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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.
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:

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

Some words to be aware of:

- advise (v) advice (n)
- practise (v) practice (n)
- license (v) licence (n)
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, Haptic 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.

On the number keyboard, press CTRL+ALT+-.

---

**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/m$^2$/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 m$^2$ 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.

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.
New York–London flight

Do not use apostrophes in decades: for example 1990s

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:

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


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.


but before 2002


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


Book


Paper in a proceedings, chapter in a book


Published reports


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.


Austin, Texas: University of Texas 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


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].

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.
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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All images remain the sole property of their source and may not be used for any purpose without written permission of the source.

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
aftight
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, avocadoes (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.)
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
do- 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.)

data always use as plural
data bank
data file, data sheet
database (n., adj.)
dataset
de facto not italicized
decision maker, decision-making group
def-emphasize (v.), def-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.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

C
cancelled, cancelling
case study
cash crop
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)
going
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
rainfed
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
  televise
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

<table>
<thead>
<tr>
<th>Base quantity</th>
<th>Name</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>length</td>
<td>metre</td>
<td>m</td>
</tr>
<tr>
<td>mass</td>
<td>kilogram</td>
<td>kg</td>
</tr>
<tr>
<td>time</td>
<td>second</td>
<td>s</td>
</tr>
<tr>
<td>electric current</td>
<td>ampere</td>
<td>A</td>
</tr>
<tr>
<td>thermodynamic temperature</td>
<td>kelvin</td>
<td>K</td>
</tr>
<tr>
<td>amount of substance</td>
<td>mole</td>
<td>mol</td>
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<tr>
<td>luminous intensity</td>
<td>candela</td>
<td>cd</td>
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</table>

## Frequently used units outside the SI accepted within an agricultural context

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Application</th>
<th>Unit</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>area</td>
<td>land area</td>
<td>square metre</td>
<td>m²</td>
</tr>
<tr>
<td></td>
<td></td>
<td>hectare</td>
<td>ha</td>
</tr>
<tr>
<td></td>
<td></td>
<td>leaf area</td>
<td>m²</td>
</tr>
<tr>
<td>density</td>
<td>soil bulk density</td>
<td>kilograms per cubic metre</td>
<td>kg m⁻³</td>
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<tr>
<td>fertilizer rates</td>
<td>soil</td>
<td>milligrams per kilogram</td>
<td>mg kg⁻¹</td>
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<tr>
<td></td>
<td></td>
<td>grams per square metre</td>
<td>g m⁻² kg⁻¹</td>
</tr>
<tr>
<td></td>
<td></td>
<td>kilograms per hectare</td>
<td>g ha⁻¹</td>
</tr>
<tr>
<td>grain test weight</td>
<td>grain</td>
<td>kilograms per cubic metre</td>
<td>kg m⁻³</td>
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<tr>
<td>length</td>
<td>soil depth</td>
<td>metre</td>
<td>m</td>
</tr>
<tr>
<td>nutrient concentration</td>
<td>plant</td>
<td>millimoles per kilogram</td>
<td>mmol kg⁻¹</td>
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<tr>
<td></td>
<td></td>
<td>grams per kilogram</td>
<td>g kg⁻¹</td>
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<tr>
<td>photosynthetic rate</td>
<td>CO₂ amount of substance flux density</td>
<td>micromoles per square metre second</td>
<td>µmol m⁻² s⁻¹</td>
</tr>
<tr>
<td>plant growth rate</td>
<td></td>
<td>grams per square metres day</td>
<td>g m⁻² day⁻¹</td>
</tr>
<tr>
<td>soil texture composition</td>
<td>soil</td>
<td>grams per kilogram</td>
<td>g kg⁻¹</td>
</tr>
<tr>
<td>transpiration rate</td>
<td>H₂O flux density</td>
<td>grams per square metres second</td>
<td>g m⁻² s⁻¹</td>
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<tr>
<td>volume</td>
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<td>cubic metre</td>
<td>m³</td>
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<tr>
<td></td>
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<td>litre</td>
<td>L</td>
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<tr>
<td>water content</td>
<td>plant</td>
<td>grams water per kilogram wet or dry tissue</td>
<td>g kg⁻¹</td>
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<tr>
<td></td>
<td>soil</td>
<td>kilograms water per kilogram dry soil</td>
<td>Kg kg⁻¹</td>
</tr>
<tr>
<td>yield</td>
<td></td>
<td>tonne per hectare</td>
<td>t ha⁻¹</td>
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</tbody>
</table>