr>
<td><strong>Briefs</strong></td>
<td>Author AA and Author CC. yyyy. Title in sentence case (Roman): Capital after colon. Brief No. (Numeral). Location: Publisher. URL (optional)</td>
</tr>
<tr>
<td><strong>Conference proceedings and papers</strong></td>
<td>Author AA, Author B, Author CC. yyyy. Title in sentence case (Roman): Capital after colon. Proceedings of the Conference Name in Title Case, Location, dd–dd Month yyyy. URL (optional)</td>
</tr>
<tr>
<td><strong>Dissertations</strong></td>
<td>Author AA, yyyy. Title in sentence case (Roman): Capital after colon. pp. <a href="https://doi.org/">https://doi.org/</a>... (preferable) or URL</td>
</tr>
<tr>
<td><strong>Journal articles</strong></td>
<td>Author AA and Author B. yyyy. Title in sentence case (Roman): Capital after colon. <em>Full Journal Title in Title Case Italic</em> Vol(Issue): pp–pp. <a href="https://doi.org/">https://doi.org/</a>... (preferable) or URL</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>For articles that have been accepted by a journal for publication that have a title but no date, see ‘Unpublished material’.</td>
</tr>
<tr>
<td><strong>Rules and tips</strong></td>
<td><strong>Examples</strong></td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Article title</strong></td>
<td>Sentence case, roman type. If a title ends with a question mark or an exclamation point, do not add a full stop. If a subtitle follows a question mark or exclamation point in the title, no colon is required unless the question mark or exclamation point is contained within quotation marks.</td>
</tr>
<tr>
<td><strong>Journal title</strong></td>
<td>Title Case, italicized. Omit initial articles such as ‘The’ in English, but retain initial articles in foreign language journals. Spell out the titles in full, though occasionally an abbreviation is the official title and is never spelled out. Only one space, and no punctuation follows the journal title.</td>
</tr>
<tr>
<td><strong>Volume, issue number and page range</strong></td>
<td>Format: Vol(Issue):ppp–ppp. No spaces. En dash between the numbers; do not elide (shorten the last page number).</td>
</tr>
<tr>
<td></td>
<td>48(2):269–286. (not 269–86.)</td>
</tr>
<tr>
<td><strong>epub</strong></td>
<td>When a journal article has been e-published ahead of print, include [epub ahead of print, DATE] where the issue/volume/page data would normally appear. The date used is the e-published date.</td>
</tr>
<tr>
<td><strong>News stories, blogs</strong></td>
<td>Format: Author AA. yyyy. Title in sentence case (Roman): Capital after colon. <em>Periodical Title in Title Case Italics</em>, dd Month yyyy. URL Do not add punctuation after the URL. Add (blog) after the publication title for blogs. Note that Forests News is considered by Google as an official news source, not a blog.</td>
</tr>
<tr>
<td><strong>Websites</strong></td>
<td>Websites and web page content require an accessed date. If the reference is to a full website, use the organization or personal owner as both author and publisher. Publication date is the most recent date shown on the site (check the footer for a</td>
</tr>
<tr>
<td>Rules and tips</td>
<td>Examples</td>
</tr>
<tr>
<td>----------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Video</strong></td>
<td>“Young seedlings are an investment that require ongoing care and protection to realize returns” (CIFOR-ICRAF 2020, 1:17).</td>
</tr>
<tr>
<td><strong>Social media</strong></td>
<td>Conan O’Brien’s tweet was characteristically deadpan: “In honor of Earth Day, I’m recycling my tweets” (@ConanOBrien, April 22, 2015). (O’Brien 2015)</td>
</tr>
<tr>
<td>Like citations for text messages and other personal communications, citations of social media content can often be limited to the text. Include a frequently cited account or an extensive thread related to a single subject or post in the reference list. Name AA (@Screen name), yyyy. “Quoted text.” Platform, dd Month yyyy. URL Platforms include Facebook, Twitter, TikTok, etc. Include the time if needed.</td>
<td>O’Brien, Conan (@ConanOBrien). 2015. “In honor of Earth Day, I’m recycling my tweets.” Twitter, April 22, 2015, 11:10 a.m. <a href="https://twitter.com/ConanOBrien/status/590940792967016448">https://twitter.com/ConanOBrien/status/590940792967016448</a></td>
</tr>
<tr>
<td><strong>Unpublished material</strong></td>
<td>In general, only works available to the reader should be included in the reference list. Some publishers will not accept unpublished items in a reference list. However, some types of unpublished material are acceptable: - For journal articles or books under contract with a publisher that are IPCC (Intergovernmental Panel on Climate Change). Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Agriculture, forestry and other land use. Forthcoming. <a href="https://www.ipcc-nggip.iges.or.jp/public/2019rf/vol4.html">https://www.ipcc-nggip.iges.or.jp/public/2019rf/vol4.html</a></td>
</tr>
<tr>
<td></td>
<td>Gibson and Warren (forthcoming)</td>
</tr>
<tr>
<td><strong>Rules and tips</strong></td>
<td><strong>Examples</strong></td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>already titled, but for which the date of publication is not yet known, use ‘Forthcoming’ in place of a date. This can refer to any work under contract, whether electronic or print (whereas ‘in press’ refers to printed materials only). For other types of unpublished material, such as internal reports or data, include the word ‘unpublished’ in the in-text citation, adding the type of material where relevant. Note that some unpublished material may have a date.</td>
<td>Gibson C and Warren A. Forthcoming. Keeping time with trees: Climate change, forest resources, and experimental relations with the future. Geoforum Vol. 108, January 2020:325–337. <a href="https://doi.org/10.1016/j.geoforum.2019.02.017">https://doi.org/10.1016/j.geoforum.2019.02.017</a> Resosudarmo (unpublished data) Resosudarmo IAP. Unpublished data on REDD+ initiatives and local land use behaviour. (Choge et al. 2002) Choge SK, Ngunjiri FD, Kuria MW, Basaka EA, Muthondeki JK. 2002. Status and impact of <em>Prosopis</em> in Kenya. Unpublished technical report. Nairobi: Kenya Forestry Research Institute.</td>
</tr>
<tr>
<td><strong>Personal communication</strong></td>
<td>Reference list entries are unneeded for personal communication and interviews, but each person cited must be fully identified in the text. Option to use initials for first names. Include the date in parentheses, following a comma if it is mentioned in the text. Do not use et al.</td>
</tr>
</tbody>
</table>

**Ordering of reference list items**

There are two systems used in alphabetizing a reference list in the author-year system: letter-by-letter and word-by-word. CIFOR-ICRAF uses the letter-by-letter system, alphabetizing the list according to the first author’s surname and then by the initials of the first author and the first letters of any following surnames.

**Ordering of author names**

Ignore apostrophes within surnames, as well as diacritics, accents and special characters. Do not include ‘The’ when alphabetizing organization names.

Treat particles such as ‘de’, ‘la’, ‘van’, ‘van de’, and ‘von’ as part of the surname:

- Carter A
- de la Salle KL
- Gatlin BG
- Harris BN
- ten Asbroek AH
- van de Kamp J

For non-English surnames, follow the specifications in the Chicago Manual of Style chapter on indexes, particularly sections 16.71–87.

When in doubt about how to index an author’s name, check other recent CIFOR-ICRAF publications. Names that are commonly indexed incorrectly include:

- Richard Eba’a Atyi: Eba’a Atyi R, *not* Atyi R Eba’a
Pham Thu Thuy: Pham TT, not Thuy PT or Thu Thuy P

In references without an author, order items by title. Ignore ‘a’, ‘an’, and ‘the’ at the beginning of a title when alphabetizing, and order a title beginning with a number as if it were written out (e.g. order the title ‘19 organizations celebrating the role of forests in the food system’ as if it were ‘nineteen’.)

Organizations as authors

Acronyms, initials and abbreviations are alphabetized as they appear and not according to their spelled-out versions. In the following example, the FAO reference is ordered under ‘FAO’, not ‘Food’.


If the organization-author is the same as the publisher, spell out only the first instance of the name unless it is spelled out in the title.

Subsequent items with the same abbreviation can be listed without spelling out the organization name, as readers can easily find the first item in the group.
Annex 1. Reference managers

Reference managers are a type of software designed to allow scholars and authors to build local reference libraries as they write. They can be embedded directly into word processing software or web browsers. Reference managers automatically create bibliographies formatted to the specific requirements of a journal or style manual by inserting code associated with a given reference.

One of the reference managers that is commonly used by CIFOR-ICRAF is EndNote.

Output style
Reference managers such as EndNote allows you to format your paper with any output style (citation format). This will give you the proper in-text citations for the chosen output style, as well as properly formatted entries in your reference list/bibliography in whatever order the style calls for (alphabetical, in order of citation, etc). CIFOR-ICRAF has its own citation format modified from the existing EndNote output style (see section 7 and Annex 2). The CIFOR-ICRAF EndNote Style template can be downloaded here.

Converting documents with EndNote to plain text
Documents that use reference managers will consist of specific codes. Before submitting your documents to the publications team, you must remove these codes by converting them to plain text.

In EndNote, you can convert documents from the menu ‘Convert citations and bibliography’ menu.

For any queries on how to use EndNote, please contact Library Team, Wiwit Siswarini (w.siswarini@cgiar.org)
Annex 2. Suggested template for document elements

**Title** [Calibri, Bold, 18 pt., Left aligned, Single space, 12 pt. after]

**Subtitle** [Calibri Light, Bold, 14 pt., Indent Left 0.25 cm, Single space, 12 pt. after]

**Heading 1** [Calibri, Bold, 14 pt., Left aligned, Single space, 8 pt. after]
**Heading 2** [Calibri, Bold, 12 pt., Left aligned, Single space, 6 pt. after]
**Heading 3** [Calibri, Bold, 11 pt., Left aligned, Single space, 6 pt. after]

**Heading 4** [Calibri, Bold Italic, 11 pt., Left aligned, Single space, 6 pt. after]

**Body text** [Calibri, 11 pt., Left aligned, Single space, 6 pt. after]
**Normal** [Calibri, 11 pt., Left aligned, Single space]

- **List paragraph** [Calibri, 11 pt., Left aligned, Single space]
  1. **Numbered list** [Calibri, 11 pt., Left aligned, Single space]

**Footnote/Endnote text** [Calibri, 9 pt., Left aligned, Single space]

---

**Box 1. Box caption**
Keep to maximum one page for ease of layout.
Use Normal text for paragraphs.
Minimize the use of lists, tables and diagrams.

*Source:*

---

**Figure 1. Figure caption [below figure]** [Calibri, Bold, 11 pt., Left aligned, Single space, 6 pt. after]

**Table 1. Table caption [above table]** [Calibri, Bold, 11 pt., Left aligned, Single space, Keep with next]

**Reference** [Heading 1]

Author A, Author BB, Author C, Author D, Author E, Author F, Author G, Author H, Author I, Author J, et al. yyyy. Publication title: Sentence case with capital after colon or dash. Publisher: Location. [https://doi.org/](https://doi.org/)...(preferable) or URL.

**Annex** [Heading 1]

**Appendix** [Heading 1]
Annex 3. Scientific terms

Different fields of science have different systems of nomenclature. Each system of nomenclature is published and understood by a wide circle of scientists, with strict rules that ensure any new name is understandable to anyone who knows the rules, or who knows where to look for them.

The International Code of Nomenclature for algae, fungi, and plants (ICN) is the set of rules and recommendations dealing with formal botanical names that are given to plants, fungi and a few other groups of organisms – those traditionally treated as plants. It was formerly known as the International Code of Botanical Nomenclature (ICBN); the name was changed at the [International Botanical Congress](#) in Melbourne in July 2011 as part of the Melbourne Code which replaces the Vienna Code of 2005. For the naming of cultivated plants there is a separate code, the [International Code of Nomenclature for Cultivated Plants](#), which gives rules and recommendations that supplement the ICN.

All scientific names in CIFOR-ICRAF documents should conform to the [Index Kewensis](#). The [International Code of Nomenclature of Cultivated Plants](#) should be consulted for rules governing nomenclature of cultivated plants.

The scientific name of a species in a two-word (binary) combination, called a binomial, consists of a generic name followed by a specific epithet, for example: *Heliothis armigera*, *Campoletis chlorideae*. Binomials are italicized and always begin with capital letters for the first word, and lower case for the second.

Always give the scientific binomial at first mention in the text, together with the authority and the common name. After that, it is generally sufficient to use the common name of a plant, insect or disease, or the abbreviated binomial.

**Example**

<table>
<thead>
<tr>
<th>Full genus and species binomial, followed by the authority</th>
<th><em>Sequoia sempervirens</em> (D. Don) Endl.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbreviated binomial to be used after the first reference</td>
<td><em>S. sempervirens</em></td>
</tr>
<tr>
<td>Common name</td>
<td>coast redwood</td>
</tr>
</tbody>
</table>
Annex 4. Spelling list

A
above-ground
above-mentioned
accommodate
ad hoc
ad lib
addendum, addenda (pl) not italicized
advertise
advice (n), advise (v)
adviser
affect (v) to have an effect on
afforestation (where previous land type/use was not forestry)
afró-montane
afterwards (adv) not afterward
age-group
agenda (sing.), agendas (pl)
agri- compounds closed up, e.g., agribusiness
agro- compounds closed up except before vowel, e.g., agro-industry, agroforestry, (but agroecology is not common)
AIDS
airtight
all right and not alright
all-important (adj)
alley cropping
amid not amidst
among not amongst
analyse not analyze
annex, annexes
anti-, with meaning of ‘not’ use without hyphen unless it precedes another i: anti-inflammatory, antioxidant
anti-, with meaning of ‘disfavour’ use with hyphen: anti-poor, anti-British, anti-liberalism
appendix, appendixes (body part), appendices (document element)
aquaculture
authorize
avocado, avocados (pl)

B
Bachelor of Science degree (BSc)
backup (n, adj), back up (v)
basis, bases (pl)
behaviour, not behavior
below-ground
benefitted, benefitting
biannual twice a year
biennium, biennia (pl) period of two years
bio- compounds closed up e.g.,
bioengineering, biomass
biodiversity preferred over biological diversity
Black, not black (referring to someone of the African diaspora)
Board of Directors, Board of Trustees (but ‘the centres boards of directors’)
Brazil nut, Brazil-nut tree
breakdown (n) break down (v)
bud (n, v) bud-take
budgeted budgeting
build up (v), built-up (adj), build-up (n.)
built-in (adj)
bureaucrat (do not use) – use government actor
burned not burnt
business as usual (n) business-as-usual (adj)
businessman (do not use) – use business manager, executive, head of firm, agent, representative, (pl) business community, business people
by-product (n)

C
°C, not degree(s) Celsius
cameraman (do not use) – use videographer, camera operator, camera crew (pl)
cancelled, cancelling
cap and trade (n)
cap-and-trade regulation (adj)
carbon dioxide
case study
cash crop
cash flow
catalyse not catalyze
categorize
centralize
centre not center
centre stage
CGIAR, always use caps, never spell out, use without ‘the’
CGIAR Research Center (not Centre)
CGIAR Research Program (not Programme)
century: twenty-first century (not 21st Century)
certified emission reduction
chairman (do not use) – use chair or president
channelled, channelling
characterize
check-up (n), check up (v)
checklist
chickpea
CIFOR-ICRAF (hyphen, not en dash; see usage in the Introduction)
clayey
clean up (v), clean-up (n)
clearinghouse
clonal selection (an approach to selecting clones, cf. phenotypic selection)
clone selection (the selection of clones)
co- closed up, but co-author, co-chair, co-investor, co-worker
colour, not color
commercialize
comprise
compromise
cooperate, cooperation, but co-op
coronavirus
Covid-19 (Delta variant, Omicron variant)

cost–benefit (n.) (with en dash)
cost effective (adv), cost-effective (adj)
counter- compounds closed up
counterbalance (n, v)
criterion (sing), criteria (pl)
cropland
cross-cutting (adj)
cross-reference (n, v)
customize

D
data always use as plural
data bank
data file, data sheet database (n, adj) dataset
de facto not italicized
de-emphasize (v), de-emphasis (n)
decentralization (n.), decentralize (v.), decentralized (adj.)
decision maker, decision-making group
demand-driven
derependant (n), dependent (adj)
de-emphasize (v.), de-emphasis (n.)
the Democratic Republic of Congo (DRC)
Doctor of Philosophy (PhD), but a doctorate (generic)
discreet (tactful)
discrete (individually distinct)
disk (computers only)
disseminate
downward (adj) downwards (adv)
draft (first version of a document)
draught (beer, wind, horses)
drinking-water
dryland (n), dryland (adj)

E
Ebola
e.g., always followed by a comma, not italicized
earthwork
east, eastern capitalized in geographical descriptions that are recognized names e.g., East Africa, Far East but lower case for direction or geographical grouping, e.g., eastern Africa
e-mail
emissions reduction/s (not emission reductions)
emphasize
empty-handed
end point
end product
endeavour
enquire (use inquire)
et al. not italicized
etc., preceded by a comma, not italicized
ex ante, not italicized
ex post, not italicized
ex situ, not italicized
ex- compounds always hyphenated (e.g., ex-president except as shown below)
extra- compounds closed up, but extra-curricular

F
-fold compounds closed up, e.g., twofold, tenfold
fact sheet
germplasm (n, adj)
the Global South
globalization, globalized
goodwill
Government/government – see Capitalization section
grassland
grassroots (n, adj)
GHG emissions (spell out ‘greenhouse gas’ at first instance)
groundwater
groundwork
H
-headed, e.g., male-headed, female-headed
handpump; handwheel
high-yield (adj)
homegarden
hot spot
hydrolyse
hypothesize
i.e., always followed by a comma, not italicized
improvise
in situ not italicized
in vitro not italicized
in vivo not italicized
in-depth
in-migration
in-service (adj)
income generating
Indigenous Peoples (capitalized, always plural – never ‘indigenous people’)
Indigenous knowledge, communities, but indigenous plants, species
infrared

innovative
inquire not enquire
inquiry not enquiry
institutionalize
internet (not capitalized)
 intra- compounds closed up
intro- compounds closed up

J
jatropha
judge, judgement

K
keynote
kilogram
kilometre, millimetre not kilometer, millimeter

L
labelling, labelled
labour
land use, land-use planning
landlocked
landmark
landowner
landslide
large scale, large-scale implementation
learned not learnt
leaseholder
liaise, liaison
licence (n) license (v)
liquefy (not liquify)
litre (L)
localize
LoI = Letter of Intent (title case)
long term (n) long-term (adj)
longstanding (adj)
low-emission development strategies (not emissions)

**M**

macro-compounds closed up

*man, mankind (do not use)* – use people, humanity, human beings, humankind, the human species, the human race, we, ourselves, men and women, society

to *man* (*vb*) (*do not use*) – use operate, work, staff serve at (or on or in)

e.g., to *man a project* – use to staff a project, hire personnel, employ staff

*man-made (do not use)* – use handmade, synthetic, manufactured, fabricated, machine-made, artificial, built, industrial

e.g., *man-made forest* – use planted forest or plantation forest

*man-hours (do not use)* – use work-hours, labour time

*man-to-man (do not use)* – use one-to-one, one-on-one, person-to-person

mango, mangoes (pl)

*manpower (do not use)* – use staff, labour, work force, personnel, workers, human resources

marginalize

Master of Forestry (MF), but a master’s degree (generic)

meter (measuring device) metre (unit of measure)

micro-compounds closed up: microfinance microgram; but e.g., micro-organism

midsummer

millennium

milligram

mini-compounds closed up (e.g., minibar)

minimum, minimums (pl)

minimize

Minister for e.g., Minister for Agriculture

Ministry of e.g., Ministry of Agriculture

mitre not miter

mobilize

*mother tongue (do not use)* – use first language or native language

MoU = Memorandum of Understanding (capitalized)

MRV = measurement (not monitoring), reporting and verification

multi-compounds closed up

multiple-use (adj.)

**N**

national-level commitments, but ‘at (the) national level’; generally ‘the’ is omitted but can be used for emphasis

Nationally Determined Contributions (NDCs)

nationwide

neighbourhood

Neotropics, Neotropical

noes (pl. of no)

non- (always hyphenated)

north, northeast, northeastern, northwest, northwestern; capitalized in geographical descriptions that are recognized names e.g., South Africa

**O**

occur, occurred, occurring, occurrence

odour, not odor

off-season

on-farm, off-farm, on-station (hyphenate when before the verb but not after)

one-half, one-third, one-quarter

ongoing

online

optimize

organization, not organisation

organize, not organise

out-migration

outdated
output
over- compounds closed up

P
Paris Agreement (capitalized)
-proof compounds closed up except where confusion might arise: gas-proof
pan-African
paralyse
part-time (adj), part time (adv)
passionfruit
pastoralism
pastureland
peatland
peat swamp
per two words e.g., per annum, per capita, per diem, but percent, percentage
peri-urban
PES = payment (not payments) for environmental/ecosystem services
PhD Doctor of Philosophy
phenomenon, phenomena (pl)
phosphorous (adj), phosphorus (n)
photo- compounds closed up e.g., photoelectric, photocopy
phyto- compounds closed up
plough (n, v) not plow
PO Box
policymaker, policy-making committee
polyethylene (not polythene)
polyvinyl chloride (PVC)
post-, use without hyphen: postdoctoral, postgraduate, postoperative
postproduction
practice (n) practise (v)
pre- compounds closed up, but e.g., pre-Columbian
preventive (preferred to preventative)
principal (adj or n) principle (n)
print out (v), printout (n)
prioritize
pro-, with meaning of ‘favour’ use with hyphen: pro-poor, pro-British, pro-liberalism
private sector (n, adj) - do not hyphenate
pro-poor
proactive
professional
program (Note especially that 'program' in Oxford is used for computer applications but 'programme' is used in the more general sense.)
programme for all non-computer uses
public-private partnerships (hyphen, not en dash)
Jiangxi Province
the province of Ontario
pulpwood

R
rainfall, rainfed, rainforest, rainwater
randomize
randomized controlled trial (not randomized control trial)
realize
re- compounds closed up: realize recognize reforestation revise revitalize revolutionize
REDD+ = reducing emissions from deforestation and forest degradation and enhancement of forest carbon stocks [or ‘reduction of emissions, depending on grammar]
results-based payments (not result-based)
riboflavin (not riboflavine)
riverbank
roadmap
roadside
root crop
root-knot nematode
rootstock
roundwood
runoff

S
Sahara, the; Saharan zone Sahel, the; Sahelian zone
safeguards information systems (SIS)
REDD+ safeguards (not capitalized)
salt water (n), saltwater (adj)
savanna (not savannah)
sawdust, sawlogs, sawmill, sawn timber, sawn wood
scaling up and not upscaling
screenshot
sea level rise
second-hand (adj), second hand (n)
sectoral / sectorial (see OED)
seed bank
seed bed
seeds are sown, not planted
self-always hyphenated
semi-usually hyphenated e.g., semi-arid,
semi-annual (occurring twice a year), semi-
final, semi-fluid, semi-transparent, semi-
tropics.
semicolon set up (v), setup, (n)
sewing machine
shelf life
silviculture
small-scale
smallholder
so-called, and no quotation marks around
term following
socio-, use without hyphen: socioeconomic,
sociopolitical
the South
Southeast Asia

South Africa, South African (referring to the
Republic of South Africa)
southern Africa (referring to the southern part
of the continent)
soybean
specialize
spin-off (n)
spokesman (do not use) – use spokesperson,
representative
stabilize
stand-alone
start-up (n); to start up (v)
the state (not the State)
Washington State
the state of Washington
the State of the Gambella Peoples
stationary (adj) stationery (n)
status quo, not italicized
stepwise
straightforward
sub (not sub-)
subnational
sub-Saharan
subsistence
sugarcane
sulphur not sulfur
summarize
supervise
synthesize

T
task force (not taskforce)
televise
textbook
theory(ies) of change (no scare quotes or
capitals)
think tank (not thinktank)
top-dressing
topsoil
towards (not toward)
trade-off
trans- compounds closed up e.g., transnational
tree fruit
the tropics (not the Tropics)
but Tropic of Cancer

U
unconditional (not non-conditional)
derived compound closed up unless followed by r., e.g., under-represented
update
up-to-date, but bring up to date
upland
up-river
urbanize
utilize (generally avoid as 'use' has the same meaning)

V
vapour, not vapor
versus (not abbreviated except in tables vs.)
Viet Nam
vigour, but vigorous
visualize
vitamin (not vitamine)

W
wastewater
waterlogged
waterwheel
web (not capitalized), website, webinar
web page
webcast
weblink
weblog (do not use) – use blog
webmaster
website
well known but well-known before noun
well-being
well-water
west, western capitalized in geographical descriptions that are recognized names e.g., South Africa
wetland (n. sing.), wetlands (n. pl.)
while, not whilst
wide-ranging
wide-scale
widespread
woodfuel (if emphasis is on the fuel e.g., woodfuel for cooking – but see fuelwood)
woodlot
word process (n, v)
workforce
workman (do not use) – use worker
workmanlike (do not use) – use efficient, skilful
worldwide

Y
year-end (adj), year-long (adj), year-round (adj)
yearbook
yesses (pl. of yes)

Z
zeros not zeroes
zero deforestation
zero-deforestation commitments
Annex 5. Abbreviations and acronyms commonly used by CIFOR-ICRAF

A4NH       Agriculture for Nutrition and Health
ACIAR      Australian Centre for International Agricultural Research
AFSIS      Africa Soil Information Service
AGM        Annual General Meeting
AOCC       African Orphan Crops Consortium
ARC        Audit and Risk Management Committee
ASB        Alternatives to Slash-and-Burn, partnership for the tropical forest margins
AWARD      African Women in Agricultural Research and Development
BCP        Business Continuity Plan
BIODEV     Building Bio Carbon and Rural Development in West Africa
BOP        Board Orientation Programme
BOT        Board of Trustees
CaSAVA     Capacity Strengthening Approach to vulnerability assessment
CBD        Convention on Biological Diversity
CCAFS      Climate Change, Agriculture and Food Security
CCAFS      Climate Change, Agriculture and Food Security
CCER       Centre Commissioned External Review
CDU        Capacity Development Unit
CGIAR       [Do not spell out]
CIAT       International Center for Tropical Agriculture
CIFOR      Center for International Forestry Research (not ‘Centre’)
CO         Consortium Office
COF        Common Operational Framework
COP        Conference of the Parties
COP27      27th Conference of the Parties
COSO       Committee of Sponsoring Organizations of the Treadway Commission
CRP        CGIAR Research Program (not Programme)
CSA        climate smart agriculture
CSR        corporate social responsibility
DDG        Deputy Director General
DG         Director General
DRC        Democratic Republic of the Congo
DryDev     Drylands Development Programme
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>IRS</td>
<td>Internationally Recruited Staff</td>
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<tr>
<td>IUCN</td>
<td>International Union for Conservation of Nature</td>
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<tr>
<td>IWMI</td>
<td>International Water Management Institute</td>
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<tr>
<td>KEFRI</td>
<td>Kenya Forestry Research Institute</td>
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<tr>
<td>KMU</td>
<td>Knowledge Management Unit</td>
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<td>KPI</td>
<td>key performance indicator</td>
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<td>LDSF</td>
<td>Land Degradation Surveillance Framework</td>
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<tr>
<td>LUMENS</td>
<td>Land Use Planning with Multiple Environmental Services</td>
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<tr>
<td>LUWES</td>
<td>Land Use Planning for Low Emission Development Strategy</td>
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<tr>
<td>MEIA</td>
<td>monitoring, evaluation and impact assessment</td>
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<tr>
<td>MoU</td>
<td>Memorandum of Understanding</td>
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<tr>
<td>NARS</td>
<td>National Agricultural Research Systems</td>
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<tr>
<td>NGC</td>
<td>Nominations and Governance Committee</td>
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<tr>
<td>NGO</td>
<td>non-governmental organization</td>
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<tr>
<td>NRM</td>
<td>natural resource management</td>
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<tr>
<td>NRS</td>
<td>Nationally Recruited Staff</td>
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<tr>
<td>OC</td>
<td>Operations Committee</td>
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<tr>
<td>OCS</td>
<td>One Corporate System</td>
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<td>ODA</td>
<td>official development assistance</td>
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<tr>
<td>ODDG-R</td>
<td>Office of the Deputy Director General, Research</td>
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<tr>
<td>OECD</td>
<td>Organisation for Economic Co-operation and Development</td>
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<tr>
<td>PC</td>
<td>Programme Committee</td>
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<tr>
<td>PDU</td>
<td>Programme Development Unit</td>
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<tr>
<td>PIM</td>
<td>CGIAR Research Program on Policies Institutions and Markets</td>
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<tr>
<td>PMIS</td>
<td>Proposal Management Information System</td>
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<tr>
<td>POWB</td>
<td>Programme of Work and Budget</td>
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<tr>
<td>PPP</td>
<td>public-private partnership</td>
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<tr>
<td>PwC</td>
<td>PricewaterhouseCoopers</td>
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<tr>
<td>R&amp;D</td>
<td>research and development</td>
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<tr>
<td>R4D</td>
<td>research for development</td>
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<tr>
<td>RAS</td>
<td>rural advisory services</td>
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<tr>
<td>REDD+</td>
<td>reducing emissions from deforestation and forest degradation</td>
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<tr>
<td>RM</td>
<td>Resource Mobilization</td>
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<tr>
<td>RMG</td>
<td>Research Methods Group</td>
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<tr>
<td>RTB</td>
<td>CGIAR Research Program on Roots, Tubers and Bananas</td>
</tr>
<tr>
<td>SAARC</td>
<td>South Asian Association for Regional Cooperation</td>
</tr>
</tbody>
</table>
SD | Science Domain
SDG | Sustainable Development Goal
SEA | Southeast Asia
SHARE | Stakeholder Approach to Risk-informed and Evidence-based Decision-making
SIDA | Swedish International Development Cooperation Agency
SIF | Strategic Investment Fund
SL | Sentinel Landscape
SLT | Senior Leadership Team
SRF | Strategy and Results Framework
SWAMP | Sustainable Wetlands Adaptation and Mitigation Programme
TOR | terms of reference
UNCCD | United Nations Convention to Combat Desertification
UNEP | United Nations Environment Programme
UNFCCC | United Nations Framework Convention on Climate Change
USAID | United States Agency for International Development
VALOR | Valorizing Green Growth in Africa
WCA | West and Central Africa
WLE | Water, Land and Ecosystems
WRI | World Resources Institute
WWF | World Wide Fund for Nature
CIFOR-ICRAF

The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF) envision a more equitable world where trees in all landscapes, from drylands to the humid tropics, enhance the environment and well-being for all. CIFOR-ICRAF are CGIAR Research Centers.

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