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WorldFish Style Guide

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Introduction

This style guide is a list of the preferred spelling, punctuation, terminology and formatting to be used for the various information products by WorldFish. It has three advantages.

1. It ensures consistency.
2. It contributes to a corporate image of WorldFish.
3. It simplifies and improves the efficiency of the writing and editing process.

WorldFish has produced this style guide to help our staff, writers and editors to follow a consistent and simple style within our publications. We aim to write in clear, concise language, free from jargon and scientific rhetoric. As a scientific organization, we aim to make scientific concepts understandable. We encourage the use of plain English.

This style guide is based on *The Chicago Manual of Style*, the *AP Stylebook* and the Council of Science Editors (CSE) guide. It covers the majority of issues encountered in the types of documents WorldFish produces. It cannot possibly cover everything, but it aims to cover all of the main issues commonly encountered by our writers and editors. Further clarification on any style issue can be found in *The Chicago Manual of Style*. More details on scientific editing and referencing can be found in the CSE's *Scientific Style and Format*. This style guide will be updated every 2 years. We welcome feedback and aim to incorporate contributions from all of our staff, writers and editors on an ongoing basis.

1. Abbreviations

- As abbreviations increase the possibility of confusion and misunderstanding, they should not be overused in a document. They are most useful in tables, notes, bibliographies and lists.
- Explain a recurring abbreviation the first time it appears in the text, no matter how familiar it is, by putting the abbreviation in parentheses; e.g. The Food and Agriculture Organization of the UN (FAO), monitoring and evaluation (M&E). Thereafter the abbreviation can be used, if it is contained within the same article. When a publication is made up of several articles or chapters, use the full spelling the first time, so each piece is independent.
- There is no need to use an abbreviation for the term if the term is used only once in the document.
- Abbreviated terms in endnotes or in legends for a table or figure should be defined when the abbreviations are not in common use.
- If there are many abbreviations or special terms requiring definition used in the text, list them in a separate section in alphabetical order and under the heading "Abbreviations."

1.1. Acronyms and initialisms

Abbreviations include acronyms and initialisms, and they have no periods between or at the end. An acronym is an abbreviation pronounced as a word formed from the first letters of a series of words (e.g. CIP, ICARDA). An initialism is formed from the first letter of a series of words and is read letter by letter (e.g. CTA, UNDP).

In general, acronyms can begin a sentence, but initialisms may not. Acronyms are not preceded by "the," but initialisms often are.

Note exception:

- CGIAR does not take the definite article unless referring to the Consortium.

Example:

CGIAR is a global research partnership. The CGIAR Consortium includes 15 research centers.

1.2. Abbreviations for "species"

- Use sp. as the abbreviation for "species" in the singular and spp. for the plural (with a period at the end of the abbreviation). Do not italicize sp. or spp.

1.3. American states

- The official abbreviations for American states are the two-letter postal abbreviations, which do not have a period at the end.

Example:

IL (Illinois), MA (Massachusetts)

- They are used in bibliographic references.
- For a list of abbreviations, visit https://en.wikipedia.org/wiki/List_of_U.S._state_abbreviations

1.4. Chemical elements

- Use the standard abbreviation for chemical elements in running text after they are first spelled out, as well as in tables and figures. Never start a sentence with a chemical abbreviation. In technical publications, use the chemical symbols for elements, except in headings. In publications for a general audience, spell out the element name unless it is repeated extremely often.

Example:

Traces of nitrogen (N) were detected in the sample. The presence of N was unexpected and further tests will be conducted.

- For a list of chemical elements, visit [http://en.wikipedia.org/wiki/Symbol_\(chemical_element\)](http://en.wikipedia.org/wiki/Symbol_(chemical_element))

1.5. Geographic terms

- Abbreviate a state, territory or country name only after it has been spelled out. Maintain consistent abbreviations.

Example:

The Democratic Republic of Congo (DRC) is located in Central Africa. More than 2500 fish species have been identified in the DRC.

- Use US, not U.S. or USA. Use the abbreviation US as an adjective, otherwise spell out United States.

Example:

It was common in the United States. It was a US-led initiative.

- Do not abbreviate words such as County, Fort, Mount, Point, Port or Saint when they are part of a proper name.
- Do not abbreviate names of continents, regions, mountains, oceans, lakes or rivers.

Example:

Asia, Mount Sinai, South Pole, Indian Ocean

- Use UN *not* United Nations (even on first reference).

1.6. Latin phrases

- Abbreviate commonly used Latin phrases according to the *Merriam-Webster Dictionary*. They generally require a period: etc., et al., e.g., i.e., viz.
Do not italicize and do not use a comma after them.

Example:

e.g. wheat and barley seed systems
not

e.g., wheat and barley seed systems or
e.g. wheat and barley seed systems

1.7. Periods in abbreviations

- When using the abbreviations “e.g.” or “i.e.” in running text, generally precede them with a semicolon or put them and the following phrase in parentheses. Otherwise, write out “for example” (e.g.) or “that is” (i.e.).
- Omit periods from the following:
 - metric units of measurement: kg, m, °C
 - abbreviations that are mixed and begin with an uppercase letter: PhD, MSc
 - compass directions: SSW, NNE
 - organizations that treat the abbreviation as a singular noun: CIFOR, CIAT
 - abbreviated country names or political regions: UK, US, EU, DRC.

- Use periods after the following:
 - abbreviations that could cause ambiguity: in. (inches), no. (number)
 - contractions that are formed by omitting all but a few letters: Mr., Ms., Dr., ed., eds., pp., univ.
 - each initial in lowercase abbreviations for expressions consisting of more than one word: a.m. (*ante meridiem*), i.e. (*id est*), n.d. (no date).

1.8. Project and program titles

- Project or program titles should be written in title case. Define project titles the first time they appear in each document by putting the abbreviation in parentheses.

Example:

The Agriculture in Nutrition (AIN) project aims to promote better nutrition.

1.9. Repeating units

- Avoid the repetition of units in parallel constructions.

Example:

Farmers sowed 25, 40 and 60 ha.

not

Farmers sowed 25 ha, 40 ha and 60 ha.

1.10. Tables and reference materials

- Standard abbreviations such as units (ha, kg) may be used in tables and references without definition. Define all other abbreviations in captions or in endnotes.

1.11. Truncations

- Some words are abbreviated by omitting the first part of the word. No apostrophe is needed: phone *not* ‘phone.

1.12. Units of measurement

- Abbreviate names of standard units of measurement when they follow a number, except for hour, day, month or year.

Example:

9 ha, 30 km/hour

- Do not add “s” to the plural of abbreviated units of measurement, and separate the unit of measurement from the number by a single space.

2. Annex versus appendix

- An annex and an appendix are both additions to a document. An appendix contains data that could be placed in the main document and has references to the original document. It adds greater detail, visuals or examples for better understanding of the main document and is usually written by the original authors.
- An annex is a standalone document that has additional information that is not contained in the main document. It cannot be added to the main document, but it is important to it. It can be written by outside parties.

3. Avoiding discriminatory language

All WorldFish writers and editors must make sure that the texts they are preparing do not show sexist or racist bias in content or expression and will not cause offense. Be respectful and diplomatic when referring to topics that deal with age, disability, ethnicity, gender, race and other sensitive issues.

3.1. Nonsexist language

Many authors think that if they use the terms “he” and “him” their readers will assume this includes women. Some put in a disclaimer saying that “he” means “he or she.” Do not do this. Only use “he” and “him” when referring to men only. Using “he/she” or “he or she” is messy and should be avoided. Instead, rewrite the sentence in the plural and use “they” *not* “he/she” or “he or she.”

Example:

Each farmer is responsible for writing his own report.

Rewrite it:

Farmers are responsible for writing their own reports.

Alternatively, rewrite the sentence in the passive.

Example:

He must transfer the fish early in the morning.

Rewrite it:

The fish must be transferred early in the morning.

Do not use sex stereotypes.

Example:

Women and girls should eat a nutritious diet to produce a healthy child.

Rewrite it:

A nutritious diet is important for good maternal health and a healthy baby.

Use nonsexist terms:

- ancestors *not* forefathers
- artificial *not* manmade
- businessperson *not* businessman
- camera crew, photographer, videographer *not* cameraman
- chair or chairperson *not* chairman
- farmers *not* women farmers—unless gender is important to the story and you need to distinguish between men farmers and women farmers
- fishers *not* fishermen
- humankind, human race, people *not* mankind
- people, we *not* man (*n.*)
- run, staff, operate *not* man (*v.*)
- spokesperson *not* spokesman
- staff, workforce *not* manpower
- worker *not* workman
- work hours *not* man hours

3.2. Nonracist language

- Do not refer to the racial or cultural background of a person or a group unless there is a good reason for doing so.
- Do not use racial and cultural stereotypes (broad generalizations of a person or a group of people). Stereotypes do not view people as individuals and are offensive.
- Do not use patronizing expressions.
- Avoid terms such as “the West” or the “First World,” which imply that everything should be viewed from the standpoint of Western Europe or the United States. Use “developed countries.” Use “developing countries” rather than “underdeveloped countries” or “the Third World.”

3.3. Language and disabilities

- Place people first and their disability second in the description.

Example:

People with intellectual disabilities *not* mentally handicapped

- Avoid using a term that defines a disability as a limitation. Do not say “wheelchair-bound” or “confined to a wheelchair.” Instead use “wheelchair user.”
- Do not call someone with an illness a “sufferer” or a “victim.” This emphasizes powerlessness.

3.4. Language and age

- Avoid the use of terms such as “geriatric,” which may cause offense. Use “older people.”
- Avoid stereotyping old people as frail, a burden or not active. Similarly, avoid stereotyping young people as irresponsible, immature or rebellious.

4. Branding

Branding is a way of expressing our identity and vision as a leading international agriculture and aquaculture research center that aims to reduce poverty and hunger around the world. We have developed a branding manual called the *WorldFish Brand Book*, which outlines the WorldFish brand (visual identity, logos, standard text, etc.) so we can deliver strong, clear messages to our partners, donors and beneficiaries through our publications. This will help to raise our profile in the international research community and increase awareness of global problems relating to fishing and poor rural communities around the world. The brand book will be under constant review as the WorldFish brand is constantly evolving.

5. Capitals

Initial capitals should be used with restraint. Use capitals for the initial letters of sentences and for the names of places, persons, nationalities, the days of the week and months (but not the seasons of the year).

5.1. Geographic terms

- Always capitalize countries, regions and cities. Nouns denoting geographical entities or features (e.g. city, river, island) are only capitalized if they are part of the title.

Example:

Mexico City, the city of Chicago, the Dead Sea, the island of Cyprus, Mount Everest

- Capitalize names of the points of a compass when they are abbreviated (SW) or when they indicate a specific area (South America) or a political concept. Capitalize adjectives when they are part of an official name (Southern Sudan) or where they refer to political concepts. Use lowercase for recognized geographical areas.

Example:

southern India, Central Africa, South Asia

5.2. Government

- The terms “government,” “ministry” and “branch” are general classifications. Capitalize only when referring to corporate entities or organized bodies.

Example:

The Malaysian Ministry of Environment, the Government of India, the government

5.3. Headings

- Capitalize all headings using sentence case. Use a capital after any colon.

Example:

Water quality in the tropics
Vegetable growing: Essential tips

- Punctuation marks (other than question marks) should be omitted at the end of headings and subheadings.

5.4. Hyphenated compounds

- In titles and headings, capitalize the first part of the compound and capitalize the second part if it is a noun, or an adjective derived from a proper noun, or if it is equal in importance to the first part.

Example:

Non-Christian, Vice-Chairperson

- In text, words that would normally be capitalized retain their capital after a hyphenated prefix.

Example:

sub-Saharan, post-Darwinian

5.5. Initial words

- Capitalize the first word of a direct quotation that is in a complete sentence.

Example:

She reported, "The rates of malnutrition have declined drastically since 1990 in Bangladesh."

- Do not capitalize the first word when the quotation is a fragment.

Example:

Recent policies that "support the sustainable management of fisheries through the implementation of community-based approaches" should be implemented.

5.6. Internet

- Both "internet" and "website" should be lowercase.

5.7. Project and program titles

- Capitalize all project or program titles using title case, but only capitalize "program" or "project" if it is part of the official title.

Example:

CGIAR Research Program on Dryland Systems
USAID Agriculture in Nutrition Project

5.8. Small capitals

- They are used for roman volume numbers, postal codes, professional and academic qualifications, and "AD" and "BC."

5.9. Titles

- Military, civil, religious and professional titles and titles of royalty should be capitalized when they precede a personal name.

Example:

Prince William
Minister of Fisheries M. Lim

- Job titles, unlike personal titles, do not need to be capitalized. In the same way that you would use lowercase to talk about a builder or an engineer, you should use lowercase for a director or a manager.

- Capitalize job titles that refer to a particular person and are used to substitute for the person's name.

Example:

The Deputy Director General was present at the meeting.

The Director of Finance said ...

The accountant reported ...

5.10. Titles of publications

- Article titles are written in sentence case. Book and other long-form items are written in title case. Always capitalize the first word after a colon. Italicize books, journals and other published works referred to in the text.

6. Compound words

- A compound word is a combination of two or more words that have been unified through frequent use. Some are hyphenated (long-term) and others are one word (intercropping).
- Use hyphens sparingly. The convention is to leave words open or join them together into one word. If in doubt, consult the *Merriam-Webster Dictionary*.
- Use hyphens in the following cases:

- compound adjectives in succession

Example:

2-, 3- and 5-year-old, long- and short-term

- fractions as modifiers and fractions as nouns

Example:

one-third water, two twenty-fifths

- if adding a prefix could make the meaning ambiguous or could change its meaning

Example:

unionized/un-ionized, coop/co-op

- nonliterate expressions when the first element is possessive

Example:

bird's-eye view

- numerical first element with adjective compounds

Example:

one 4-week test

- to avoid double vowels or triple consonants

Example:

re-engage, micro-organism

- to link compound adjectives

Example:

up-to-date technique, on-farm conservation

- when a single letter or figure precedes a noun, resulting in a compound word

Example:

35-year-old woman

- Do not use hyphens in the following cases:
 - for compound adjectives that follow a noun

Example:

The techniques were up to date.
The investment was long term.

- for most compound nouns

Example:

risk management strategy

- for Latin phrases used adjectively

Example:

in vitro fertilization *not in-vitro* fertilization

- when using the adjectives “over” and “under”

Example:

undernourished

- with common prefixes such as de-, inter-, multi-, non-, post-, pre-, sub-, un-

Example:

intercropping, multidisciplinary, subtropical

(unless capitalization is required) sub-Saharan

7. Copyright

- It is good practice to always give full attribution regardless of the copyright issues in any country and provide links to all center materials referenced in WorldFish documents. If you wish to include material (figures, graphs, photos, tables, etc.) in your publication from a published work that is under copyright, you must request permission from the publisher and primary author. You should send them the details of what you want to reproduce and where it will be printed, and you need to include a copy of the permission letter with your manuscript for publication.
- You must always give credit to the source, including author, publication date and publisher. The copyright holder often specifies the exact wording of the acknowledgment and where the material is to be acknowledged—below a photo or figure or on a separate page at the beginning or end of the document (e.g. Creative Commons). For use of images from Flickr, you must provide a link back to the original image in Flickr.

Note: If you copy and reproduce material from another document without permission and say it is your own, this is a serious offense called **plagiarism**, which can lead to legal action being taken against you.

8. Cross-references

Cross-references to figures and tables and to other pages within a document must be accurate and need to be carefully checked. Try to avoid inserting cross-references to other pages in the document as this is notoriously difficult to keep track of between drafts and can get missed at the proofreading stage. Avoid cross-references such as “the figure below.” Identify the figure by number; e.g. Figure 2 or (Figure 2).

9. Dates and times

- Write dates as “day month year.”

Example:

23 January 1998 (“23” *not* “23rd” or “the 23rd”)

- Use en dash for periods of time (no space).

Example:

23–25 September 2000

Note: If the date range starts with “from,” then the en dash must be replaced by “to”; e.g. from 21 to 25 September 2001

- Do not put apostrophes in years.

Example:

1990s (*not* 1990’s, 90s or nineties)

- Months can be abbreviated (with a period after abbreviations, except May, June and July) in tables, figures and endnotes as follows:

Example:

Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.

- When referring to centuries, the ordinal should be spelled out.

Example:

the nineteenth century (*not* the 19th century)

- Use the 24-hour clock for time.

Example:

02:00, 16:05

10. Figures and illustrations

10.1. Figure captions

- Figure captions should be placed above figures throughout a document.
- Do not abbreviate “figure” in running text and capitalize it when used with a number; e.g. Figure 3.
- Figure captions should be brief but include enough information to describe accurately what is in the figure.
- There should only be one space between the figure number and the figure text.
- There should be a period after the figure number and at the end of the caption.
- Capitalize the first word and any proper nouns.
- Figure titles are always in bold.

Example:

Figure 1. Income generated by farmers from fish farming in southern India in 2013.

10.2. Numbering figures

- Number each figure sequentially as it appears in the text.
- Continue sequential numbering in appendixes and annexes.
- Make sure all figures are cited in the text at least once.

10.3. Photo captions

- Photo captions do not need to be numbered. Capitalize the first word and use a period at the end of the caption.

11. Endnotes

- In line with WorldFish branding, use endnotes for reports, manuals, briefs and other publications. Never use footnotes.
- Endnotes are used to provide additional details, such as references or explanations of unfamiliar terms that would disrupt continuity if included in the body of the text. They should be kept to a minimum.
- As a general rule, very short notes, such as cross-references to other sections or pages in the same work, should be given in parentheses in the text.
- Place endnotes at the end of a document in which the endnote reference appears. An endnote reference number should be placed at the end of a sentence (or at a semicolon or after a parenthesis) so as to interrupt the flow of text as little as possible. Place the reference number after any punctuation mark except for a dash.
- All endnotes should end with a period, whether or not they form complete sentences.
- Use superscript Arabic numerals to identify endnotes. When this may cause confusion, such as in scientific text containing mathematical symbols, lower-case letters should be used. Asterisks and other special typographical signs are used only rarely, such as in lists of participants in some reports.
- Number endnotes to the text consecutively, beginning with “1” (with no punctuation), throughout each page of a book or journal article. If two or more passages appearing on the same page require the same endnote, the endnote should appear only once and the reference mark should be repeated.

12. Format

12.1. Headings

- Headings ensure consistency and clarity in a publication by indicating the hierarchy and structure.
- All headings and subheadings should be in sentence case.
- No period is required after headings or chapter titles.
- Numbered headings are not obligatory but can be used in publications if warranted (for example, where there is extensive cross-referencing to the various sections).

Example:

3. Fish farming
3.1 Care of fish
3.1.1 Feeding

12.2. Order of elements in a publication

- Half-title
- Title page
- Bibliographic details (name and address of publisher and printer, copyright, ISBN, etc.)
- Dedication or epigraph
- Contents list
- List of illustrations (plates, figures and maps, in that order)
- List of tables
- Foreword (by someone other than the author)
- Author's preface
- Acknowledgments
- List of abbreviations
- Introduction (unless this is the first chapter of the text)
- Text
- Notes and references
- Bibliography
- Annex/annexes or appendix/appendixes ("appendices" if scientific text)
- Index

12.3. Paragraphs

- Paragraphs should be spaced out with one space between paragraphs and with no tabs. Remove automatic paragraph spacing.

13. Front matter/Preliminaries

13.1. Acknowledgments

- This is the section where the author thanks the individuals or institutions who have helped with the research, funding and preparation of the document.

13.2. Contents

- The title of the list of contents at the beginning of a book or article is simply "Contents" *not* "Table of contents."

13.3. Page numbering

- Use Arabic numerals. Page numbering begins on the first page (half-title) and continues in sequence.

14. Guidance for science writing

14.1. Plain English

- Using plain English is an effective way to communicate because it is simple and persuasive. Language that is wordy, unclear or littered with jargon and clichés obscures the meaning.
- Useful guidelines for writing plain English include the following:
 - Avoid verbiage (excessive use of words).

Example:

Replace

the reason why is that
as to whether
and also
In spite of the fact that
The fact that she had said
In the majority of instances
At the present time

with

because
whether
and
Although
She said
Usually
Now

- Generally, use the active *not* the passive voice.

Example:

The farmer bought the beans at the market.
not
The beans were bought at the market by the farmer.

- Use plain words. Avoid using jargon or a foreign phrase that may not be easily understood.

Example:

river birds *not* riverine avifauna

- Do not use words such as “a priori,” “hoi polloi” or “verboten,” which may be unfamiliar to most readers. Other foreign words/phrases such as “status quo” or “faux pas” are commonly understood in English and can be used.
- Generally, use short words instead of long ones.

Example:

use *not* utilize, show *not* elucidate

- Write shorter sentences that are more powerful and easier for the reader to understand. Use one main idea per sentence. Split long sentences up and remove redundant words.

Example:

In order to make the very best use of a limited number of natural resources, including land for agriculture, the mixed farming system called VAC is a popular activity in Can Tho City, Vietnam, which is one of the big cities in the lower area of the Mekong River. (49 words)

To make efficient use of limited natural resources, including agricultural land, the mixed farming system known as VAC is popular in Can Tho City, Vietnam, the largest city on the Mekong Delta. (32 words)

- Write tight. If it is possible to cut out a word, cut it out.

Example:

Go through your document just as many times as it takes. ~~Search out~~ and delete unnecessary words.

- Never use a metaphor, simile or other figure of speech (except in blogs).

Example:

We are confident in the contract that was drawn up.

not

The contract that was drawn up is as sound as the ground we stand on.

14.2. Verb tense in scientific writing

- Use the present tense when quoting previously published material that is considered to be part of the body of established scientific knowledge.

Example:

Research by Jeffers et al. indicates that livelihoods in the area are affected by lack of rainfall.

- Use the past tense when reporting your results for the first time, because scientific data is not considered to be established knowledge until after it is published.

Example:

We found that only 32% of the fish were affected.

- When referring to published data that has later been proven false, use the past tense to prevent readers from assuming the findings are still valid.

Example:

Smith (2001) suggested that rainfall was determined by crop yields.

- Most of the introduction and much of the discussion in the reports should be in the present tense. Use the past tense in these sections for cases of attribution or presentation.

Example:

The study area showed above-average productivity.

- Most of the abstract and the sections on materials, methods and results should be in the past tense.

Example:

Twelve fish species were selected for the experiment.

14.3. Which and that

- “Which” and “that” are not interchangeable.
- Use “which” to introduce a nonessential clause (i.e. a clause that is not essential to the sentence and if left out would not change the meaning of the sentence). In general, set off the clause by commas.

Example:

The final manuscript, which was well edited, was submitted to the printer on time.

- Use “that” to introduce an essential clause (i.e. a clause that cannot be taken out of the sentence without changing the meaning of the sentence). Do not use a comma to separate it from the sentence.

Example:

The version of the manuscript that was submitted to the printer was well edited.

14.4. Among and between

- Use “between” when referring to two parties.
- Use “among” when referring to three or more than three.

14.5. Less and fewer

- “Less” refers to quantity, “fewer” to number.
- Use “fewer” if you are referring to people or things in the plural (e.g. groups, farmers, children).

Example:

Fewer than 30 farmers each year joined the group.

- Use “less” when you are referring to something that can’t be counted or does not have a plural (e.g. money, air, time).

Example:

It is a better product and it takes less time to make.

15. Lists

15.1. Numbers versus bullet points

In a series that is broken out from the text, use numbers only when there is a reason to do so—for example, when the text says that there are “three steps” in a certain procedure. Otherwise, bullets are preferred.

15.2. In-sentence

In-sentence lists should be used for shorter items. If required, the items can be set apart with commas and lowercase roman numerals, lowercase letters or numerals enclosed in parentheses.

Example:

These technologies (i) alleviated stress on water bodies, (ii) generated income and (iii) increased household fish consumption.

If the items contain internal punctuation, you should distinguish all the items with semicolons.

Example:

These technologies (i) alleviated stress on all natural water bodies, including streams, ponds and lakes; (ii) resulted in improved livelihoods; and (iii) increased household fish consumption.

15.3. Vertical

There are several ways to treat vertical lists, and the choice depends on whether the items listed are complete sentences or not. WorldFish uses three main types of vertical lists.

- **Complete sentences**

When each list item is a complete sentence, capitalize and punctuate each item as a complete sentence.

Example:

This is a list containing a series of complete sentences.

- This is the first item.
- This is the second item.
- This is the third item.

In the above example, the introductory statement is a complete sentence with a period, and each list item is also a complete sentence ending with a period.

Example:

To finish your project, you will need to perform a number of tasks, including the following:

- Contact your advisor before beginning your research.
- Fill out the forms provided by the administrative officer.
- Submit your data within the appropriate timelines.
- Always put a colon after “the following” or “as follows.”

- **Fragments**

For short entries comprising phrases, each list item starts with a lowercase letter, and only the final item has a period. Each list item may be followed by a comma, a semicolon or nothing (as shown in the example below), depending on the journal or author preference—but a consistent style must be used.

Example:

The successful candidate will possess the following:

- bachelor's degree in a related discipline
- 2 years of related experience
- ability to manage multiple tasks.

- **Continuations**

Items that are continuing from and complete the introductory sentence do not begin with a capital letter but do take an ending semicolon, while the final item takes a period. Do not use a colon in the introductory sentence.

Example:

The goals of this project are to

- develop appropriate responses;
- collect user experience;
- complete the data aggregation process.

Do not use “and” or “or” in the next-to-last entry. If the list is numbered, the numeral is followed by a period.

16. Non-English words

When a word or an expression is seen as foreign and is not in the *Merriam-Webster Dictionary*, it should be italicized and all accents should be retained.

Example:

gher, kastom, beel

Any non-English word that appears in the *Merriam-Webster Dictionary* should not be italicized and accents should be dropped.

Example:

chateau, debris, decor, elite, role

Exception:

Words with an accented “é” or “è” retain their accent: blasé, café, cliché, crèche

17. Numbers and measurements

17.1. Averages

An “average” can be either a median or a mean, and it is important to be clear about which one you are referring to.

Mean: adding together a set of numbers and dividing the total by the amount of numbers in the set.

Median: arranging the numbers in a set from lowest to highest and selecting the middle number.

17.2. Currencies

In formal usage, the International Organization for Standardization (ISO) standard three-letter currency codes should be used.

Example:

EUR 50 (fifty euros); USD 500 (five hundred US dollars)
IDR 2,000,000 (two million Indonesian rupiah)

Note: There should be a space between the code and the figure. Refer to http://en.wikipedia.org/wiki/ISO_4217 for a list of codes.

In less formal usage, the currency symbol may be used.

Example:

\$15, €800, Rp1000

Note: There should be no space between the symbol and the figure. Refer to http://en.wikipedia.org/wiki/Currency_sign for a list of symbols.

When the dollar sign is being used to refer to non-US currencies, it should be identified.

Example:

SI\$300, NZ\$2000

17.3. Decimal places

Use a comma to separate groups of three digits to the left of the decimal point for all numbers with five or more digits. Decimal places take neither spaces nor commas.

Example:

26,000; 3,000,000; 4000; 1.224367

Decimal fractions below unity should be preceded by a zero.

Example:

0.124, 0.4498 *not* .124, .4498

17.4. Fractions

Fractions should be spelled out and hyphenated.

Example:

one-fifth, one twenty-third

17.5. Inclusive numbers

Inclusive numbers (e.g. in page ranges or spans of years) are abbreviated according to *The Chicago Manual of Style*, as illustrated below.

First number	Second number	Examples
Less than 100	Use all digits	2–10
		61–62
		97–123
100 or multiples of 100	Use all digits	100–106
		2100–2130
101 to 109, 201 to 209, etc.	Use changed part only	101–7
		706–23
110 to 199, 210 to 299, etc.	Use two digits, unless more are needed to include all of the changed parts	232–37
		499–533
		1355–500
		11,552–650

17.6. Numbers versus words

Use numerals for

- numbers smaller than 10 with a standard measurement unit

Example:

2 kg, 5 days

- numbers from 10 upward

Example:

120 ponds, 15 projects, every 10th farmer

Note: The letters in ordinal numbers should not appear as superscript.

- numbers in a series containing numbers both greater and smaller than 10

Example:

There are 16 trees in 2 plots and 8 in the other 10.

- before dates, percentages, units of money or measurement, ages, times of the day, page references, serial numbers, etc.

Example:

3 million; USD 34; 5-year-old; page 4; 6 June 1990

Use words for

- numbers from zero to nine (unless accompanied by a standard unit of measurement)

Example:

one boat, nine farmers, third trial, 4 cm

- numbers occurring at the beginning of a sentence (or reword the sentence)

Example:

Ten sites were selected. The group selected 10 sites.

- either the shorter or the first number of two adjacent numbers

Example:

25 four-valved fruits, twenty 2 kg fish

- fractions without standard measurement units

Example:

three-quarters of the group, five-eighths of the sample

- large numbers with many 0s

Example:

100 million (*not* 100,000,000)

Note: But when one value in a series is greater than 10, and the others are from zero to nine, you can write all values in numeric form:

Example:

There were 2 cases of malaria, 7 of tuberculosis and 14 of dysentery.

17.7. Percentages

- Percentages are usually expressed in numerals (except when starting a sentence). Use “percent” in nontechnical contexts. For technical reports, use the symbol (%) not the word (percent), with no space between the figure and %.

Example:

The treatment was effective on 66.5% of subjects.

Note: percentage (noun) and percent (adverb) are not interchangeable: In this case, 1% is a small percentage.

17.8. Units of measurement

- Use SI measurements:
- <http://unabridged.merriam-webster.com/table/unabridged/metricsy.htm>
- Abbreviate units of measurement when they appear with a number.

Example:

10 kg, 8 cm, 20 km/hour

Note: Abbreviated units of measurement do not have periods or an “s” in the plural.

- Write the units in full when used without a value in running text.

Example:

The yield was measured in kilograms per hectare.

Note: Abbreviations may still be used in tables and figures.

- Explain the first occurrence in a document of a local unit of measurement.

Example:

1 rai (1600 m)

- Use consistent units of measurement in the same document. Avoid jumping, for example, from hectares to square kilometers.
- For repeated quantities, the unit of measurement is repeated if it is usually placed closed up to the number (no space between number and symbol), and not repeated if it is usually separated. Also, ranges require an en dash (not a hyphen).

Example:

75%–80%, 20°C–28°C, 7 x 6 cm

- Use metric tons rather than tons, and use the term “metric ton” rather than “tonne.” A metric ton is the same as a tonne; “metric ton” is the US spelling, while “tonne” is the UK spelling. A metric ton is not the same as a ton. A metric ton is 1000 kg; a ton is defined as 1016 kg (2240 pounds) in the UK and 907 kg (2000 pounds) in the US.

The abbreviation for a metric ton is “t” not “mt” or “MT.” For million metric tons, don’t abbreviate to “million t.” Simply spell it out in full.

Examples:

5 metric tons *not* 35 tons or 35 tonnes
35 t *not* 35 MT or 35 mt
35 million metric tons *not* 35 million t

- 1 billion is 10⁹ (US usage).

18. Plurals

- To form the plural of most letters, numbers and abbreviations without periods, add “s” without an apostrophe.

Example:

Ts, 4s, MDGs

- 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.

Example:

x’s, A’s

- If words have alternative plural forms, use the relevant one.

Example:

Appendix: appendixes (general), appendices (scientific)
 Index: indexes (general), indices (scientific)
 Formula: formulas (general), formulae (scientific)

- Note the following plurals.

Example:

Apparatus: apparatus
 Fish: fish
 Forum: forums
 Fry: fry
 Minimum and maximum: minimums and maximums (general), minima and maxima (scientific)
 Medium: media (not to be confused with “the media”)
 Youth: youths

- Note “data” is plural but takes singular verbs.

Example:

The data has been lost.

19. Possessives

- To form a possessive with a noun, either singular or plural, that does not end in an “s” add apostrophe “s” (’s).

Example:

The fisher’s group usually meets once each month.

- When a word is plural and ends with an “s” use an apostrophe (’) at the end.

Example:

farmers’ responsibility

- When a noun is singular and ends in “s” it takes an apostrophe (’).

Example:

Dr. Jones’ fieldwork
not Dr. Jones’s fieldwork

- Use an apostrophe in academic degrees: master’s degree and bachelor’s degree (*not* capitalized).

20. Punctuation

- Punctuation marks are used to structure and organize your writing. They are used to convey sense, clarity and stress in sentences. Often, cutting up one long sentence with many thoughts into two or more smaller sentences can simplify the issues and help the reader’s understanding.
- Punctuation marks (other than question marks) should be omitted at the end of headings and subheadings.

20.1. Colon (:)

- A colon separates a title and a subtitle, is used to introduce an important point or statement, or is used to introduce long quotations that are treated as independent passages.

Example:

Agriculture consists of three subsectors: subsistence farming, commercial farming and large plantations.

Piers Bocock emphasized the need for commitment to the signature event: “We think we can make this the best summit that CGIAR has ever organized if we can get everyone to participate.”

- Use a period to separate two or more complete ideas in a sentence, not a colon.
- Always use a colon after “as follows” or “following.” Do not use a colon after “include” or “including.”

20.2. Comma (,)

- A comma is used to indicate a small interruption in thought in a sentence—a place where the speaker of the sentence would pause for breath if the sentence were read aloud. It is also used to introduce short quotations.

Example:

She added, “Well, I hope you can improve the yields next year.”

- Minimize the use of commas. Only include commas if the meaning of the sentence would change without them.

Example:

Writing clearly isn't easy.

[*Writing in a clear way is difficult, but it is not necessarily difficult to write.*]

versus

Writing, clearly, isn't easy.

[*Undoubtedly, it is difficult to write.*]

Let's eat, Mom!

[*Let's go have food, Mom.*]

versus

Lets eat Mom! [*Let's eat our mother.*]

- Do not use a serial comma unless the items in the list include a conjunction (and, or) or are very complex.

Example:

Cassava, sweet potato and yams account for ...
[no serial comma]

... the uses of land and sea, coastal zones, and inland bodies of water [serial comma]

- Do not use a comma after e.g. or i.e.
- Do not use a comma after a parenthesis.

20.3. Ellipsis (...)

- Use an ellipsis, with one space on each side, to show where there is omitted text. This mark is commonly used in a quotation when you do not need to use the whole quotation but just the relevant parts.

Example:

The report stated, "The ecosystem is untouched ... and the dissolved oxygen (DO) levels of the water were acceptable."

20.4. Exclamation mark (!)

- This mark should be used only very occasionally. It should not be used in scientific/academic documents.

20.5. Hyphens and dashes (-, -, —)

- General
 - Em dash: — (long dash)
 - En dash: – (slightly longer than a hyphen and shorter than an em dash)
 - Hyphen: - (the shortest of all)

- Hyphen (-)
 - Hyphens are often used to join compound words.

Example:

co-management, cross-reference, free-living, well-being

- Many compound words are not hyphenated. If in doubt, consult the *Merriam-Webster Dictionary*.

Example:

cooperation, crossbreeding, inactive

- Hyphens are used in most compound adjectives.

Example:

well-defined concept *but* the concept is well defined

- Hyphens are used to join a string of modifiers together in a single compound word.

Example:

a step-by-step introduction

- En dash (–)
 - Use an en dash without spaces on either side to replace a word such as "to" in a range of numbers or for dates or times.

Example:

2005–2009, pp. 145–50

Note: It is "from 2005 to 2009" *not* "from 2005–2009."

- Replace a colon or dash after an introductory word or phrase, especially if another colon is used in the near vicinity.
 - Medium: media – do not confuse with "the media."
- Em dash (—)
 - The em dash is used for more emphasis or to show an abrupt change of thought. It is less formal than commas, colons or parentheses. It should be used sparingly.
 - Do not include spaces on either side of the em dash.

Example:

Some farmers—a decreasing number—were interested in fishing.

Reports on the research project were wholly negative—a shocking result.

20.6. Parenthesis ()

- A parenthesis is additional information added into a sentence as an explanation or an afterthought. When a parenthesis is removed, the sentence is still grammatically correct. A parenthesis can be separated from the rest of the sentence by commas, dashes or brackets (all called parentheses). You can choose which style of parentheses you use. If you use commas, they can be easily confused with other commas in the sentence. Brackets will make your parenthesis easy to see, but they can look informal. To make your parenthesis stand out, you can use dashes.
- Use round brackets for enclosing
 - references;
 - additional material that explains or comments on the main text;
 - abbreviations when they are first mentioned in the text.
- Avoid placing parenthetical material within other parenthetical material, as it gets messy and can be confusing to the reader. Use square brackets within round brackets, or use a combination of brackets and dashes.
- Dashes or brackets?
Brackets perform the same function as dashes, although material in brackets is generally more digressive or peripheral than text set off by dashes. Dashes make what you are saying stand out more.

Example:

The report (published in 1985) was approved by cabinet (Brown 1986).

Reports on the research project were wholly negative—a shocking result.

20.7. Period (full stop) (.)

- Use one space (not two) after the period at the end of a sentence.
- Place periods inside quotation marks.

Example:

"The report was well researched."

- When brackets enclose a stand-alone sentence, place the period inside the brackets.

Example:

She sells beans. (He sells chickens.)

The data shows a preference among farmers for flexible arrangements. (See appendix for survey data.)

- When brackets enclose material that is part of the sentence, place the period outside the brackets.

Example:

She sells beans (and vegetables).

Water quality issues were of concern to local farmers (Dunne 2006).

20.8. Question mark (?)

- As with other punctuation marks, there is no space between the character and the question mark.
- Use a question mark after a direct question.
- Use one space after a question mark (i.e. between sentences).

20.9. Semicolon (;)

- Semicolons are used to connect closely related ideas. They are stronger marks than commas. They are used to combine sentences when both are complete sentences and their content is closely related. Do not use semicolons to join together fragments.

Example:

I hope you can attend the meeting tomorrow; Tom said he wanted to meet you.

- Semicolons are used to make complex sentences easier to read. They are used for lists within lists or if the list entries are complex.

Example:

In the long term, we must enhance our competitiveness in rice exports through the promotion of production technology; management of soil fertility, water, seeds and fertilizers; organization of farmer associations; improvement of rice processing quality; and expansion of physical infrastructure, including roads, railways and seaports.

20.10. Slash (/)

- Slashes are used to join words or terms that have the same level of importance.

Example:

True/false, ½

- They are used instead of “per” but only when accompanied by a number.

Example:

1 kg/ha

- If not accompanied by a number, spell out “per.”

Example:

Estimates were calculated based on the number of production cycles per year.

- Limit the use of slashes in running text. Use them primarily for tables and figures.

21. Quotations

- Use double quotation marks for quoted words, phrases and sentences presented within the text.
- Use single quotation marks for quotations within quotations.

Example:

“She described the report as ‘well researched.’”

- Quoted text with errors should be corrected. Always take grammatical liberty and do not use [sic] after errors to show that the errors were written by someone else.

Example:

“She swore to tell the whole truth.”

not

“She swore to tell the own [sic] truth.”

- Use an ellipsis, with one space on each side, to show where words or sentences are left out within a quotation.

Example:

The report stated, “The ecosystem is untouched ... and the dissolved oxygen (DO) levels of the water were acceptable.”

- Enclose text added to a quote in square brackets to differentiate between the actual quote and the additional words.

Example:

“We think we can make this the best meeting that [The] WorldFish [Center] has ever organized if we can get everyone to participate.”

- Place periods and commas inside the quotation marks.

Example:

“We think we can make this the best summit that WorldFish has ever organized if we can get everyone to participate.”

- Place exclamation marks, question marks and semicolons belonging to the containing sentence outside the quotation marks.

Example:

Did the director say that “the previous meeting was held decades ago”?

- Use double quotation marks (not single) when using a word in a nonstandard way. These “scare quotes” alert readers that a term is being used ironically, as slang or in another special sense. Scare quotes lose their force and irritate readers if overused, so use them sparingly.

Example:

NGOs working with poor women and men can develop strategies with private sector players to “hand over” poor people when they reach a certain level of economic development.

22. References

22.1. General

References have two purposes: they acknowledge the authors cited within the text and they help the reader to locate the sources. This is true for both print references and items on the internet. WorldFish uses the Council of Scientific Editors (CSE) name-year system for in-text citations.

References should document the information presented in detail to allow the reader to check the evidence on which an argument is based. A reference must be easy to find and allow the reader to easily identify the source. Personal

communications or unpublished material **SHOULD NOT** be included in a reference list, as they cannot be found by the reader.

- All references must include name of author(s), year of publication, title, place of publication and publisher (for books), journal title, volume, and page range (for articles).
- Do not use the ampersand (&). Replace with "and" in the text and in the bibliography.
- Titles of books, journals and periodicals are in title case¹ and are italicized. Do not use quotation marks (double or single).
- Titles of articles and chapters are in sentence case² and are not italicized. Do not use quotation marks (double or single).
- Titles of papers presented at conferences, titles of theses, government reports, and conference proceedings and presentations are in sentence case and are not italicized. The name of the kind of thesis (MA, PhD) is placed in square brackets after the title and before the name of the university and its country location.

Example:

Bishaw Z. 2004. Wheat and barley seed systems in Ethiopia and Syria. [PhD thesis] Wageningen University, The Netherlands.

Note: Difference between a reference list and a bibliography:

- References usually come at the end of a text (essay or research report) and should contain only those works cited within the text.
- A bibliography is any list of references at the end of a text, whether cited or not. It includes texts you made use of, not only texts you referred to in your paper, including any additional background reading and any other articles you think the reader might need as background reading.

22.2. In-text citations using author-date system

- Use the name-year system. Cite the author's last name and year of publication. Do not place a comma between the author's name and the year.

Example:

Some studies have examined the link between global food trade and obesity rates in Micronesia (Cassels 2006).

- For direct quotations, insert the page number with a comma before it, after the author's name and year.

Example:

" " (Cassels 2006, 73).

- For more than two authors, use "et al." after the first author's name.

Example:

One author: (Ipo 1989)

Two authors: (Chem and Someth 2011)

Three or more authors: (Cohen et al. 2012)

- When there is a reference to several works by different authors at the same place in the text, list the names chronologically by publication date (earliest first) and separate each citation with a semicolon.

Example:

(Zwirn 2002; El-Gayar 2003; El-Naggar et al. 2008)

- When there is more than one author with the same surname whose works were published in the same year, include the authors' first names in initials to distinguish them, and alphabetically order them.

Example:

(Manning CP 2001; Manning LM 2001)

- If there is the same author and publication year, use lowercase letters in consecutive order to distinguish the citations from each other.

Example:

(Cohen 2011a) . . . (Cohen 2011b)

- When an organization, department or committee is the author of the publication, cite the abbreviated name (if one exists).

Example:

(ADB 2013)

- In the entry in the Bibliography or References, the abbreviation is given in brackets at the beginning.

Example:

[ADB] Asian Development Bank. 2013.

- If one 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. Do not use a colon after “*In*.”

Example:

(Crufts 2001 *In* Cox 2005)

- If the author of a paper is unidentified, use the name of the agency or publisher of the paper. Never use “Anonymous” as an author.

Example:

(Wildlife Conservation Society 2006)

- Publications that are referenced within the text must appear in the References or Bibliography section of the publication. References listed in the references list must have at least one corresponding citation in the text.

For all types of entries (book, journal article, newspaper article, video, audio, etc.) you must alphabetize based on the first author’s surname or the organization’s full name.

22.3. Listing author names in reference list

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 join two authors, or before the final name in a list of three or more authors, without a preceding comma. If there are 10+ authors, list the first 10 authors in full, then add “et al.” The author list always ends with a period.

Example:

Aswani S and Lauer M.
Bennett G.
Kronen M, Meloti A, Ponia B, Pickering T, Diake S, Kama J, Kenilolerie P, Ngwaerobo J and Teitelbaum A.
McAdoo B, Moore A and Baumwoll J.

Single author versus multiple authors

- A single author entry comes before a multi-author entry beginning with the same name.

Example:

Hviding E. 1993. The rural context of giant clam mariculture in Solomon Islands: An anthropological study. The WorldFish Center.

Hviding E and Baines GBK. 1994. Community-based fisheries management, tradition and the challenges of development in Marovo, Solomon Islands. *Development and Change* 25(1):13–39.

Author with different coauthors

- Successive entries by two or more authors in which only the first author is the same are alphabetized according to the coauthors’ last names.

Example:

Bell JD, Johnson JE and Hobday AJ. 2011. Vulnerability of tropical Pacific fisheries and aquaculture to climate change. Noumea: Secretariat of the Pacific Community.

Bell JD, Kronen M, Vunisea A, Nash WJ, Keeble G, Demmke A, Pontifex S and Andréfouet S. 2009. Planning the use of fish for food security in the Pacific. *Marine Policy* 33(1):64–76.

Author with multiple entries

- Arrange entries by the same author(s) in chronological order, with the oldest listed first.

Example:

[CDRI] Cambodia Development Resource Institute. 2010. Empirical evidence of irrigation management in the Tonle Sap basin: Issues and challenges. Working Paper No. 48.

[CDRI] Cambodia Development Resource Institute. 2012. Understanding poverty dynamics: Evidence from nine villages in Cambodia. Working Paper No. 69.

- When an author has written more than one work in the same year, use a, b, etc. to differentiate between them. This letter should also appear in the in-text citation (Moore 2013a, 2013b).
- When the same first author in a list of three or more authors has written more than one work in the same year, order them alphabetically by secondary author name(s) and distinguish them by adding a lowercase letter to the year. The letter should also appear in the in-text citation (Moore et al. 2011a).

22.4. Forms of reference

22.4.1. Books

References to books should include most or all of the following information:

Author name(s)

- List authors in the order they appear in the publication (surname and initials).
- If the author is an editor, insert “ed.” after the name or “eds.” if there is more than one. Replace period with comma after author’s initial.

Example:

Richards R, ed. 1992.

Saunders P and Richardson S, eds. 2004.

- 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).

Example:

[ADB] Asian Development Bank. 2010.

Date of publication

- Insert the publication year following the author name(s). There are no brackets around the year.
- When a publication date of a printed work is not known, use the abbreviation “n.d.” When a book is under contract with a publisher and has a title but the date of publication is not yet known, use “In press” instead of a date.

Example:

Chanrith N. n.d. Economic growth, agriculture and poverty reduction in Cambodia.

[OECD] Organisation for Economic Co-operation and Development. In press. OECD factbook 2013. Paris: OECD.

Title

- Book titles are italicized and capitalized in title style. Words and phrases in the title that normally require italics (species names, foreign words) are in roman. The title and subtitle are always separated by a colon.

Example:

Scott M. 2001. *Nile Tilapia* (*Oreochromis niloticus*): A Complete Guide. Cape Town, South Africa: Struik Publishers.

- For non-English titles, use sentence-style capitalization. Capitalize the first word of the title and subtitle and any word that would be capitalized in the original language.

Example:

Deniel E. 2007a. Conseil agricole au Bénin: Des évolutions à suivre. Grain de Sel N° 40.

Edition or volume number

- The number of the edition comes after the title in the listing. The volume number follows the edition number. Edition is abbreviated as “ed.” Do not use superscript (2nd ed. *not* 2nd ed). Volume is abbreviated as “Vol.”

Chapter or section

- Write the chapter or section title in sentence case, roman type, followed by the word “In” italicized and the editor’s name, if any. Include the page range at the end (numbers only, abbreviated as required).

Example:

El-Sayed A-FM. 2013. On-farm feed management practices for Nile tilapia (*Oreochromis niloticus*) in Egypt. In Hasan MR and New MB, eds. On-farm feeding and feed management in aquaculture. FAO Fisheries and Aquaculture Technical Paper No. 583. Rome: FAO. 101–29.

Place of publication

- If the location is well known, use only the city name (e.g. London, New York, Tokyo). If not, include the city and state or city and country. Use postal abbreviations for states, provinces or territories. Foreign city names should be written in English.

Example:

New York: Macmillan.

Penang, Malaysia: WorldFish.

Publisher

- Do not include the word “The” at the beginning of a publisher name, and leave out abbreviations such as Inc., Ltd. and Co. Foreign publishers’ names should not be translated.

Example:

Cork: Cork University Press.

New York: Scholastic.

Paris: Librairie Arthème Fayard.

- If there are multiple publishers, do not list them in alphabetical order but in the order they appear in the publication.

Example:

Penang, Malaysia: WorldFish; London: University of Oxford Press.

22.4.2. Journals

References to periodicals or journals should include most or all of the following information:

Author name(s)

- List authors according to the same conventions used for books.

Date of publication

- Insert the publication year after the author name(s). Do not enclose the date in parentheses. Newspapers may require the day and month.

Example:

Moss S. 11 April 2014. Songbirds in decline – A tragedy for Britain’s culture, as well as its environment. *The Guardian*. Print.

- If an article has been accepted for publication by a journal but has not yet appeared, “In press” should be used instead of the year. Any article not yet accepted should be treated as unpublished material and should not be listed in the references section.

Article title

- Write the article title in roman type and capitalize sentence style. The first word of the subtitle following a colon (or question mark or exclamation point) should be capitalized.

Journal title

- Journal titles are italicized and capitalized title style. Do not include “The.” Spell out the title in full, except when an abbreviation is the official title and is not spelled out (e.g. PLoS). There is no punctuation (i.e. comma) after the journal title.

Issue information

- Journal citations include volume, issue number and page range. When an issue number is available, it follows the volume number in brackets without spaces before or after. Page numbers

come after the issue number, preceded by a colon and no spaces. Use an en dash between the numbers and shorten the last page number.

Example:

Hviding E and Baines GBK. 1994. Community-based fisheries management, tradition and the challenges of development in Marovo, Solomon Islands. *Development and Change* 25(1):13–39.

22.4.3. Online content

- For an online book or journal article, include the DOI,³ or URL if no DOI is available.

Example:

Powell et al. 2014. Wild leafy vegetable use and knowledge across multiple sites in Morocco: A case study for transmission of local knowledge? *Journal of Ethnobiology and Ethnomedicine* 10:34. doi:10.1186/1746-4269-10-34

- When the reference is to a full website, use the organization or personal owner as both the author and the publisher.

Example:

[IITA] International Institute of Tropical Agriculture. n.d. Ibadan: IITA. Accessed 11 March 2014. <http://www.iita.org>

- You need to include the access date (date when you first accessed or looked at the website) when you are referencing a full website or other online material that may change over time.

22.4.4. Unpublished material

- Do not include “In prep” documents in the reference list. If a document has not been published or is not “In press” then it should not be included at all, as the reader cannot find it. If you want to include unpublished material, you can include it as an in-text citation (personal communication) if necessary.
- Personal communications are not listed in the bibliography; they appear only in the text.

Example:

(J. Dowling, personal communication, 2014).

23. Scientific names

- The scientific name of a species is a

two-word (binary) combination, called a binomial, consisting of a generic name followed by a species name (and sometimes a subspecies name).

Example:

Amblypharyngodon mola

- Binomials are always printed in italics. The genus name is capitalized and the species name is not. Family, order and phylum names are also capitalized.

Example:

Cyprinidae

- Give the complete scientific name (binomial) in the title, abstract and/or at first mention in the text. If the binomial is used again in the text, the genus name may be abbreviated subsequently.

Example:

A. mola

- Do not keep repeating the full binomial once it has been mentioned in full. Use the common name instead of the binomial to refer to it in the text thereafter.

Example:

mola not *Amblypharyngodon mola*
Nile tilapia not *Oreochromis niloticus*

- Include the initial for the surname of the authority⁴ and the date when it first occurs. After that it can be left out.

Example:

Amblypharyngodon mola, (H. 1822)
Oreochromis niloticus, (L. 1758)

- To avoid confusion, when you have two species names listed together that both start with the same letter, write out the names in full.

Example:

Ptychochromis grandidieri and *Paretroplus polyactis* both inhabit salt water.
not *Ptychochromis grandidieri* and *P. polyactis* both inhabit salt water.

- If referring to the same genus (e.g. *Ficus*), then you can abbreviate the genus name on second mention.

Example:

The study of the saltwater cichlids *Etroplus maculatus* and *E. suratensis* ...

- In general, common names are lowercase and are not italicized, but names containing proper nouns have a capital letter.

Example:

Nile tilapia

- Do not italicize the abbreviations sp. (one species), spp. (more than one species), ssp.(subspecies), var. (variety), cv. (cultivar), the authority name, or family, order or phylum names.

Example:

Amblypharyngodon spp.
Cyprinidae

24. Spacing

There should only be a single space between punctuation and the following word.

25. Spelling

- British spelling (as given in the *Oxford English Dictionary* and its derivatives) should be used by three CGIAR centers: Bioversity International, ICRAF and ILRI.
- American spelling (as given in the *Merriam-Webster Dictionary* and its derivatives) should be used for publications produced by WorldFish and the other 11 CGIAR centers.

26. Tables

26.1. Table captions

- Tables captions should be placed above tables throughout a document.
- They should be brief but include enough information to describe accurately what is in the table.
- There should be a space between the table number and the table text.
- There should be a period after the table number and at the end of the caption.
- Capitalize the first word and any proper nouns.
- Table titles are always in bold.

Example:

Table 1. Operational and capital costs of small-scale feed mills in Kenya in 2012.

26.2. Numbering tables

- Number each table sequentially as it appears in the text.
- Make sure all tables are cited in the text at least once.

26.3. Table placement

- Try not to split a table (by putting parts of it on different pages) if possible.

27. Type style

27.1. Bold

- Use bold sparingly to emphasize particular words or phrases.
- Use bold for
 - headings and subheadings as required;
 - table or figure numbers.

27.2. Italics

- Use italics sparingly for emphasis.
- Use italics for
 - local/vernacular names

Example:

kastom
khichuri

- foreign words, phrases and abbreviations that are not yet fully incorporated into the English language

Example:

in situ

Exceptions: et al., etc., ibid., i.e., op. cit., vice versa, viz; names of persons, institutions and places; and quotes in languages other than English.

- genus, species and subspecies in taxonomic references

Example:

Amblypharyngodon mola, *Oreochromis niloticus*

- the word “*In*” and book and journal titles in references (capitalized)

Example:

Rickman JF and Sinath P. 2004. The development of tube-well irrigation systems in Cambodia. *In* Water in Agriculture, Proceedings of a CARDI International Conference on Research on Water in Agricultural Production in Asia for the 21st Century, Phnom Penh, Cambodia, 25–28 November 2003. 174–81.

El-Gayar O. 2003. Aquaculture in Egypt and issues for sustainable development. *Aquaculture Economics and Management* 7(1/2):137–54.

- the titles of books, journals and other published works referred to in the text

Example:

It was reported in *The New York Times* that ...

Notes

- ¹ In title case, the first letter of all words (except articles [a, an, the]; prepositions [by, of, through, to]; conjunctions [and, but, for, or, nor, so]) are capitalized; e.g. *A Complete Guide to the Freshwater Fish of Southern Africa*.
- ² In sentence case, only the first word and any proper noun in a title, heading or subheading are capitalized; e.g. Vulnerability of tropical Pacific fisheries and aquaculture to climate change.
- ³ A DOI is a unique persistent identifier for a published digital object, such as an article or a study. It is a concise and easy-to-use clickable link to the URL of the article or study.
- ⁴ The authority is the name of the person who first identified and published this species; e.g. Linnaeus, abbreviated to L., or Hamilton, abbreviated to H.

Word list

A

afterward (*not* afterwards)
agribusiness
agro-ecological
amid (*not* amidst)
among (*not* amongst)
analyses (n. plural)
analyze (v.)
aquafeed

B

benefiting, benefited
biosecurity
broodstock
bycatch
bylaw
by-product

C

childcare
color
co-exist
combating
co-management
community-based
cooperate (*not* co-operate)
cooperative (*not* co-operative)
coordinate (*not* co-ordinate)
cost-effective
countrywide
cross-border
crossbreeding
crosscutting
cross-reference
cross-sectional

D

data (singular and plural; always takes singular verb)
decision-making
director general (*not* hyphenated)

E

end-market

F

fact sheet
farm-made
farmland
farmstock

fieldwork
fish
fishers (*not* fishermen)
fishmeal
fishmongers
fishpond
fishstock
flavor
fresh water (n.)
freshwater (adj.)
fry (both singular and plural; *not* fries)
full time (adv.) (e.g. He works full time.)
full-time (adj.) (e.g. He found a full-time job.)

G

gender-accommodative
gender-sensitive
gender-transformative
genetically improved farmed tilapia (*abbrev.* GIFT)
government-funded
groundwater
grow-out (n. & adj.)
grow out (v.)

H

handwashing
hapa (*plural* hapas)
health care
hemorrhage
hilsa (*not* capitalized)
humanmade (*not* manmade)

I

inactive
inbreeding
income generating (*not* hyphenated)
intracountry
intercropping
intraregional
interregional

J

K

L

labeled, labeling
labor (*not* labour)
life cycle (n.)
life-cycle (adj.)

M

makeshift
metric ton (*abbrev. "t"*) (*never tons or tonnes*)
microcredit
micro-organism
million metric tons (*never abbreviate*)
modeling
moneylender
monosex
multidisciplinary
multifocal
multipurpose

N

neighbor (*not neighbour*)
Nile tilapia
nonagricultural
nongovernmental organization
nonrenewable
nonselective
nontargeted

O

on board (adv. or prepositional phrase)
onboard (adj.)
on-farm
overfishing
overreliance

P

part time (adv.) (e.g. He works part time.)
part-time (adj.) (e.g. He found a part-time job.)
plow (*not plough*)
policymaker
postfishing
postharvest
postlarvae
practice (*not practise*)
prefishing
preplanting
project-supported

Q

R

rainfall
re-engage
re-entry
re-establish
recognize (*not recognise*)
restart

S

salt water (n.)
saltwater (adj.)
science-based
semi-intensive
semistructured
set up (v.)
setup (n.)
shellfish
smallholder
small scale (adv.)
small-scale (adj.) (e.g. small-scale farmers)
socioeconomic
sociopolitical
sub-Saharan
subcomponent
subregion
subsector
subset
subtropical
swampland

T

tilapia
timeframe
toward (*not towards*)
transshipped
trialing

U

undernutrition
US (*not U.S. or USA*)
USD (*not US\$*)

V

vice versa (two words; *not hyphenated*)

W

water flow
well-being (*always hyphenated*)
WorldFish
WorldFish Bangladesh
WorldFish headquarters (WorldFish HQ after first reference)
WorldFish Myanmar
WorldFish Sierra Leone

X

Y

year-round
youths (plural)

Z

Reference samples

Book

Scott M. 2001. *Nile Tilapia: A Complete Guide*. Cape Town, South Africa: Struik Publishers.

Book chapter

Dube OP and Sekhwela MBM. 2008. Indigenous knowledge, institutions and practices for coping with variable climate in the Limpopo Basin of Botswana. In Leary N, Adejuwon J, Barros V, Burton I, Kulkarni J and Lasco R, eds. *Climate Change and Adaptation*. London: Earthscan. 71–89.

Brief

Kantor P. 2013. Transforming gender relations: Key to positive development outcomes in aquatic agricultural systems. Penang, Malaysia: CGIAR Research Program on Aquatic Agricultural Systems. Brief: AAS-2013-12.

Conference presentation

Bangura AA and Cole MB. 1987. The Fisheries Programme of the Bo Pujehun Rural Development Project. A paper presented at the 16th Annual Conference of the Agricultural Society of Sierra Leone, Bo, Sierra Leone, 18–22 November 1987.

Conference publication

Rickman JF and Sinath P. 2004. The development of tube-well irrigation systems in Cambodia. In Water in Agriculture, Proceedings of a CARDI International Conference on Research on Water in Agricultural Production in Asia for the 21st Century, Phnom Penh, Cambodia, 25–28 November 2003. 174–81.

Discussion paper

Agarwal B. 1997. 'Bargaining' and gender relations: Within and beyond the household. FCND Discussion Paper 27. Washington, DC: IFPRI.

Editor(s)

Hasan MR and New MB, eds. On-farm feeding and feed management in aquaculture. FAO Fisheries and Aquaculture Technical Paper No. 583. Rome: FAO. 101–29.

'In prep' publication

Do not include 'In prep' documents in the reference list. If a document has not been published or is not 'In press' then it should not be included at all, as the reader cannot find it. If you want to include unpublished material, you can include it as an in-text citation (personal communication) if necessary. Personal communications are not listed in the bibliography. They appear only in the text; e.g. (J. Dowling, personal communication, 2014).

'In press' publication

[OECD] Organisation for Economic Co-operation and Development. In press. OECD factbook 2013. Paris: OECD.

Journal article

Hviding E and Baines GBK. 1994. Community-based fisheries management, tradition and the challenges of development in Marovo, Solomon Islands. *Development and Change* 25(1):13–39.

Master's thesis

Sankoh SK. 1999. DDT and PCB levels in the muscle tissues of the most commonly eaten marine food fish of Sierra Leone. [MSc thesis] University of Sierra Leone, Sierra Leone.

Magazine article

Taylor PS. July 21, 2008. The drink for the rich and uneducated. *Maclean's*. 121:29.

Newspaper article (digital)

Moss S. April 18, 2018. Fishing for stories via Instagram. *The New York Times*. Digital.

Newspaper article (print)

Moss S. April 11, 2014. Songbirds in decline – A tragedy for Britain's culture, as well as its environment. *The Guardian*. Print.

Non-English publication

Deniel E. 2007. Conseil agricole au Bénin: Dés évolutions à suivre. Grain de Sel N0 40.

Online book or journal article

Powell A. 2014. Wild leafy vegetable use and knowledge across multiple sites in Morocco: A case study for transmission of local knowledge? *Journal of Ethnobiology and Ethnomedicine* 10:34. doi:10.1186/1746-4269-10-34

PhD thesis

Bishaw Z. 2004. Wheat and barley seed systems in Ethiopia and Syria. [PhD thesis] Wageningen University, The Netherlands.

Report

Rajaratnam S, Cole SM, Fox KM, Dierksmeier B, Puskur R, Zulu F, Teoh SJ and Situmo J. 2015. Social and gender analysis report: Barotse Floodplain, Western Province, Zambia. Penang, Malaysia: CGIAR Research Program on Aquatic Agricultural Systems. Program Report: AAS-2015-18.

Section title within publication

El-Sayed A-FM. 2013. On-farm feed management practices for Nile tilapia (*Oreochromis niloticus*) in Egypt. In Hasan MR and New MB, eds. On-farm feeding and feed management in aquaculture. FAO Fisheries and Aquaculture Technical Paper No. 583. Rome: FAO. 101–29.

Unknown date of previously printed publication

Chanrith N. n.d. Economic growth, agriculture and poverty reduction in Cambodia.

Website reference

[IITA] International Institute of Tropical Agriculture. n.d. Ibadan: IITA. Accessed 11 March 2014. www.iita.org

Working paper

[CDRI] Cambodia Development Resource Institute. 2010. Empirical evidence of irrigation management in the Tonle Sap basin: Issues and challenges. Working Paper No. 48.

List of abbreviations

Abbreviation	Title
A4NH	CGIAR Research Program on Agriculture for Health and Nutrition
AA	aquaculture-agriculture
AAC	Aceh Aquaculture Cooperative
AARR	Alliance Association of Rural Restoration
AAS	CGIAR Research Program on Aquatic Agricultural Systems
AASDP	Aquatic Agricultural System Development Program
ACC	adaptation to climate change
ACDI-VOCA	Agricultural Cooperative Development International and Volunteers in Overseas Cooperative Assistance
ACF	Agriculture Consultative Forum
ACIAR	Australian Centre for International Agricultural Research
ACP	Africa, Caribbean and Pacific Group of States
ACV	adaptation to climate variability
ADB	Asian Development Bank
ADG/CS	associate director general/corporate services
ADIC	Analyzing Development Issues Center
ADRA	Adventist Development and Relief Agency
AFA	Action for Africa
AFG	Agence Francaise de Développement
AFS	agri-food system
AGM	annual general meeting
AHCAB	Animal Health Companies Association of Bangladesh
AIARC	Association of International Agricultural Research Centers
AIDS	acquired immune deficiency syndrome
AIGA	alternative income generating activities
AIMS	Australian Institute of Marine Science
AIN	Aquaculture for Income and Nutrition
AIP	Agro-Inputs Program, Bangladesh
AIT	Asian Institute of Technology

Abbreviation	Title
AKVAFORSK	Institute of Aquaculture Research, Norway
ALGIS	Agriculture and Land-Use Geographic Information System
ANKO	Akphiwat Neary Khmer Organization
APAARI	Asia Pacific Association of Agricultural Research Institutions
APEC	Asia-Pacific Economic Cooperation
APFIC	Asia-Pacific Fishery Commission
AQ	aquaculture and genetics discipline
AR4D	Agricultural Research for Development
ARC	Agriculture Research Center
ARCAB	Action Research for Community Adaptation in Bangladesh
ARDC	Agriculture and Rural Development Corporation
ARDS	Agriculture and Rural Development Strategy
ARI	Advanced Research Institute
AS	Aphiwat Strey
ASARECA	Association for Strengthening Agricultural Research in Eastern and Central Africa
ASEAN	Association of Southeast Asian Nations
ATSA	Agricultural Technical Service Association
AU	African Union
AU-IBAR	Inter-African Bureau for Animal Resources
AU-NEPAD	African Union's New Partnership for African Development Agency
AusAID	Australian Agency for International Development
AWA	Africa and West Asia
AWF	African Wildlife Foundation
AYAD	Australian Youth Ambassadors for Development Programme
BAR	Bureau of Agricultural Research
BARC	Bangladesh Agricultural Research Council
BAU	Bangladesh Agricultural University
BCC	behavior change communication
BDO	business development office
BDT	Bangladeshi Taka

Abbreviation	Title
BEST	Better Works and Standards Programme
BFAR	Bureau of Fisheries and Aquatic Resources
BFFEA	Bangladesh Frozen Foods Exporters Association
BFRF	Bangladesh Fisheries Research Forum
BFRI	Bangladesh Fisheries Research Institute
BGRRP	Biodiversity and Genetics Resources Research Program
BIG DATA	CGIAR Platform for Big Data in Agriculture
BIWTA	Bangladesh Inland Water Transport Authority
BLRI	Bangladesh Livestock Research Institute
BMD	Bangladesh Meteorological Department
BMP	best management practices
BMU	beach management unit
BMZ	German Federal Ministry for Economic Cooperation and Development
BOP	board orientation program
BOT	board of trustees (<i>but</i> title case for specific BOT: e.g. WorldFish Board of Trustees)
BPO	business process outsourcing
BRAC	Bangladesh Rural Advancement Committee
BRE	Barotse Royal Establishment
BRRI	Bangladesh Rice Research Institute
BRTC	Bureau of Research, Testing and Consultation
BSFF	Bangladesh Shrimp and Fish Foundation
BSSU	Business Systems Support Unit
BUET	Bangladesh University of Engineering and Technology
BWDB	Bangladesh Water Development Board
CAA	competent administrative authority
CAADP	Comprehensive African Agriculture Development Program
CAPMAS	Central Agency for Public Mobilization and Statistics
CAPRI	CGIAR Systemwide Program on Collective Action and Property Rights initiative
CARD	Council for Agriculture and Rural Development
CARDI	Cambodian Agricultural Research and Development Institute

Abbreviation	Title
CARE	Cooperative for Assistance and Relief Everywhere
CARPE	Central African Regional Program for the Environment
CB	CGIAR Consortium Board
CBA	community-based adaptation
CBD	Convention on Biological Diversity
CBFM	community-based fisheries management
CBO	community-based organization
CCA	climate change adaptation
CCAFS	CGIAR Research Program on Climate Change, Agriculture and Food Security
CCARDESA	Centre for Coordination of Agricultural Research and Development for Southern Africa
CCDB	Christian Commission for Development in Bangladesh
CCER	center-commissioned external review
CCLF	CGIAR Canada Linkage Funds
CDRI	Cambodia Development Resource Institute
CEDAC	Cambodian Center for Study and Development in Agriculture
Cefas	Centre for Environment, Fisheries and Aquaculture Science
CEGIS	Center for Environmental and Geographic Information Services
CF	community facilitator
CFC	community feed centers
CGIP	carp genetic improvement program
CIAT	International Center for Tropical Agriculture
CIDA	Canadian International Development Agency
CIE	Centre for International Economics
CIFOR	Center for International Forestry Research
CIMMYT	International Maize and Wheat Improvement Center
CIP	Commune Investment Plan
CIPE	Center for International Private Enterprise
CIRAD	French Agricultural Research Centre for International Development
CLAR	Central Laboratory for Aquaculture Research
CLCP	community life competence process
CM	country manager

Abbreviation	Title
CMRRP	Coastal and Marine Resources Research Program
CMT	country management team
CNMC	Secretariat within the Cambodian National Mekong Committee
CNRS	Center for Natural Resource Studies
CO	CGIAR Consortium Office
CODEC	Community Development Centre
COLPOG	community livestock pass-on gift
COMESA	Common Market for Eastern and Southern Africa
COP	chief of party
CORAF	Conference of African and French leaders of agricultural research institutes
CORIN	Coastal Resources Institute, Thailand/USA
COWS	Cambodian Organization for Women Support
CP	challenge program
CPC	country program committee
CPM	country program manager
CPP	Cyclone Preparedness Programme
CPUE	catch per unit effort
CPWF	CGIAR Challenge Program on Water and Food
CROP	Council of Regional Organisations in the Pacific
CRP	CGIAR Research Program
CRP-FTA	CGIAR Research Program on Forests, Trees and Agroforestry
CRS	Catholic Relief Services
CSD	corporate services division
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CSISA	Cereal Systems Initiative for South Asia
CSISA-BD	Cereal Systems Initiative for South Asia-Bangladesh
CSO	community service organization
CSPP	climate-smart practices and portfolios
CTI	Coral Triangle Initiative
CTI-CFF	Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security
CultiAF	Cultivate Africa's Future

Abbreviation	Title
CVP	climate vulnerable poor
DA-BAR	Department of Agriculture – Bureau of Agricultural Research, Philippines
DACO	district agricultural coordination offices
DAE	Department of Agriculture Extension
DAE of MAFF	Department of Agricultural Extension of the Ministry of Agriculture, Forestry and Fisheries, Cambodia
DALY	disability-adjusted life year
DANIDA	Danish Agency for Development Assistance
DCOP	deputy chief of party
DCS	director, corporate services
DD	discipline director
DDCC	District Development Coordination Committee
DDG	deputy director general
DDI	Dietary Diversity Index
DDT	diagnosis and design team
DENR	Department of Environment and Natural Resources, Philippines
DFID	Department for International Development, United Kingdom
DFMR	Department of Fisheries and Marine Resources, United Kingdom
DHS	demographic and health survey
DLS	Department of Livestock Services
DMAF	Defence Military Assistance Fund
DMB	Disaster Management Bureau
DO2	Development Objective 2
DOE	Department of Environment
DOF	Department of Fisheries
DOM	Department of Meteorology
DPHE	Department of Public Health Engineering
DRC	Democratic Republic of the Congo
DRR	disaster risk reduction
DSAP	Development of Sustainable Aquaculture Project
DTIS	diagnostic trade integration study

Abbreviation	Title
EAC	East African Community
EC	European Commission
ECCAS	Economic Community of Central African States
ECOSORN	Economic and Social Relaunch of Northwest Provinces
ECOWAS	Economic Community of West African States
eDNA	environmental DNA
EEAA	Egyptian Environmental Affairs Agency
EEZ	exclusive economic zone
EFPEA	Egyptian Fish Producers and Exporters Association
EIA	environmental impact assessment
EIARD	European Initiative for Agricultural Research for Development
EIB	CGIAR Excellence in Breeding Platform
EMS	early mortality syndrome
EOP	end of project
EPMR	External Program and Management Review
ESCAP	United Nations Economic and Social Commission for Asia and the Pacific
ESE	economic, social and environmental
ESEA	East and Southeast Asia
EU	European Union
EurepGAP	European Good Agricultural Practices
EOI	expression of interest
FACT	Fishery Action Coalition Team
FAO	Food and Agriculture Organization of the United Nations
FARA	Forum for Agricultural Research in Africa
FCR	feed conversion ratio
FETA	Fisheries Education and Training Agency
FFC	farmer field school
FFWC	Flood Forecasting and Warning Center
FGD	focus group discussion
FiA	fisheries administration

Abbreviation	Title
FIAB	Feed Industry Association Bangladesh
FIGIS	FAO Fisheries Global Information System
FIPS	Fisheries and Aquaculture Statistics and Information Branch
FiRST	Fisheries Resource Information System and Tools
FISH	CGIAR Research Program on Fish Agri-Food Systems
FMC	fishery monitoring center
FP	flagship project
FRDN	Fisheries Research and Development Network
FRI	Fisheries Research Institute, Penang, Malaysia
FRRP	Freshwater Resources Research Program
FSN	food security and nutrition
FTA	CGIAR Research Program on Forests, Trees and Agroforestry
FTE	full-time equivalent
FTF	Feed the Future
FVCN	fish value chains and nutrition
G9	Generation 9 of the Abbassa improved strain of Nile tilapia
GAFRD	General Authority for Fish Resources Development
GAIN	Global Alliance for Improved Nutrition
GAP	good aquaculture practices
GART	Golden Valley Agricultural Research Trust
GBV	gender-based violence
GCARD	Global Conferences on Agricultural Research for Development
GCMRN	Global Coral Reef Monitoring Network
GDI	Gender and Development Index
GDP	gross domestic product
GEF	Global Environment Facility
GENEBANK	CGIAR Genebank Platform
GERL	gender-equitable and resilient livelihoods
GEWD	gender equality and women's development
GFAR	Global Forum on Agricultural Research

Abbreviation	Title
GFI	Gift Foundation International
GFSF	Global Futures and Strategic Foresight
GHCN	Global Historical Climatology Network
GIFT	genetically improved farmed tilapia
GII	Gender Inequality Index
GIS	geographic information system/geographical information system
GISP	Global Invasive Species Database
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GLDC	CGIAR Research Program on Grain Legumes and Dryland Cereals
GLOBALGAP	Global Good Agricultural Practices
GMO	genetically modified organism
GOB	Government of Bangladesh
GoFAR	Group of Fisheries and Aquatic Research
GOJ	Government of Japan
GOTL	Government of Timor-Leste
GOU	Government of Uganda
GOVS	General Organization for Veterinary Services
GPG	global public goods
GPS	global positioning system
GREAT	Gender Roles, Equality and Transformations
GRiSP	Global Rice Science Partnership
GTA	gender-transformative approach
HACCP	hazard analysis and critical control points
HARVEST	Helping Address Rural Vulnerabilities and Ecosystem Stability
HDI	Human Development Index
HDLDA	High Dam Lake Development Authority
HH	household
HIES	household income and expenditure survey
HIV	human immunodeficiency virus
HKI	Helen Keller International

Abbreviation	Title
HOF	head of fisheries
HR	human resources
HR-SAS	Human Resources Strategic Advisory Services
HRD	human resource development
HSPH	Harvard University School of Public Health
Humidtropics	CGIAR Research Program on Integrated Systems for the Humid Tropics
HURREDO	Human Resource and Rural Economic Development Organization
HYV	high-yielding variety
IA	impact assessment
IAA	integrated aquaculture-agriculture
IAR4D	Integrated Agricultural Research for Development
IARC	International Agricultural Research Center
IAU	internal audit unit
IBAMO	Iligan Bay Alliance of Misamis Occidental
IBI	index-based insurance
IBWI	index-based weather insurance
ICAR	Indian Council for Agricultural Research
ICARDA	International Center for Agricultural Research in the Dry Areas
ICART	Implementation and Coordination of Agricultural Research Training
ICCCAD	International Centre for Climate Change and Development
ICDDRDB	International Centre for Diarrhoeal Disease Research, Bangladesh
ICP	information and communications program
ICRAF	International Centre for Research in Agroforestry
ICRAN	International Coral Reef Action Network
ICRISAT	International Crops Research Institute for the Semi-Arid Tropics
ICRW	International Center for Research on Women
ICT-KM	information and communication technology – knowledge management
iDE	International Development Enterprise
IDH	Sustainable Trade Initiative
IDO	intermediate development outcome

Abbreviation	Title
IDPoor	Identification of Poor Households
IDRA	Insurance Development and Regulatory Authority
IDRC	International Development Research Centre
IDS	Institute of Development Studies
IE	impact evaluation
IEA	independent evaluation arrangement
IEIDEAS	Improving Employment and Income through the Development of Egypt's Aquaculture Sector
IFAD	International Fund for Agricultural Development
IFC	International Finance Corporation
IFMS	Integrated Farming and Marketing System
IFPRI	International Food Policy Research Institute
IFReDI	Inland Fisheries Research and Development Institute
IFS	inshore fisheries strategy
iiDE	International Institute for Development of Environment
IIED	International Institute for Environment and Development
IIFET	International Institute of Fisheries Economics and Trade
IITA	International Institute of Tropical Agriculture
IKG	Information Knowledge Group
ILAC	Institutional Learning and Change Initiative
ILO	International Labour Organization
ILRI	International Livestock Research Institute
IMPACT	International Model for Policy Analysis of Agricultural Commodities and Trade
INGA	International Network on Genetics in Aquaculture
INGO	international nongovernmental organization
INREF	Interdisciplinary Research and Education Fund of Wageningen University & Research
INRM	integrated natural resource management
IP	intellectual property
IPCC	Intergovernmental Panel on Climate Change
IPG	international public good
IPR	intellectual property rights
IR	intermediate results

Abbreviation	Title
IRD	International Relief and Development
IRDM	Integrated Rural Development Module
IRRI	International Rice Research Institute
IRS	internationally recruited staff
IRSS	International Research Support Services
IRV	Initiative for Right View
ISC	independent steering committee (<i>but</i> title case for specific ISC: e.g. WorldFish Independent Steering Committee)
ISNAR	International Service for National Agricultural Research
ISPC	Independent Science and Partnership Council
ISSCAAP	International Standard Statistical Classification of Aquatic Animals and Plants
IT	information technology
ITTU	information technology and telecommunications unit
IUCN	International Union for Conservation of Nature
IUU	illegal, unreported and unregulated (fishing)
IWFM	Institute of Water and Flood Management
IWM	Institute of Water Modelling
IWMI	International Water Management Institute
JCR	Journal Citation Reports
JCU	James Cook University
JHU	Johns Hopkins University
JHU-CCP	Johns Hopkins Center for Communication Programs
JICA	Japan International Cooperation Agency
JMA	Japan Meteorological Agency
KARDC	Kajjansi Aquaculture Research and Development Center
KFTI	Kasaka Fisheries Training Institute
KIT	Royal Tropical Institute, The Netherlands
KPG	key performance goal
KSA	key success areas
KSLP	knowledge-sharing and learning platforms

Abbreviation	Title
KU	Khulna University
KYP	Krishi Yellow Page
L&F	CGIAR Research Program on Livestock and Fish
Lao PDR	Lao People's Democratic Republic
LCA	life-cycle assessment
LCO	local community organization
LDP	livestock development program
LED	low emissions development
LEDARS	Local Environment Development and Agricultural Research Society
LFM	locally produced fishmeal
LGED	local government engineering department
LHs	livelihoods
LIFDC	low-income food-deficit countries
LIFT	Livelihoods and Food Security Trust
LIVESTOCK	CGIAR Research Program on Livestock
LMMA	locally managed marine area
LOQ	limit of quantitation
LUANAR	Lilongwe University of Agriculture and Natural Resources
LVFO	Lake Victoria Fisheries Organization
LWS	Land and Water Solutions for Sustainable Agriculture
M&E	monitoring and evaluation
M4P	making markets work for the poor
MAAIF	Ministry of Agriculture, Animal Industries and Fisheries
MAC	Marine Aquarium Council
MACO	Ministry of Agriculture and Cooperatives
MAF	Ministry of Agriculture and Fisheries
MAFF	Ministry of Agriculture, Forestry and Fisheries
MAIZE	CGIAR Research Program on Maize
MAL	Ministry of Agriculture and Livestock

Abbreviation	Title
MC	management committee (<i>but</i> title case for specific MC: e.g. WorldFish Management Committee)
MDG	Millennium Development Goal
MDPAC	Ministry of Development Planning and Aid Coordination
MECDM	Ministry of Environment, Climate Change, Disaster Management and Meteorology
MEIA	monitoring, evaluation and impact assessment
MFI	microfinance institutions
MFMR	Ministry of Fisheries and Marine Resources
MIS	management information system
MK1-3 CPWF projects	MK-1 Water Valuation, MK-2 Reservoir Management and MK-3 Impact of Cascades
MMS	Manab Mukti Sangstha
MOA	Ministry of Agriculture
MOALR	Ministry of Agriculture and Land Reclamation
MOE	Ministry of Environment, Canada
MOED	Ministry of Economy and Development
MOEF	Ministry of Environment and Forests
MOFL	Ministry of Fisheries and Livestock
MOH	Ministry of Health
MOSTE	Ministry of Science, Technology and Environment
MOU	memorandum of understanding
MOWR&I	Ministry of Water Resources and Irrigation
MOWRAM	Ministry of Water Resources and Meteorology
MP	mega programs
MPPD	Malaita Province Partnership for Development
MRC	Mekong River Commission
MRD	Mekong River Delta
MSC	most significant change
MSc	Master of Science
MSD	Merck Sharp & Dohme
MSU	Michigan State University
MSY	maximum sustainable yield
MTP	medium-term plan

Abbreviation	Title
MWB	must-win battle
MWCYA	Ministry for Women, Children and Youth Affairs
MWE	Ministry of Water and Environment
MYFish	Improving Research and Development of Myanmar's Inland and Coastal Fisheries
MYNutrition	Managing Aquatic Agricultural Systems to Improve Nutrition and Livelihoods in Rural Myanmar
NAADS	National Agricultural Advisory Services
NACA	Network of Aquaculture Centres in Asia-Pacific
NaFIRRI	National Fisheries Resources Research Institute
NAGRI	National Aquaculture Genetics Research Institute
NAPA	National Adaptation Programmes of Action
NARES	National Aquatic Research and Extension Systems
NARO	National Agricultural Research Organization
NARS	National Aquatic Research Surveys
NASA	National Aeronautics and Space Administration
NBR	National Board of Revenue
NCCC	National Commission on Climate Change
NDFA	National Directorate of Fisheries and Aquaculture
NDS	national development strategy
NEMA	National Environmental Management Authority
NEPAD	New Partnership for Africa's Development
NEPAD-CAADP	New Partnership for Africa's Development – The Comprehensive Africa Agriculture Development Programme
NERA	National Institute for Agricultural Research
NGO	nongovernmental organization
NIOF	National Institute for Oceanography and Fisheries
NIRS	near-infrared spectroscopy
NIWA	New Zealand National Institute of Water and Atmosphere
NOAA	National Oceanic and Atmospheric Administration
NOC	no objection certificate
NORAD	Norwegian Agency for Development Cooperation

Abbreviation	Title
NRDC	Natural Resources Development College
NRI	Natural Resources Institute
NRM	Natural Resources Management
NRMR	Natural Resources Management Research
NRS	nationally recruited staff
NSA	nonstate actors
NULS	Norwegian University of Life Sciences
NZAID	New Zealand Agency for International Development
OAIS	Open Archival Information System
OCS	One Corporate System
OECD	Organisation for Economic Co-operation and Development
OH&S	occupational health and safety
OPEC	Organization of the Petroleum Exporting Countries
OPED	L'Organisation Pour l'Environnement et le Développement Durable
OPS	orange sweet potato
OVI	objectively verifiable indicator
OXFAM	Oxfam International
PACO	Provincial Agricultural Coordination Office
PAL	participatory action learning
PAMB	Protected Area Management Board
PAP	program advisory panel
PAR	participatory action research
PBM	poultry by-product meal
PCAMRD	Philippine Council for Aquatic and Marine Research and Development
PCAARRD	Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development
PCR	polymerase chain reaction
PCW	Philippine Commission on Women
PD	portfolio director
PDCC	Provincial Development Coordination Committee

Abbreviation	Title
PEG	program evaluation group
PEMSEA	Partnerships in Environmental Management for the Seas of East Asia
PESS	Portfolio Economic and Social Science Division
PhD	Doctor of Philosophy
PIAD	Presidential Initiative on Aquaculture Development
PICTs	Pacific Island Countries and Territories
PIM	CGIAR Research Program on Policies, Institutions and Markets
PIPA	participatory impact pathways analysis
PIT	passive integrated transponder
PKSF	Palli Karma-Sahayak Foundation
PL	program leader
PLARD	Program for Luapula Agricultural and Rural Development
PLT	program leadership team
PMC	program management committee
PMCA	participatory market chain analysis
PMU	program management unit
PNG	Papua New Guinea
POP	program oversight panel
PPA	program participation agreement
PPP	public-private partnership
PRA	participatory rural appraisal
PRIAP	Policy Research and Impact Assessment Program
PRSP	poverty reduction strategy paper
PS	permanent secretary
PSF	private sector facilitator
PSU	program support unit
PTWC	Pacific Tsunami Warning Center
QC	quality control
R&D	research and development

Abbreviation	Title
RACHA	Reproductive and Child Health Alliance
RCT	randomized control trial
RD	regional director
RDP	rural development project
RESCAP	Rural Extension Service Capacity Advancement Project
RFLP	Regional Fisheries Livelihoods Programme
RGC	Royal Government of Cambodia
RHD	Roads and Highways Department
RIA	Research Institute for Aquaculture
RIA2	Research Institute for Aquaculture No. 2
RICE	CGIAR Research Program on Rice Agri-Food Systems
RMO	Resource Mobilization Office
RPOA-IUU	Regional Plan of Action to Combat Illegal, Unreported and Unregulated Fishing
RPOA/NPOA	Regional Plan of Action/National Plan of Action
RRS	regionally recruited staff
RTB	CGIAR Research Program on Roots, Tubers and Bananas
RUPP	Royal University of Phnom Penh
RVCL	Royal Veterinary College London
SA	South Asia
SAARC	South Asian Association for Regional Cooperation
SADC	Southern Africa Development Community
SaFaL	Sustainable Agriculture, Food Security and Linkages
SALT	Support, Stimulate, Share, Appreciate, Listen, Learn, Link, Transfer and Team
SARNISSA	Sustainable Aquaculture Research Networks in Sub-Saharan Africa
SAW	Strategy for Agriculture and Water
SBC	Shadharan Bima Corporation
SBPZ	Southern Bangladesh Polder Zone
SC	Solidarity Center
SCD	scored causal diagrams
SDC	Swiss Agency for Development and Cooperation

Abbreviation	Title
SDG	Sustainable Development Goal
SDP	strategic development plan
SEAFDEC	Southeast Asian Fisheries Development Center
SER	sustainability and ecosystem resilience
SFFSN	Strategic Framework for Food Security and Nutrition
SFPS	sustaining fish production systems
SHAB	Shrimp Hatchery Association of Bangladesh
Sida	Swedish International Development Cooperation Agency
SIDS	Small Island Developing States
SILC	saving and internal lending communities
SILC + GTA	saving and internal lending communities + gender-transformative approach
SILIC	Supporting Initiatives for Livelihood Improvement in Cambodia
SIP	super-intensive pangas
SIS	small indigenous species
SIWRP	Sub-Institute for Water Resources Planning
SLA	service level agreement
SLO	system level outcome
SLT	senior leadership team
SME	small- and medium-sized enterprise
SMG	senior management group
SNP	single nucleotide polymorphism
SOE	state-owned enterprise
SORF	Support Organization for Rural Farmers
SPC	Secretariat of the Pacific Community
SPF	specific pathogen free
SPIA	Standing Panel on Impact Assessment
SPREP	Secretariat of the Pacific Regional Environment Program
SPRING	Strengthening Partnerships, Results, and Innovations in Nutrition Globally project
SPS	sanitary and phytosanitary
SRA	small research and development activity
SRC	Stockholm Resilience Centre

Abbreviation	Title
SRES	Special Report on Emissions Scenarios
SRF	Strategic Results Framework
SRI	System of Rice Intensification
SRUC	Scotland's Rural College
SSF	small-scale fisheries
STAR	System for Transparent Allocation of Resources
STARGO	Strengthening Aquatic Resource Governance project
STEEP	social, technical, economic, environmental, policy and political
STEPS	Social, Technological and Environmental Pathways to Sustainability Centre
STREAMS	Sustainable Transformation of Egypt's Aquaculture Market System project
STRP	Scientific and Technical Review Panel
SUA	Sokoine University of Agriculture
SUN	Scaling Up Nutrition movement
SUZA	State University of Zanzibar
SWAAN	South West Aquaculture Advisory Network
SWC	Storm Warning Centre, Dhaka
SWCI	Shared Water Courses Institutions
SWIM	System-Wide Initiative on Water Management
SWOT	strengths, weaknesses, opportunities, threats
TBN	tilapia breeding nucleus
TCO	Trailblazer Cambodia Organization
TGAC	The Genome Analysis Centre
TICAD	Tokyo International Conference on African Development
TL	team leader
TOC	theory of change
TOR	terms of reference
TOT	training of trainers
TRIPS	Agreement on Trade-Related Aspects of Intellectual Property Rights
TS	technical specialist
TSA	Tonle Sap Authority

Abbreviation	Title
TSBR	Tonle Sap Biosphere Reserves
TSE	transmissible spongiform encephalopathy
TSH	tilapia satellite hatchery
TSIA	technologies for sustainable intensification of aquaculture
TSSL	Tonle Sap Sustainable Livelihoods Project
TVE	Television for the Environment International
UAC	Union of Aquatic Cooperatives
UCA	Uganda Cooperative Alliance
UCC	University College Cork
UEA	University of East Anglia
UFFCA	Uganda Fish and Fisheries Conservation Association
UFPEA	Uganda Fish Processors and Exporters Association
UN	United Nations
UNDESA	United Nations Secretariat Department of Economic and Social Affairs
UNDP	United Nations Development Program
UNEP	United Nations Environment Program
UNFCCC	United Nations Framework Convention on Climate Change
UNIDO	United Nations Industrial Development Organization
UNIFEM	United Nations Development Fund for Women
UNSYIAH	Universitas Syiah Kuala
UP	union parishad
URD	Groupe Urgence Réhabilitation Développement
USAID	United States Agency for International Development
USAID LEAD	USAID Livelihoods and Enterprises for Agricultural Development
USDA	United States Department of Agriculture
USG	United States Government
UZ	upazila
VAT	value added tax
VCR	Managing Resource Variability, Risks and Competing Uses for Increased Resilience

Abbreviation	Title
VERS	Village Emergency Referral System
VSA	Volunteer Service Abroad
VSLA	village savings and loan association
WAFICOS	Walimi Fish Farmers' Cooperative Society
WB	World Bank
WDI	World Development Indicator
WEAI	Women's Empowerment in Agriculture Index
WFP	World Food Programme
WHEAT	CGIAR Research Program on Wheat
WIBCI	weather index-based crop insurance
WIN	women in development
WLE	CGIAR Research Program on Water, Land and Ecosystems
WMO	World Meteorological Organization
WOCAN	Women Organizing for Change in Agriculture and Natural Resource Management
WRI	World Resources Institute
WSSD	World Summit on Sustainable Development
WSSV	white spot syndrome virus
WUR	Wageningen University & Research
WWF	World Wildlife Fund/Worldwide Fund for Nature
YPR	yield per recruit
ZAMCOM	Zambezi Watercourse Commission
ZARI	Zambia Agricultural Research Institute
ZOI	zone of influence

About WorldFish

WorldFish is an international, not-for-profit research organization that works to reduce hunger and poverty by improving fisheries and aquaculture. It collaborates with numerous international, regional and national partners to deliver transformational impacts to millions of people who depend on fish for food, nutrition and income in the developing world. Headquartered in Penang, Malaysia and with regional offices across Africa, Asia and the Pacific, WorldFish is a member of CGIAR, the world's largest global partnership on agriculture research and innovation for a food secure future.

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