

STYLE GUIDE FOR EDITORS AND WRITERS 1.0

WORLD AGROFORESTRY CENTRE

Style guide

for editors & writers version 1.0



World Agroforestry Centre
TRANSFORMING LIVES AND LANDSCAPES

Contents

Introduction	3
Before you start	3
Spelling and terminology	4
Compound words	4
Emphasis	5
Jargon	5
Non-biased language	5
Scientific and technical names	6
Acronyms and abbreviations	7
Capitalization	7
Lists	7
Punctuation	8
Full stops	8
Commas	8
Colons and semicolons	8
Quotation marks	8
Apostrophes	8
Em-dashes	8
Numbers, symbols and units	9
Currencies	10
Time and date	10
Tables and figures	11
References	12
Citations in the text	13
The reference section	13
Components of a publication	14
Examples of references	15
Standard blurbs	17
Annex 1. Recommended word list	19
Annex 2. SI Units	23

Introduction

The *Style guide for editors and writers* contains the house style to be followed when preparing documents for the World Agroforestry Centre. Consistent application of the house style will ensure that all material published by the Centre is presented in a coherent and consistent manner.

The Communications Unit can assist with identifying a professional editor/proof reader for your manuscript. Contact: publications@icraf.org. You can also search the consultants database on our website <http://intranet.icraf.cgiar.org>

A copy of this document should be sent to all external editors. The document is also available on the intranet: <http://intranet.icraf.cgiar.org> and on the Internet: www.worldagroforestry.org

Before you start

Good writing usually follows from clear thinking. Express your thoughts as simply as possible. Avoid long and complicated sentences.

Editing is an essential part of your writing. When planning to produce something in writing, always set aside some time to edit it.

Proof checking is the final step in your editing. It is the final chance to spot mistakes, including the oddities put into the text by electronic transmission. It is a meticulous and time-consuming task.

Be concise

Allow time for the task

A final edit

Spelling and terminology

Our spelling style is British; use the latest edition of the *Oxford Concise Dictionary*. If more than one spelling for a word is given, use the first entry.

Before editing a document, always check the World Agroforestry Centre (ICRAF) recommended word list (annex 1). This list contains words and terms frequently used in our documents. Ensure that the default language for your document is set to English (UK), by selecting 'Language' from the Tools menu, but note that some words differ from this standard (see above and the next paragraph).

Many verbs can end in either –ize or –ise. ICRAF uses -ize in most instances but beware of words such as: advertise, analyse, catalyse, hydrolyse, paralyse, supervise, revise.

Compound words

In general, follow the *Oxford Concise*, but regardless of particular compounds it lists, we cut down on hyphens and compound words as follows: Do not hyphenate adverb–adjective compounds with the adverb ending in -ly:

Some words to be aware of:

advise (v)	advice (n)
practise (v)	practice (n)
license (v)	licence (n)

above-ground	multi (compounds closed up)
agri (compounds closed up)	non- (always hyphenated)
agro (compounds closed up)	on-farm, on-station (when before the verb, but not after)
below-ground	over (compounds closed up)
co (compounds closed up)	policy maker; policy-making committee
cropland	pre (compounds closed up)
decision maker; decision-making group	rained
farmland	rainforest
fuelwood	re (compounds closed up)
grassland	self- (always hyphenated)
homegarden	smallholder
macro (compounds closed up)	waterlogged
micro (compounds closed up)	

Usually hyphenate participial modifiers that come before the noun, but not after the verb:

Hyphenate adjective-noun compounds serving as adjectives when coming before another noun; do not hyphenate the same combination when the second part serves as a noun.

Emphasis

Because we use so many scientific names in our publications in italics we use single quotation marks for words we need to emphasize. Put local names of plants and similar terms in single quotes (regular typeface) the first time they are used. Use single quotes (British style) rather than double quotes.

Jargon

Avoid jargon and buzz words of the moment:

Non-biased language

Be aware of biases in the language. *Not* 'the farmer tilling his fields . . .' Try 'the farmer tilling the fields . . .' or 'the farmers tilling their fields . . .'. And remember . . . small-scale farmers, not small farmers; we don't know how big they are, only the size of their operation.

Avoid sexist language.

Example:

closely followed programme

but well-laid plan

donor-financed project *but*

the project was donor financed

fast-growing tree species *but*

the species is fast growing

on-farm trial *but*

the trial was conducted on farm

small-scale farmers *but*

farming on a small scale

Example:

'pijuayo' 'ejido' 'boma'
'dambo'

Example:

not backstop

but back up, support, reinforce

not linkages

but links

Incorrect:

man, chairman, mankind,

spokesman, man-made,

middleman, workman

Correct:

people, chairperson, humanity,

spokesperson, handmade, trader,

worker etc.

Scientific and technical names

Key in Latin genus and species names in italics. Latin names for family, order, class, and so on, start with a capital letter but are neither underlined nor put in italics. English names are not capitalized unless they contain a proper noun, such as someone's name or other proper name (ascochyta blight, but East African coast fever). Sometimes the Latin name and the English name are the same; make clear whether the scientific name or the common equivalent is intended (*Leucaena*, leucaena; *Acacia*, acacia).

Avoid Latin terms wherever possible; use 'for example' instead of 'e.g.', 'that is' instead of 'i.e.', 'and others' instead of 'et al.', 'and so on' instead of 'etc.'

Refer to crops by their English names; weeds, insects and pathogens by Latin names (without authorities unless especially required, such as in a taxonomic paper), except for the most common pests and for diseases for which English names are widely accepted and unambiguous.

Herbicides, insecticides, and so forth, should be referred to by their common names, with trade names, enclosed in single quotes, only where necessary. Common (generic) names start with a lowercase letter, trade names with a capital. Doses should normally be stated in terms of active ingredient (a.i.).

Variety names of crops should start with a capital letter.

Soil types start with a capital letter.

Note:

Abbreviations such as ssp., var., cv. in a scientific name are not italicized.

Note:

Commonly used Latin terms such as 'et al.', ad lib., in vivo, in vitro, in situ' are not in italics.

Example:

Katumani, Sissay, Enkoy

Eutric Nitosol, Vertisol, Haphic Phaezem, Rendzina, Chronic Luvisol

Acronyms and abbreviations

An acronym or abbreviation should be introduced only if the term appears more than once in the document. When using an acronym, write the name in full at the first usage, followed by the initials in parenthesis. Thereafter, use the acronym only, without full stops or spaces: the Consultative Group on International Agricultural Research (CGIAR). Keep a separate list of all acronyms you use and their full names. A list of acronyms is useful if several are used in the paper.

Capitalization

All headings should use sentence-style capitalization: that means capitalize only the first word and proper nouns – just as you would in a sentence.

When referring in the text to a figure or a table or citing a section or chapter of a paper or book, use lowercase (for example, see figure 2).

Lists

List are punctuated in the same way as sentences, unless entries are very short, when no punctuation is required.

Short entries

(initial lowercase / no end punctuation)

More complex entries

(initial lowercase / end with semicolon and list with full stop)

Complete sentences

(Capital to begin / end with full stop)

Note:

It is not necessary to write out SI abbreviations on first usage.

Use recognized symbols for chemical elements without writing them out.

Note:

In general, use a 'down' style of capitalization, with a minimum of capitals.

Example:

Dr R. Jones, the director general of Philips *but*
Director General Robert Jones

Examples:

- presentation
- projector
- flip chart

- identify the population;
- improve the participation of minority groups;
- conduct an impact assessment of the project.

- Foster collaboration and synergy among agroforestry and related institutions.
- Improve the quality of service and access to agroforestry/ integrated natural resource management (INRM) knowledge.

Punctuation

The key test of effective punctuation is whether you notice it or not. If the writing reads well, you won't be aware of the commas, full stops and semicolons.

Full stops

Leave only one space after a full stop at the end of a sentence.

Commas

Minimize the use of commas. Use commas to separate clauses within complex sentences to prevent possible misreading.

Colons and semicolons

Colon

Use a colon when the second part of the sentence directly results from the first part.

Semicolon

A semicolon is used to join two parts of a sentence that belong together but contain different statements. In most cases the semicolon can be replaced by 'and', 'but' or 'because'. Both parts must be a complete sentence, with a subject and verb.

Quotation marks

Single quotation marks are used for words we need to emphasize.

Reported speech or extracts from other writing are enclosed in **double quotation marks**.

Apostrophes

Use apostrophes for possessive words. But never use apostrophes with possessive pronouns such as theirs, yours, its.

Em-dashes

An em-dash can be used:

- To introduce words that explain or elaborate on what has gone before.
- To introduce an extra point or afterthought.

Use full stops:

Use full stops for e.g. and i.e. and M.Sc. and Ph.D.

Do not use full stops:

- after people's titles, e.g. Mr, Mrs, Dr
- in acronyms, e.g. ICRAF, UK, USA
- after a heading, caption or running head
- after sp, spp, var and cv

Example:

The farmer had five children: one is working at the farm, three are working in the city but the youngest is still looking for a job.

It's a pity that the farmers in our trial are illiterate; this is hampering the experiment.

Note:

Where one quotation appears within another, the inner quotation takes double quotes and vice versa.

Example:

the farmer's tools (1 farmer)
the farmers' tools (more than 1 farmer)
Remember: It's is the contraction for it is.

Example: The key to their success are 'fertilizer trees'—species of trees that transfer nitrogen from the air into the soil.

Numbers, symbols and units

Units. All measures should be given in SI units (list attached in annex 2). Abbreviate SI units used with numerals, do not use full stops, do not add an 's' for plurals (6 ha, 110 g, 22 mm). Leave a **hard space** between the figure and the unit. Write out if the unit is used without numerals: 'The level of N applied in kilograms per hectare . . .'

Reporting numbers. In reporting a number, the number of significant digits must be commensurate with the precision of your initial measurement. If the quantity must be converted to SI units, multiply the quantity by the exact conversion factor and then round to the appropriate number of significant digits.

Writing numbers. Follow the rules given below for writing numbers in text.

In numbers of 4 digits, run the numerals together with no space or comma:

In numbers consisting of more than 4 digits, leave a space between each group of 3, going in either direction from the decimal point:

As numerals are quicker for the reader to grasp than words, contemporary style is to use numerals throughout the text. This is the style recommended by the Council of Science Editors. Use numerals as in the examples that follow.

For expressing any number that immediately precedes a standard unit of measure (abbreviated).

For a date, an expression of time, a page number, a percentage, a decimal quantity, or a numerical designation.

Note: ICRAF uses 't' for tonnes and not MT.

ICRAF uses 'L' for litre instead of 'l' to avoid confusion with the number 1.

Note:

Avoid the *slant line* meaning 'per'.

Rather, use exponents:

0.5 mg m⁻² s⁻¹ (*not* 0.5 mg/m²/s)

1000, 2568.

26 531 423 375 422 0.023 587

Note: Use hard (non-breaking) spaces to avoid awkward number divisions at the end of lines (press **CTRL+SHIFT+SPACEBAR**)

3 g 18 mm 300 m² 3.5 ha

Use hard spaces between number and unit of measure

7 July 1987

the time is 0815

page 3

27%

37.6

a magnification of 50

For a number implying arithmetical manipulation.

In most other situations not mentioned above:

In writing a large number ending in several zeros or a very small number, either substitute a word for part of the number or add an appropriate prefix to a basic unit of measurement.

Do not begin a sentence with a numeral; spell out both the number and the units of measure or rephrase the sentence.

Currencies

The abbreviation USD may be further shortened to the symbol \$ if defined in an explanatory note. In this case, there is no space between the symbol and the amount, e.g. \$45 000 **but** USD 45 000.

Time and date

Use the 24-hour system for time: 1630, 2400 (midnight). Use the day-month-year system for dates, without commas: 1 June 2005. Do not use numerals for the month, as the notation can be ambiguous: 1/6/04 can be read as January 6 as well as 1 June.

The expression of years should be consistent with the intended meaning:

Examples:

18 multiplied by 2, a factor of 2

9 plots, 29 trees, 2/3 of the farmers

3rd 4th 33rd 54th

1.6 million (not 1 600 000)

23 µg (not 0.000 023 g)

Note:

The symbol for euro (pl. euros) is €.

Note:

Use an en-dash to express ranges.

On the number keyboard, press 'ctrl' and '-' for an en-dash.

1992–1998; May–June 1976;

pp.38–65

13 May 1980–25 November 1981

New York–London flight

Do not use apostrophes in decades: for example 1990s

Example	Meaning
1995–2000	Five full calendar years
1995	Period from 1 January to 31 December 1995
1996/1997	An undefined period usually lasting 12 months starting in 1996 and ending in 1997 (e.g. crop year)
1990s	The decade 1990–1999 (10 years)

Tables and figures

Tables are used for reporting extensive numerical data in an organized manner. They show classifications, facilitate comparison, reveal relationships and save space. They should be self-explanatory. It is seldom necessary to use a table for fewer than 8 items of data; instead, present the information in the text.

Figures present comparisons and contrasts quickly and visually. They catch the reader's attention and are vivid in the message they convey. But by their nature, they do not give the detail of data that can be carried in a table.

You must decide whether a table or a figure is better for conveying a particular message. Data presented in tables should not be duplicated in figures. Neither tables nor figures should be discussed extensively in the text, as if they were not there for the reader to see. However, important points can be brought out and reinforced in the text. Every table, every figure should be cited in the text. Tables and figures should both be numbered consecutively in the order which they are first referred. Each should have its own number: not table 2a, table 2b but table 2, table 3; not figure 3a, 3b, 3c but figure 3, figure 4, figure 5.

Both tables and figures should be self-explanatory; that is, they should stand on their own, in that the reader does not have to refer to the text to understand the material being presented. Abbreviations in a table should be spelled out in the table footnotes. Axes in a figure should be clearly labelled and symbols used explained in a key.

Note:

A table should be an analysis, not merely a listing of all the raw data collected.

Show the units for all measurements. Use no more digits than the accuracy of the method justifies. Do not include columns of data that can be calculated easily from other columns.

Note:

Table titles should be brief but sufficiently explanatory of the data included. They should not include the units of measurement. Table titles go above the table. The title is not a complete sentence and should not end with a full stop. It should be flush at the left, not centred.

Figure captions go below the figures. The caption is often a complete sentence; even if it is not, it should end with a full stop. Submit your data figures with your figure, whether it is drawn by hand or on the computer, so that if we need to redraw it, we will be able to do so accurately and efficiently.

References

Every reference cited in the text of an article or as a source of a table or figure must be included in the reference list with full bibliographic details. The details must be complete, so that any interested reader can locate the reference. Also, any work listed in the reference list must be cited in the text. Checking and trying to correct poorly done references probably takes the editorial staff more time than any other single task in editing a paper. Many errors are simply carelessness—the author’s name is spelled differently in the text citation from the way it is in the list or the year is different. Many references are incomplete: for example, the publisher and city of publication are not given, or one is given and not the other. If you follow the rules given here and check your work carefully before you submit it, you should avoid many of these editorial nightmares – and save yourself from having the script returned to you, asking you to correct such discrepancies.

The citation system used for World Agroforestry Centre publications is the name-year system (O’Connor 1992, CBE 1994). Unfortunately, even within a system, there are many different styles for listing references; every publisher, every journal, seems to prefer its own variations. There is not a ‘right way’ and a ‘wrong way’, but many ways, some with major, some with minute stylistic differences. Science editors are now trying to introduce some standardization in reference listings. The following rules define styles that are well accepted among experts in the field. Their general objective is to produce citations that are clear, simple and easily understood, with a minimum of punctuation. Follow these rules and examples for ICRAF global publication series, reports and papers.

The in text citation system used for World Agroforestry Centre publications is the name-year system:
(O’Connor 1992, CBE 1994).

Citations in the text

Use the name-year system, with no comma between the author and the year.

(Smith 2002)

(Smith and Jones 2003)

(Smith and others 1994) *or* (Smith et al. 2003) [note that 'et al.' is not in italics]

If you are taking several quotes or references from a work, then use the following to be specific as to location:

(Smith 2004 p. 33)

(Smith 2004 p. 33–44)

(Smith 2004 ch. 7)

The reference section

This is where you give all the details a reader will need to locate the work being cited. Use a hanging indent style – that is, the first line is even with the left margin and the rest of the lines in an entry are indented below it.

Use the name-year system. All lists of literature cited should be in alphabetical order by surname (or main name) of the first author, then initials if there are listings of different authors with the same surname, then by date. All works by an author alone precede multi-authored works. Works written by an author precede those edited by the same author. Works published in the same year are alphabetized by title. Multi-authored works are alphabetized by surname of the first author, then of the second, and so forth.

When an author has more than one work published in the same year, use a, b after the year.

Alphabetize 'Mc' and 'St' exactly as they appear.

Example:

Some trees are tall and some are short (Smith 2002). Smith and Jones (2003), however, state that “a tree is a bush that made it”.

Example:

[ICRAF] World Agroforestry Centre. 2004. Proceedings of the ICRAF Southern Africa – CIDA gender equality training workshop. Harare: World Agroforestry Centre (ICRAF) Southern Africa Programme.

Example:

Smith A, Brown B, Jones C
precedes
Smith A, Robinson B

Example:

Smith 1998a,b.

Example:

Macmillan
McLaury
Simmons
St Vincent
Stanley

Components of a publication

Major components for a journal article

author. year.

title of work cited. not italicized or enclosed in quotation marks. Capitalization is 'sentence style', that is, capitalize only the first word and proper nouns, as you would in a sentence.

name of journal. In italics, do not abbreviate the journal title.

volume, inclusive pages.

Major components for a book

author. year.

title of book. Italicized followed by a full stop.

city of publication: Give the city where the book was published, followed by a colon.

Publisher: Give the name of the publisher followed by a full stop.

Major components for a chapter in a book or a paper in a proceedings

author. year.

title of chapter or paper.

title of book or proceedings.

city of publication: Give the city where the book was published, followed by a colon.

Publisher: Give the name of the publisher followed by a full stop.

The World Agroforestry Centre & corporate authors

If the author is a corporate author, for example ICRAF, cited in the text as (ICRAF 2005), list the abbreviation in square brackets first as the author, then write the name out in full.

[ICRAF] World Agroforestry Centre. 2005. *Useful trees and shrubs for Kenya*. Nairobi: World Agroforestry Centre.

but before 2002

[ICRAF] International Centre for Research in Agroforestry. 1994. *Annual report 1993*. Nairobi: ICRAF.

Note: author and year

Note the inverted order and the reduced punctuation in the layout of the authors' names in the following examples:

Smith A, Jones B. 1995. [last name first for both authors, **do not use 'and'**]

Smith A, Jones B, Brown C. 1995. Smith A. in press. [use only if the paper really has been accepted and is in press]

Smith A, ed. 1995.

Smith A, Jones B, eds. 1995. (Give the names of all authors here; never use 'and others' in the reference list.)

Note: page numbers

For a journal article, give the volume, colon, inclusive pages.

If you are citing pages from a book, give only the page numbers referring to the location of the information you used.

If you cite different pages from the same book at different points in your paper, simply give details about the book in the reference list and give the pages in the text citation.

If you are citing a whole book, do not include the total number of pages.

Examples of references

Journal article

Arnold Z. 2001. Title of article. *Journal of Soil Science* 55:222–234.

Atta-Krah AN, Sumberg JE. 1998. Studies with *Gliricidia sepium* for crop/livestock production systems in West Africa. *Agroforestry Systems* 6: 97–118.

Book

Arnold Z. 2001. *Title of book*. New York: Wiley.

Ruthenburg H. 1999. *Farming systems in the tropics*. 2nd ed. Oxford: Clarendon Press. p 157–184. [when citing only certain pages in the book]

Paper in a proceedings, chapter in a book

Ngwira TN. 1997. Utilization of local fruit in wine-making in Malawi. In: Leakey RRB, Temu AB, Melnyk M, eds. *Domestication and commercialization of non-timber forest products in agroforestry systems*. Proceedings of an international conference held in Nairobi, Kenya, 19–23 February 1996. Non-wood Forest Products 9. Rome: Food and Agriculture Organization of the United Nations. p. 188–192.

Singh GB. 1987. Agroforestry in the Indian subcontinent: past, present and future. In: Steppeler HA, Nair PKR, eds. *Agroforestry: a decade of development*. Nairobi: ICRAF. p 117–140.

Published reports

Botswana Ministry of Agriculture. 2002. *How short people can plant tall trees*. Gaborone: Dryland Research Station.

Botswana Ministry of Agriculture. 1990. *How short people can plant tall trees*. Helpful Leaflet 99. Gaborone: Dryland Research Station.

Note: place of publication

If there are two places of publication but only one publisher, give only the first place. If there are two publishers, treat as the fourth example below. If the city is not well known, give the country or state or province to help the reader identify it, such as to distinguish between Cambridge in England (well known, fifth example below) and Cambridge, Massachusetts, in the USA (less well known, last example):

New York: Wiley.

Washington, DC: World Bank.

Austin, Texas: University of Texas Press.

Chicago: University of Chicago Press; Cambridge: Cambridge University Press.

Cambridge: Cambridge University Press.

Cambridge, MA: Harvard University Press.

Note:

If the publication is a serial, the series title and number will help locate it. Give this as additional information in a separate 'sentence' between the title and the facts of publication, but do not italicize. See the example above of the paper by Ngwira and left.

Unpublished reports

Huxley PA. 1986. Rationalizing research on hedgerow intercropping: an overview. ICRAF Working Paper 40. Nairobi: ICRAF. p 66–75.

CD-ROM

The format used is similar to that for print media.

Electronic publications – reference to Internet documents

The basic rules of citing do not differ markedly for Internet publications than for print. There is always an author or organization with responsibility for the publication, a date of publication, a title, a place of 'publication' and a publisher. It is true, however, that some elements are harder to locate when citing Internet publications. When certain elements are missing, square brackets can be used to indicate missing data or for clarification by the person doing the citing. **For publications available on the Internet, give the full reference and add the website address in brackets and the date the website was accessed.**

Note:

Do not italicize the title of 'grey literature', unpublished reports.

Note:

When certain elements are missing, square brackets can be used to indicate missing data or for clarification by the person doing the citing i.e. [no date].

[OUP] Oxford University Press.
1996. Oxford English dictionary on CD-ROM [monograph on CD-ROM]. Oxford: OUP.

Citation: (FAO 2005)

Reference:

FAO. 2005. Training HIV/AIDS orphans in sub-Saharan Africa. *FAO Newsroom*. Rome. (Available from <http://www.fao.org/newsroom/en/news/2005/102183/index.html>) (Accessed on 16 May 2005)

Standard blurbs

The following standard blurb should appear in all World Agroforestry Centre publications that use our acronym ICRAF.

“To more fully reflect our global reach, as well as our more balanced research and development agenda, we adopted a new brand name in 2002 ‘World Agroforestry Centre’. Our legal name – International Centre for Research in Agroforestry – remains unchanged, and so our acronym as a Future Harvest Centre – ICRAF – likewise remains the same.”

Common blurbs

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Views expressed in this publication are those of the authors and do not necessarily reflect the views of the World Agroforestry Centre.

The mention of any product or trade name does not mean that the author or the World Agroforestry Centre endorses them or excludes equally suitable products.

In this publication, pesticides are mentioned. Pesticides can be harmful to humans, animals, desirable plants, fish or other wildlife if they are not handled properly. Recommended practices as described on the pesticide containers should always be followed.

Neither the World Agroforestry Centre nor the author assumes liability for any damage, injury or expense that may be incurred or suffered, resulting from the use of chemicals mentioned in this book.

The geographic designation employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of the World Agroforestry Centre concerning the legal status of any country, territory, city or area or its authorities, or concerning the delimitation of its frontiers or boundaries.

Recommended word list

A

above-ground
above-mentioned
addendum, addenda (pl.) not italicized
advertise
advice (n.), **advise** (v.)
adviser
affect (v.) to have an effect on
afforestation where previous land type/use was not forestry
afro-montane
afterwards (adv.) *not* afterward
age-group
agenda (sing.), **agendas** (pl.)
agro- compounds closed up except before vowel, e.g. agro-industry, agroforestry
airtight
alley cropping
all-important (adj.)
all right and not alright
amid *not* amidst
among *not* amongst
analyse *not* analyze
annex, addition to a document, preferred to **appendix**, appendixes
avocado, avocados (pl.)

B

Bachelor of Science degree (B.Sc.)
backup (n., adj.), **back up** (v.)
basis, bases (pl.)
below-ground
benefitted, benefitting
biannual twice a year
biennial every second year
biennium, biennia (pl.) period of two years
bio- compounds closed up e.g. bioengineering
biodiversity preferred over biological diversity
breakdown (n.) **break down** (v.)
bud (n., v.)
budgeted, budgeting
bud-take
build up (v.), **built-up** (adj., n.)
built-in (adj.),
burned not burnt
by-product (n.)

C

cancelled, cancelling
case study
cash crop

cash flow

catalyse *not* catalyze
centre *not* center
channelled, channelling
checklist
check-up (n.), **check up** (v.)
chickpea
clayey
clean up (v.), **cleanup** (n.), **clean-up** (adj.)
clearinghouse
clone selection *not* clonal selection
co- closed up, but not co-author, co-chair, co-investor, co-worker
comprise
compromise
cooperate, cooperation, but co-op
cost effective (adv.), cost-effective (adj.)
counter- compounds closed up
counterbalance (n., v.)
criterion (sing), **criteria** (pl.)
cropland
cross-cutting (adj.)
cross-reference (n., v.)

D

data always use as plural
data bank
data file, data sheet
database (n., adj.)
dataset
de facto *not* italicized
decision maker, decision-making group
de-emphasize (v.), **de-emphasis** (n.)
demand-driven
dependant (n.), **dependent** (adj.)
discreet tactful
discrete individually distinct
disk computers only
disseminate
downward (adj.) **downwards** (adv.)
draught, not draft
drinking-water
dry land (n.), **dryland** (adj.)

E

e.g. not followed by a comma, not italicized
earthwork
east, eastern capitalized in geographical descriptions that are recognized names e.g. East Africa, Far East but lower case for direction or geographical grouping, e.g. eastern Africa

email
empty-handed
end point
end product
endeavour
enquire (use *inquire*)
et. al *not* italicized
ex ante *not* italicized
ex- compounds always hyphenated (e.g. *ex-president* except as show below)
ex post *not* italicized
ex situ *not* italicized
extra- compounds closed up, but *extra-curricular*

F

fact sheet
farm worker
farmland
farmyard
fertilizer *not* *fertiliser*
field test (n.), **field-test** (v.)
fieldwork, fieldworkers
finetuning (n.) **fine-tune** (v.)
first, second, etc. *not* *firstly*, *secondly*, etc.
flipchart
floodplain
floodwater
flowchart
-fold compounds closed up, e.g. *twofold*, *tenfold*
follow up (v.), **follow-up** (n., adj.)
forest land
forest-tree
freshwater (adj.)
fuelwood *not* *firewood*

G

gauge
genebank
germplasm (n., adj.)
goodwill
grassland
grassroots (n., adj.)
greenhouse
groundwater
groundwork

H

handpump; handwheel
high-yield (adj.)
homegarden
hydrolyse

I

improvise
in-depth
Internet (always capitalized)
infrared
in-migration
innovative
inquire *not* *enquire*
inquiry *not* *enquiry*
in-service (adj.)
intra- compounds closed up

J

judge, judgement

K

kilometre, millimetre *not* *kilometer*, *millimeter*

L

labelling, labelled
labour
land use, land-use planning
landlocked
landmark
landowner
landslide
large scale, **large-scale** implementation
learned *not* *learnt*
leaseholder
licence (n.)
license (v.)
liquefy (*not* *liquify*)
litre (abbreviated as L)
long term (n.) **long-term** (adj.)
longstanding (adj.)

M

macro- compounds closed up
mango, mangoes (pl.)
man-made forest – use *planted forest* or *plantation forest*
manpower – use *workforce*
meter (measuring device)
metre (unit of measure)
micro- compounds closed up
midsummer
millennium
mini- compounds closed up
minimum, minima (pl.)
Minister for e.g. *Minister for Agriculture*
Ministry of e.g. *Ministry of Agriculture*
mitre *not* *miter*
multi- compounds closed up

N

nationwide

neighbourhood

non- (always hyphenated)

north, northeast, northeastern, northwest,

northwestern capitalized in geographical descriptions that are recognized names e.g. South Africa

O

occur, occurred, occurring, occurrence

off-season

one-half, one-third, one-quarter

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

ongoing

organization

outdated

out-migration

output

over- compounds closed up

P

P.O. Box

pan-African

paralyse

part-time (adj.), **part time** (adv.)

passionfruit

pastureland

percent not per cent;

percentage

peri-urban

Ph.D. Doctor of Philosophy

phenomenon, phenomena (pl.)

phosphorous (adj.), **phosphorus** (n.)

photo- compounds closed up e.g. photoelectric, photocopy

phyto- compounds closed up

plough (n., v.) not plow

policy maker, policy-making committee

polyethylene (not polythene)

polyvinyl chloride (PVC)

postproduction

practice (n.)

practise (v.)

pre- compounds closed up

preventive (preferred to preventative)

print out (v.), **printout** (n.)

proactive

program (Note especially that 'program' in Oxford is used for computer applications but 'programme' is used in the more general sense. However, even in British publications, 'program' is becoming more widely used in all senses.)

programme for all non-computer uses

-proof compounds closed up except where confusion might arise gas-proof

pro-poor

R

rainfall

rained

rainforest

rainwater

re- compounds closed up

reforestation

revise

riboflavin (not riboflavine)

riverbank

roadside

root crop

root-knot nematode

rootstock

roundwood

runoff

S

Sahara, the; **Saharan** zone

Sahel, the; **Sahelian** zone

salt water (n.), **saltwater** (adj.)

savanna (not savannah)

sawdust

sawlogs

sawmill

sawntimber

sawnwood

scaling up and not upscaling

secondhand (adj.), second hand (n.)

seed bank

seed bed

seeds are sown and not planted

self- always hyphenated

semi-arid

set up (v.), **setup**, (n.)

sewing machine

smallholder

so-called, and no quote marks around term following

socioeconomic

sociopolitical

soybean

spin-off (n.)

straightforward

sub-Saharan

subsistence

sugarcane

sulphur not sulfur

supervise

T

televis
textbook
top-dressing
topsoil
towards (not toward)
trade-off
trans- compounds closed up e.g. transnational
tree fruit

U

under- compound closed up unless followed by r, e.g. under-represented
update
up-to-date, but bring up to date
upland
up-river

V

versus (not abbreviated except in tables vs.)
vigour, but **vigorous**
vitamin (not vitamine)

W

wastewater
waterlogged
waterwheel
website
well known but well-known before noun
well-being
well-water
west, western capitalized in geographical descriptions that are recognized names e.g. South Africa
wide-scale
widespread
woodfuel
woodlot
word process (n, v.)
workforce
worldwide

Y

yearbook
year-end (adj.), **year-long** (adj.), **year-round** (adj.)

Z

zeros *not* zeroes

SI Units

SI Base Units		
Base quantity	Name	Symbol
length	metre	m
mass	kilogram	kg
time	second	s
electric current	ampere	A
thermodynamic temperature	kelvin	K
amount of substance	mole	mol
luminous intensity	candela	cd

Frequently used units outside the SI accepted within an agricultural context			
Quantity	Application	Unit	Symbol
area	land area	square metre hectare	m ² ha
	leaf area	square metre	m ²
density	soil bulk density	kilograms per cubic metre	kg m ⁻³
fertilizer rates	soil	milligrams per kilogram grams per square metre kilograms per hectare	mg kg ⁻¹ g m ⁻² kg ha ⁻¹
grain test weight	grain	kilograms per cubic metre	kg m ⁻³
length	soil depth	metre	m
nutrient concentration	plant	millimoles per kilogram grams per kilogram	mmol kg ⁻¹ g kg ⁻¹
photosynthetic rate	CO ₂ amount of substance flux density	micromoles per square metre second	μmol m ⁻² s ⁻¹
plant growth rate		grams per square metres day	g m ⁻² day ⁻¹
soil texture composition	soil	grams per kilogram	g kg ⁻¹
transpiration rate	H ₂ O flux density	grams per square metres second	g m ⁻² s ⁻¹
volume		cubic metre litre	m ³ L
water content	plant soil	grams water per kilogram wet or dry tissue kilograms water per kilogram dry soil	g kg ⁻¹ Kg kg ⁻¹
yield	tonne per hectare		t ha ⁻¹

