Food and Agriculture Organization of the United Nations

FAOSTYLE

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PART I

SPELLING AND PUNCTUATION | TERMINOLOGY AND NAMES | LISTS | ABBREVIATIONS AND ACRONYMS | CAPITALIZATION | ITALICS | NUMBERS, UNITS, TIME AND DATES | BIBLIOGRAPHIC STYLE AND REFERENCES | QUOTATIONS | FAO RECOMMENDED WORD LIST

ABOUT FAOSTYLE

FAO provides editorial style guides in its six official languages (Arabic, Chinese, English, French, Russian and Spanish) to ensure consistency and quality in all its information products.

The Publications Branch (OCCP), with the support of the Meeting Programming and Documentation Service (CPAM), reviews the guides periodically to reflect developments in general usage, editorial conventions and translation and publishing practices.

The guides cover editorial questions such as punctuation, spelling and referencing, as well as specifications for key types of FAO information products. They also provide useful writing and collating tips. Common issues are explained in all languages, but each version of FAOSTYLE also covers problems specific to the language concerned.

The guides serve as a reference for all FAO information products, including public information materials, as well as for correspondence. The overriding objective is to ensure clarity and consistency, so it is a requisite to apply the rules and conventions for meeting FAO standards.

WHO SHOULD USE FAOSTYLE?

All FAO staff, consultants and contractors involved in writing, reviewing, editing, translating or proofreading FAO texts and information products should refer to FAOSTYLE. Use of FAOSTYLE should be included in the terms of reference for all authoring, translation and editorial contracts.

If you have any comments or queries, contact us at:
Publishing-Submissions@fao.org

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I. SPELLING AND PUNCTUATION

SPELLING

When editing a document, check the **FAO recommended word list** for spelling and usage.

For words not listed, follow the **first spelling listed** in the latest edition of the **Oxford English Dictionary**. Another useful tool is the *Oxford Dictionary for Writers and Editors*. When using word processing software, ensure that the default language for your document is set to English (UK), by selecting Language from the Tools menu.

Aim for **consistency**. Where alternative spellings and terms are available, ensure that the usage is consistent within a work. Pay particular attention to this issue in multiauthored texts.

Use **z** and not **s** in such words as **realize**, **organization**, but note the spelling of words such as **advertise**, **analyse**, **catalyse**, **hydrolyse**, **paralyse** and **supervise**.

Write **an FAO regulation** (not **a FAO** ...).

When reproducing foreign words, include the **diacritical marks** that are placed above or beneath certain letters and which change their sound.

PUNCTUATION

Punctuation is important because it helps achieve clarity and readability. The following is a brief clarification to FAO usage with regard to commas, full stops/periods and en rules. For other issues, the rules of **The Chicago Manual of Style** must be carefully followed.

— Commas

Do not use a comma:
– after **i.e.** and **e.g.**
– before opening parentheses.

Avoid use of the serial or Oxford comma before **and** in short lists, e.g. **sheep, goats and oxen.** However, it **may be used** in lists to avoid ambiguity, e.g. **The unit was responsible for overall management, research and development, and marketing**, or where a sentence comprises a complex series of phrases, e.g. **Ensure that the participants receive the training material in advance, have time to prepare their responses, and have access to relevant resources.**

— Full stops/periods:

Use full stops:
– for **a.m.**, **p.m.**, **e.g.** and **i.e.**
– in abbreviations such as **ed.**, ***et al.***, **Inc.**, **No.**, **p.**, **pp.**, **Vol.**

Do not use full stops:
– after people's titles, e.g. **Mr**, **Mrs**, **Ms**, **Dr**, **MSc** and **PhD**
– in acronyms, e.g. **FAO**, **UK**, **USA**
– after abbreviations of units of measurement, e.g. **12 kg**, **30 m**
– after a heading or figure, table and box titles
– in contractions, where the last letter is the same as that of the original word, e.g. **Ltd —** (Limited and **St** (Saint), as well as plural contractions, e.g. **eds** (editors), **vols** (volumes)
– after website addresses.

— En rules (en dashes):

An en rule or dash is longer than a hyphen and can be used either in pairs to set off an element that is not part of the main sentence, or alone to add a phrase elaborating on what has gone before.

Press CTRL+MINUS on the numeric keypad (or ALT+MINUS on Macintosh) to obtain the correct en rule. Do not use double hyphens to denote an en rule.

Paired, parenthetical dashes have a space on either side: e.g. **Poverty in rural areas – home to 94 percent of the poor – has been reduced at a slower rate**. They should not be overused.

Unspaced en rules are used between words of equal weight (**Paris–Rome flight**) and for relationships (**pupil–teacher ratio**) when the first part of a compound does not modify the second part.
– **pp. 1–20** (range of values)
– **1987–1993**
– see also Dates
– **cost–benefit analysis**
– **dose–response curve**
– **Epstein–Barr virus.**

Do not use the en rule to denote a range of values or dates with the constructions from … to or between … and, e.g. **from 1970 to 1987**, not **from 1970–1987.**

II. TERMINOLOGY AND NAMES

TERMINOLOGY

— Terminological resources

The **TERM PORTAL** has been created to store, manage and update concepts, terms and definitions related to the various topics of FAO (agricultural sciences, nutrition, biotechnology, fisheries, forestry, food security, to name a few) in all FAO official languages (plus Italian and Latin for taxonomies). Among the various collections, it includes FAOTERM, which is the oldest terminological collection, the FAO Structure and the Names of Countries database (**NOCS**).

— Basic information about FAO

The full title of FAO is the **Food and Agriculture Organization of the United Nations (FAO)**. Note that the acronym **FAO**, when used, is placed at the end of the full name, not after Organization. Other common mistakes include the substitution of Agricultural and Organisation. The abbreviation of the full title to **FAO of the UN** is tolerated for some media purposes, but should otherwise be avoided.

Do not use the 's form of possessive with FAO. Instead of **FAO's programme** use **The FAO programme.**

When used alone, the word **organization** takes a capital letter only when referring to FAO.

The FAO Conference, after it has been mentioned in full, may subsequently be referred to as **the Conference** (with a capital letter).

FAO headquarters does not take a capital **h**.

NAMES

— Country names and other toponyms

FAO has 197 **Members** comprising 194 **Member Nations**, one **Member Organization** (European Union) and two **Associate Members** (Faroe Islands and Tokelau). Use the FAO **Names of Countries** database (NOCS) to check names of countries and territories. The database stores also the currencies and the country codes. The designations used in the system are based on the UN practice and may differ from the popular use.

Use **FAOTERM** for abbreviations and acronyms, as well as for names of organizations and specific technical terms.

Pay attention to sensitive political issues. Use caution statements and **FAO's standard disclaimers.**

— Reminder on official names of countries

Countries such as **the Netherlands** and **the United States of America** are collective singular nouns and thus always take singular verbs.

Country names should be fully spelled out when used in the noun form: **the United States of America**. ISO country codes should only be used to abbreviate countries in figures: **USA**.

Particular attention should be made to the following countries for which the designation must be carefully followed:

FULL NAME	SHORT NAME	SHORT NAME FOR LIST AND TABLE
the Plurinational State of Bolivia	Bolivia (Plurinational State of)	Bolivia (Plurinational State of)
the Democratic Republic of the Congo	the Democratic Republic of the Congo	Democratic Republic of the Congo
the Republic of the Congo	the Congo	Congo
the United Arab Emirates	the United Arab Emirates	United Arab Emirates
the United States of America	the United States of America	United States of America
The former Yugoslav Republic of Macedonia	The former Yugoslav Republic of Macedonia	The former Yugoslav Republic of Macedonia
the Islamic Republic of Iran	Iran (Islamic Republic of)	Iran (Islamic Republic of)
the United Republic of Tanzania	United Republic of Tanzania	United Republic of Tanzania
the Bolivarian Republic of Venezuela	Venezuela (Bolivarian Republic of)	Venezuela (Bolivarian Republic of)

— Titles and proper names

– Follow individuals' expressed preference on how to mention their names. As the surname is the first element in certain nationalities' names, the order should not be inverted. Note that Spanish and Portuguese names often include two surnames.

– Do not use honorifics or titles, such as **Mr**, **Mrs**, **Ms**, **Sir**, **Professor**, **Dr** and **U Thant**. In general, people should be referred to by their names, not their titles.

— Alphabetization of names (for Reference sections and indexes):

- Chinese and Vietnamese names: alphabetize according to the first (family) name, e.g. **Kim Thanh, C**.
- Arabic names: the particles **Al** and **El** are not taken into account when ordering reference lists and indexes, e.g. **Al-Hamadan** is listed under **H** and not under **A**.
- Burmese names: move the honorific (**U**, **Naw**, **Saw**) to the end before alphabetizing.
- Spanish surnames: where there are two surnames, alphabetize according to the first surname (e.g. **Ángel Martinez Espinosa** is listed under **Martinez Espinosa)**.
- Portuguese names: where there are two or more surnames, the entry is usually alphabetized according to the last surname. Words like Filho, Junior, Neto, Netto, Sobrinho are treated as part of the last surname: **Paulino Ricardo do Rosario Gomes Filho** is indexed as **Gomes Filho**. Note however that **José Graziano da Silva** is listed under **G**.
- The particles **van**, **de**, etc. are taken into account for the alphabetical ordering of the list, e.g. **de María** is listed under **D** and not under **M**.

— Scientific names

Use italics to indicate genera, species and subspecies (e.g. ***Oryza sativa***, ***Cucurbita spp.***), but not for higher levels of taxonomic classification (e.g. **Brassicaceae**). Note that modifiers to species' names (e.g. **cv.**, **var.**, **spp.**) and species' authorities are not italicized.

Besides the Term Portal, see also the *International Plant Protection Convention style guide.*

FOREIGN LANGUAGES

— Foreign words and phrases

Foreign words and phrases should be set in italic unless they have become anglicized, e.g. **ad hoc**, **a priori**, **de facto**, **de jure**, **in situ**, **vis-à-vis**. These are set in roman and are unaccented.

Avoid giving a quote or word directly in a foreign language. If it is absolutely necessary, make sure it is clear, and provide a translation in parentheses.

Use official translations of titles of publications, major events, organizations, and so on, unless no official translation exists, in which case a translation may be made.

— Foreign titles and proper names

Foreign proper nouns, people's names and the names of currencies are not italicized.

— Transliteration

Only translate and transliterate Cyrillic, Arabic, Chinese or other scripts into Latin characters when no official translation exists. **Transliteration tables** may be consulted at the Library of Congress website.

LANGUAGE RESOURCES

Besides the FAO Term Portal, the following language resources and links are provided as a support to all those who are involved in the research of language equivalents and validation of terms and titles for authoring, translating, revising and editing information products.

- **AGROVOC** - The FAO Thesaurus serves as a controlled vocabulary for the indexing of publications in agricultural science and technology.
- **FAO Biotechnology Glossary**
- **IATE** – The European Union terminology database
- **UNTERM** – The United Nations terminology database
- **International Plant Protection Convention style guide.**

III. LISTS

Lists are generally punctuated in the same way as sentences, with semicolons or full stops punctuating the end of each item in the list. No punctuation is necessary in lists comprising very short entries.

Available audiovisual equipment includes:

- **radios**
- **televisions**
- **cameras.**

When list entries are complex, use initial lowercase letters and end each with a semicolon, except for the final entry, which ends with a full stop. When entries consist of complete sentences, begin each with a capital letter and end each with a full stop.

The process will consist of:

- **extensive beta testing followed by a review process;**
- **re-engineering of the software based on pilot-group feedback and peer review; and a second phase of testing followed by final modifications, approval and rollout.**
- **The necessary equipment should be requested from suppliers.**
- **All staff should provide a budget code for each request.**
- **All equipment should be accounted for.**

Use **numbered lists** when a specific sequence is dictated, to facilitate subsequent cross-referencing, e.g. **see point 12**, or because the preceding text makes specific mention of a number of entries, e.g. **There are 15 reasons why you should offer your support**.

Be consistent throughout the document. Use the same types of bullet points and the same numerical and letter series for the same levels of information. **Do not mix** numbers and bullets in sublists.

Country names are usually arranged in alphabetical order in lists and figures: **People's Republic of China** should be spelled out on first reference; the short form "China" can be used thereafter and can be used in titles of publications and in graphics); alphabetically placed at "C" ("China, People's Republic of"). **Former Yugoslav Republic of Macedonia (FYROM)**; alphabetically placed at "F".

Particles such as "**de**", "**von**" or "**van**" should be ordered alphabetically according to the first letter of the particle: **von den Elben, B**.... should be placed at "V" (not "E").

IV. ABBREVIATIONS AND ACRONYMS

Abbreviations (short forms of words, e.g. **Mrs**, **Dr**, **Vol.**) and acronyms (initial letters of words, e.g. **UK**) should be used where they improve readability, but do not litter the text with them.

Use the **TERM PORTAL** to check acronyms or refer to an original source if the acronym is not found in the Term Portal.

Acronyms should always be defined **in full** the first time they are used in a document: e.g. **the World Health Organization (WHO)**. They may then be used alone, e.g. **According to a WHO spokesperson ...** If parts of a publication are likely to be read separately (such as front matter and body text, or independent chapters), consider spelling out the acronym upon first mention in each of the parts concerned. Acronyms do not take full stops, (e.g. **FAO**, not **F.A.O.**); most abbreviations do, with the exception of units of measurement (**kg**, **ml**) and contractions. See also Full stops/periods.

Avoid overuse of the abbreviations **e.g.**, **i.e.** and **etc.** in the main text. These can be replaced with **that is**, **in other words**, **for example**, **such as** and **and so on**. They are acceptable, however, in footnotes, parentheses, lists, tables, boxes and figures.

Do not abbreviate the names of countries in text, e.g. **exports to the United Kingdom of Great Britain and Northern Ireland**, not **... to the UK**; and **exports to the United States of America**, not **... to the USA**. In these two cases, however, acronyms may be used in references (see Bibliographic style and references).

If you use numerous abbreviations or acronyms, consider listing these in a separate section.

V. CAPITALIZATION

Avoid excessive use of capital letters in text.

Titles and headings have specific rules:

- In headings, subheadings, captions and book titles, use capitals only for the initial letter of the phrase and any proper nouns (names of persons, places, organizations, languages, nationalities). If the title is based on a conference/workshop whose title was capitalized, then the new title will need to retain the capitalization.

- Series titles, including journal titles, take initial capitals.

Capitals are used to distinguish the specific from the generic:

- Use capital letters when naming a specific body, e.g. **The French Government ruled that**, but not in general references, e.g. **All participating governments were asked to comment on the ruling**.

- Organizations, committees, universities, laws, treaties, and so on take initial capitals when the full title is given. However, when used alone, the word **organization** takes a capital letter only when referring to FAO.

- Geographical and political designations, as well as official titles, take initial capitals for specific titles, but not when the term is generic.

- The word "state" takes a lower-case initial when referring generally to the institution or to nations or divisions of a nation; it takes a capital **S** when a specific state is named, e.g. **State of Andhra Pradesh**, but **state-owned enterprise**, **head of state**.

- Use initial capitals for historical eras (the **First World War**), declarations and conventions when the full title is given.

- Names of stars and planets (e.g. **the Sun**, **the Earth**, etc.) should be capitalized if treated as proper nouns. Where earth is used to refer to ground or soil, the word is not capitalized.

- Names of the seasons are not capitalized. Note that seasons should not generally be used to specify dates, as they vary according to the hemisphere, although exceptions may be made, e.g. for training materials aimed at a specific country/region.

- Initial capitals should be used for brand or trade names if the original is capitalized.

In **proper nouns**, use capital letters for all principal hyphenated words, e.g. **European Commission for the Control of Foot-and-Mouth Disease**. **Do not** capitalize, however, where a hyphen is part of a prefixed word. Note that **sub-Saharan Africa** does not take an initial capital.

When referring to specific tabular or graphic elements in a text, use a capital letter for tables and figures, e.g. **see Table 1.3**. When referring to more than one tabular or graphic element, give each its full title: e.g. **As shown in Figure 2 and Figure 3**. Note that capitals are not used when the term is used in a general sense, e.g. **see the table above**.

The **first word after a colon** should be capitalized only if it is a proper noun or introduces a sentence.

VI. ITALICS

Italic is used for:

- emphasis, as sparingly as possible (when the body text is in italic, roman type should be used for emphasis);
- all **book and journal titles** (titles of chapters and articles are not italicized); titles of paintings and sculptures; plays, films and radio and television programmes; and names of ships (prefixes such as SS or HMS are not italicized);
- **mathematical variables**;
- **foreign words and phrases** that are not in common usage, such as ***et al.***, ***et seq.***, ***inter alia*** (refer also to the **FAO recommended word list**);
- the names of parties in legal cases: e.g. ***State of Wyoming v. Jameson***;
- to indicate genera, species and subspecies.

– Do not italicize text between quotation marks, unless part of the original quotation.

VII. NUMBERS, UNITS, TIME AND DATES

NUMBERS

Always use **Arabic numerals** for dates, times, percentages, units of money or measurement, ages, page references, ratios and scales.

Numbers **from one to ten inclusive** are always written in text as words, whereas numbers **11 and upwards** are written as numerals, with the following exceptions:

- spell out any number above ten that begins a sentence, e.g. **Fifteen NGOs were present**;
- use numerals where a number accompanies a unit, e.g. **5 cm, 7 percent, US$2**;
- use numerals when numbers from both groups are used consecutively, e.g. **The number of replies varied, ranging between 2 and 12 per group.**

For **decimals**:

- use a **point** (a full stop, not a comma), e.g. **14.36**;
- use a zero before the decimal point for numbers smaller than 1, e.g. **0.23**;
- use the plural for any decimal number above 1.0, e.g. **1.5**.

For **large numbers**:

- Use **spaces**, not full stops or commas, to denote thousands, etc. (e.g. **10 000)** in main text and tables. Use hard (non-breaking) spaces to avoid awkward number divisions at the end of lines (press CTRL+SHIFT+SPACEBAR, or ALT+SHIFT+SPACEBAR for Macintosh). Do not use spaces, however, for years (e.g. **2007**) or page numbers (e.g. **p. 1402**).
- For **millions**, use numerals separated by non-breaking spaces (e.g. **150 324 399**) unless the last six numerals are zeroes, in which case express these digits as **million** (e.g. **150 000 000** would be written as **150 million**). The same principle holds for billions, trillions, etc. Note, however, that data is in general reported to **three significant figures**.
- FAO uses the **short scale** for billions and trillions: 1 billion = a thousand millions or 1 000 000 000 (10^9); 1 trillion = a million millions or 1 000 000 000 000 (10^{12}), etc. Be aware of similar terms in other languages, such as ***milliard*** (10^9) used in French or ***millión*** (10^6) used in Spanish.

Write **fractions** in words rather than numbers: e.g. **one-third**.

Avoid the use of roman numerals except in established terminology (e.g. **Type II error**).

Avoid the use of adverbial ordinal numbers (**firstly**, **secondly**, **thirdly** etc.), as subsequent numbers sound awkward. Replace these with **first**, **second**, **third**, etc.

For telephone and fax numbers, be consistent in the use of parentheses or spaces. The recommended style is: **(+39) 06 57057051**.

UNITS

Use System International (SI) units (tonnes, hectares, etc.), with equivalents in parentheses if necessary.

Do not use punctuation or letter spacing in such measurements as **cm**, **mm**, **g**, **ha**, **°C**. Note, however, that there should always be a non-breaking space between the number and the unit, e.g. **3 cm**, **70 g**, **37 °C**.

Do not use the plural for symbols/abbreviations of units (e.g. **7 kg**, not **7 kgs**).

Do not abbreviate the words **litre** and **tonne**.

In series of units consistently use the symbol: **10 cm, 20 cm and 50 cm**, not **10, 20 and 50 cm**.

PERCENTAGES

Use **percent** (not **per cent**) in text, e.g. **Exports increased by 16 percent in the last quarter**. The use of % is acceptable in tables and graphs, and in statistical/mathematical text where percentages occur frequently, e.g. **16%** (with no space between the number and the symbol).

DATES

Write dates in this order: **Monday, 16 October 2000** (with no comma between the month and the year).

Do not use ordinal numbers such as **3rd, 4th, 5th** for dates (e.g. **1 January**, not **1st January**).

Avoid starting a sentence with a year (or other figure), but if unavoidable it must be spelled out: **Nineteen ninety-eight was not a leap year**.

Do not use apostrophes in decades: e.g. **1990s.**

Do not abbreviate years, i.e. use **1990**, not **'90**. Decades are referred to in numerals (e.g. **the 1990s,** not **the nineties**).

A **range of dates** is normally indicated thus: e.g. **2015–2016** or **from 2015 to 2016**. This implies the whole period from the beginning of 2015 to the end of 2016 inclusive, whereas **2015/16** implies one **crop or fiscal year** of 12 months starting in 2015 and ending in 2016. Note that, when used in tables, three-year averages may take a hyphen to denote the three-year period and an en rule between the two sets, e.g. **1997-99–2015-16**.

Centuries should be written out in full, e.g. **the twenty-first century**.

Use **BCE** (before Common Era) or **CE** (Common Era) for dates, placing the abbreviation after the year (e.g. **1000 BCE**).

TIME

The use of the 24-hour system is preferred, e.g. **08.00 hours**, **13.30 hours**. When it is necessary to use the 12-hour system, use full stops as follows: e.g. **8 a.m.**, **1.30 p.m.** Be consistent.

Use a non-breaking space between the number and the unit (press CTRL+SHIFT+SPACEBAR, or ALT+SHIFT+SPACEBAR for Macintosh).

CURRENCIES

When the unit is written in full, it follows the amount (e.g. **500 yen**). When abbreviating, use the Unicode symbol, which precedes the amount (e.g. **¥500**). There is no space between the abbreviation and the amount.

The abbreviation **US$** may be further abbreviated to **$** if defined in an explanatory note.

The abbreviation for **euro** (pl. **euros**) is **€**.

For **meeting documents** FAO now uses ISO 4217 currency codes. The code precedes the amount (e.g. **USD 500**). The currency should always be written in full on first use with the ISO code given in parentheses, e.g. **The fund was allocated 4 million Mexican pesos (MXN)**. The use of ISO codes may also be considered for statistical publications. However, these guidelines strongly recommend to use just one form (Unicode symbol or ISO code) for consistency. The use of the Unicode symbol is preferred as it is more familiar to the general public.

MATHEMATICS AND EQUATIONS

– **Relational and operational signs** should have a space either side of them (e.g. **3 + 2 = 5**).

– Use the **multiplication sign** × not the lower-case letter x (found under Symbol in MS Word, depending on the version).

– Use MS Word Equation Editor to set out equations.

– Symbols used for **variables,** including Greek characters, should be italicized.

VIII. BIBLIOGRAPHIC STYLE AND REFERENCES

GENERAL INDICATIONS

– FAOSTYLE follows the **Harvard style** for in-text references (name of author followed by the year of publication of the work cited). It is not necessary to indicate the page number(s) unless the text is quoted.

– Avoid the use of abbreviations such as ***op. cit.***, ***loc.***, ***cit.***, ***ibid.***, ***cf.*** in footnotes or endnotes. Any such information should be converted to full entries in the References or Bibliography section and the appropriate footnote marker replaced with a Harvard entry, e.g. **Smith, 1997**.

– Where there are **more than three** authors, abbreviate to ***et al.*** for the in-text reference. See also Reference lists and bibliographies for guidance on citation of authors' names in reference lists.

– In-text references should be presented as follows:

- one work, one author

... as demonstrated by Sanders (2008) ...
... as it has been demonstrated (Sanders, 2008) ...

- one work, up to three authors

... according to a recent report (Sanders, Cohen and Bolbol, 2010) ...

- one work, more than three authors

... as stated in a recent survey (Sanders *et al.*, 2011) ...

- more than one work by different authors

... as various studies demonstrate (Sanders, 2008; Murguía, 2010) ...
... as various studies demonstrate (Sanders, 2008; Murguía, 2010; Bekele *et al.*, 2007)

- more than one work by the same author

(Sanders, 2009a, b)

- authors with the same surname

(Sanders, J., 2009; Sanders, B., 1999)

- edited works

(Sanders, ed., 2008)
according to Sanders (ed., 2008)

- indirect reference (secondary source); when referring to a source cited within another source, refer to the one you consulted, not the original:
  as demonstrated by Sanders (cited in Murguía, 2008).

– Note that **personal communications** are not cited in the bibliography, only in the text, e.g. **(J. Wright, personal communication, 2000)**.

– For works published by FAO, check the title page for authors' names. Any named authors should be cited as such. If there are no named authors, it is a corporate work and FAO should be cited as the author.

REFERENCE LISTS AND BIBLIOGRAPHIES

– A **reference section** must contain all works cited in the body text. A **bibliography** may also contain separate additional material used for the writing of the work, but not directly cited in the text, as well as further reading.

– All references must include: the name of the author(s), year of publication, title, place of publication and publisher (for books), journal title, volume and pages (for articles). Check the copyright page or equivalent of the work in question for a recommended citation, including any supplementary information required.

– In the case of **multiple authors**, the names of all authors should usually be given. When a research work is coordinated or written mainly by a lead author, cite the lead author first followed by the co-authors in order of significance. If all authors have equal responsibility, cite them in alphabetical order. If the list of authors is unmanageably long, cite only the main authors, followed by ***et al.***

– Use the **ampersand** (**&**) between the names of the last two authors in the bibliography, but use **and** in the text.

– Entries by the same author/s should be listed in ascending chronological order. Where there are two or more titles by the same author in the same year, distinguish by using **a**, **b**, **c** etc. as necessary after the year.
– Titles of books, journals, periodicals, theses, papers presented at meetings and other information products are italicized (**do not** use inverted commas). Titles of articles and chapters are not italicized.
– Bold should not be used for any element of the reference.

– The **place (city) of publication** comes before the publisher. When the city is the capital, the country is normally omitted. In references the **United States** and **United Kingdom** may be abbreviated to **USA** and **UK**.

– **Forthcoming publications**, i.e. works that have not yet been published at the time of writing, should be referenced as follows:

- for works that are about to be published: (**forthcoming**)
- for works that will be published in a specific date: **date + release,** e.g. **10 December release**.

– **For references in a different language**, provide the title in the original language (followed by a translation in square brackets where useful) unless there is a corresponding full version in the language of the publication, in which case you should provide the official translated title only. If only a summary is available, the source should be given in the original language. The title of the summary may be included in parentheses, indicating that a summary is available. If this option is chosen, be consistent in the Reference list. All other elements of the reference should be translated (except for names of authors, and programmes, institutions or other elements that do not have an official translation).

– **For works in non-roman languages** (Arabic, Chinese, Russian, Japanese, etc.), present the transliterated title followed by the title in the original language, then an English translation.

EXAMPLES OF BIBLIOGRAPHIC STYLE

— Books, articles and other text-based products

Books and e-books (including technical papers in FAO series and working papers)
Electronic and print editions follow the same bibliographical style. For electronic editions, however, include the e-publishing format at the end of the reference.

Akande, G. & Diei-Ouadi, Y. 2010. *Post-harvest losses in small-scale fisheries: case studies in five sub-Saharan African countries*. FAO Fisheries and Aquaculture Technical Paper No. 550. Rome, FAO.

Dercon, S., Hoddinott, J., Krishnan, P. & Woldehanna, T. 2007. *Collective action and vulnerability*. Collective Action and Property Rights Working Paper No. 83. Washington, DC, Consultative Group on International Agricultural Research (CGIAR).

FAO. 2008b. *Aquaculture Development. 3. Genetic resource management*. FAO Technical Guidelines for Responsible Fisheries No. 5, suppl. 3. Rome.

World Bank. 2010. *World Development Report 2010. Development and climate change*. Washington, DC, World Bank. Kindle edition.

More than one work written by the same author in the same year

FAO. 2006a. Time for action: changing the gender situation in forestry. Report of the UNECE/FAO Team of Specialists on Gender and Forestry. Rome.

FAO. 2006b. Technology for Agriculture. Labour Saving Technologies and Practices Decision Support Tool (available at www.fao.org/teca/tools/lst/index_en.html).

More than one publisher

Kuhlein, H.V., Erasmus, B. & Spigelski, D. 2009. *Indigenous people's food systems: the many dimensions of culture, diversity and environment for nutrition and health*. Rome, FAO, and Quebec, Canada, Centre for Indigenous Peoples' Nutrition and Environment (CINE).

Edited book

Angelsen, A., Brockhaus, M., Kanninen, M., Sills, E. Sunderlin, W. & Wertz-Kanounnikoff, S., eds. 2009. *Realising REDD+: national strategy and policy options*. Bogor, Indonesia, Center for International Forestry Research (CIFOR).

Corporate author

The first time that a corporate author is listed in the references using its acronym or abbreviation, the full name must be added in parentheses. It is not necessary to repeat the name of the organization as publisher.

ITU (International Telecommunication Union). 2010. *Measuring the information society 2010*. Geneva.

Works in languages other than English

Leplaideur, A. 1978. *Les travaux agricoles chez les paysans du Centre-Sud Cameroun, les techniques utilisées et les temps nécessaires*. Paris, Institut de recherches agronomiques tropicales et des cultures vivrières (IRAT).

Wang, Xianpu (王献溥). 2008. Qiantian Xian chuantong daoyu gongsheng nongye xitong (青田县传统稻鱼共生农业系统) [The significance and role of traditional rice-fish agricultural system in Qingtian County]. Beijing, China Agricultural Press (中国农业出版社).

Zheng, Zhaoxia (郑召霞). 2009. Chuantong nongye de shengtai jiazhi he baohu jiqi shengtai buchang cuoshi (传统农业的生态价值和保护及其生态补偿措施) [Ecosystem services and ecocompensation of traditional agricultural systems]. Nanjing, Nanjing Agriculture University Press (南京农业大学出版社).

Chapters in a book

Gómez-Pompa, A. 1991. Learning from traditional ecological knowledge: insights from Mayan silviculture. In A. Gómez-Pompa, T.C. Whitmore & M. Hadley, eds. *Rain forest regeneration and management*, pp. 335–342. Paris, UNESCO and The Parthenon Publishing Group Limited.

Articles in journals

Journal titles should be abbreviated according to agreed standards, which are based on the ISSN List of Title Word Abbreviations. The following databases also contain comprehensive lists of journal title abbreviations:

- www.csa.com/ids70/serials_source_list.php?db=biolclust-set-c
- http://cassi.cas.org/search.jsp

Ashraf, N., Karlan, D. & Yin, W. 2010. Female empowerment: impact of a commitment savings product in the Philippines. *World Development*, 30(3): 333–344.

Haines, S. & Hunter, C. 2000. Exocortis virus of citrus. *Citrus Ind.*, 49(1): 13–17.

Satterthwaite, D., McGranahan, G. & Tacoli, C. 2010. Urbanization and its implications for food and farming. *Phil. Trans. R. Soc.*, 365: 2809–2820.

UNECA (United Nations Economic Commission for Africa). 1972. Women: the neglected human resource for African development. *Canadian Journal of African Studies / Revue Canadienne des Études Africaines*, 6(2) [Special issue: The roles of African Women: past, present and future]: 359–370.

Serial publications

FAO. 2009. *The State of Food Insecurity in the World 2009. Economic crises: impacts and lessons learned. Rome.*

Meeting papers, poster presentations

Tung, D.X. 2005. Smallholder poultry production in Vietnam: marketing characteristics and strategies. Paper presented at the workshop "Does Poultry Reduce Poverty? A Need for Rethinking the Approaches", 30–31 August 2005, Copenhagen, Network for Smallholder Poultry Development.

Lohrberg, F. 2007. Landscape laboratory and biomass production – a "Platform Urban Forestry Ruhrgebiet" demonstration project. Presentation to the 10th European Forum on Urban Forestry "New Forests after Old Industries", 16–19 May 2007, Gelsenkirchen, Germany.

López-Casero, F. 2008. Public procurement policies for legal and sustainable timber: trends and essential elements. Presentation to the forum on China and global forest products trade, 18–19 June 2008, Beijing.

Conference papers

Anseeuw, W., Ducastel, A. & Gabas, J. 2011. The end of the African peasant? From investment funds and finance value chains to peasant related questions. Paper presented at the International Conference on Global Land Grabbing. Brighton, UK, 6–8 April 2011.

Conference proceedings

FAO. 2011. *Successes and failures with animal nutrition practices and technologies in developing countries.* H.P.S. Makkar, ed. Proceedings of the FAO Electronic Conference, 1–30 September 2010, Rome. FAO Animal Production and Health Proceedings. No. 11. Rome.

Internal documents and papers

FAO. 2007. Final report of the project OSRO/AFG/408/GER "Provision of storage facilities and equipment to vulnerable households and rural communities in Afghanistan". FAO internal document. Rome.
FAO. 2011. FAO *Knowledge Strategy*. March 2011. Rome (available at www.fao.org/fileadmin/user_upload/capacity_building/KM_Strategy.pdf).

Codes and other legal documents, declarations, treaties

FAO. 2005. *International Code of Conduct on the Distribution and Use of Pesticides* (Revised version). Rome.
FAO. 1995. *Code of Conduct for Responsible Fisheries*. Rome.

G8 (Group of Eight). 2009. *G8 Leaders' Declaration: Responsible Leadership for a Sustainable Future.* Thirty-fifth G8 Summit, L'Aquila, Italy, 8–10 July 2009.

Newsletters, bulletins, policy briefs

FAO. 2011. One health in action. Raising public awareness for rabies. *China HPAI highlights.* No. 33 (September). Rome.
FAO. 2010. *FAOAIDENews.* No. 72 (December). Rome.

Theses and dissertations

Saxton, R. 2000. *Information and rural women.* London, University College (MA thesis).

Abbott, P. 1997. *The supply and demand dynamics of miombo woodland: a household perspective.* Aberdeen, UK, Aberdeen University (PhD dissertation).

Unpublished material

Fontana, M. & Natali, L. 2008. *Gendered patterns of time use in Tanzania: public investment in infrastructure can help.* Paper prepared for the IFPRI Project "Evaluating the Long-Term Impact of Gender-focused Policy Interventions" (unpublished).

Brochures, flyers, pamphlets, booklets

FAO. 2011. *One Health: Food and Agriculture Organization of the United Nations Strategic Action Plan* [brochure]. Rome.

— Audiovisual documents

CD-ROM and DVD

Giel, T., Bijman, J. & Oorthuizen, J. 2007. *Producer organisations and market chains* [CD-ROM]. Wageningen, Netherlands, Agri-Profocus.

Presentation slides

Skrebowski, C. 2007. *Crisis or opportunity: how close to peak oil are we?* Presentation for the "Food and Farming in Transition" Conference, 11 June 2007, Dartington, UK, Transition Town Totnes, Dartington Hall Trust and Schumacher College.

— Webpages, datasets and other material made available primarily online

For **online material** including texts and parts of texts, articles, graphic materials (maps, photographs, illustrations or graphics), video and audio materials, and **datasets**, all references must include: name of author(s), year of publication (where available), title, format, data of posting of contribution if it is the case, place of publication, publisher, and DOI number (where available) and/or URL. Before publication all online references should be verified and a data access date indicated in a note at the end of the reference (e.g. **Accessed 11 May 2011**). This is of particular importance for webpages, where content is not fixed and may alter as a result of editing or the addition of new material. Access dates are not necessary for static documents downloaded from the web, such as PDFs.

Webpages

FAO. 2011. Publications. (available at www.fao.org/publications/en/). Accessed 22 February 2012.

WWB (Women's World Banking). 2010. [Website] (available at www.swwb.org). Accessed 14 March 2012.

Articles in online newspapers and blogs

***The Economist*. 2011. Doing more with less. *The Economist*, online edition, 24 February 2011 (available at www.economist.com/node/18200606).**
Reuters. 2011. African agricultural finance under the spotlight. *Africa News blog*, 24 August 2010 (available at http://blogs.reuters.com/africanews/tag/agriculture/).

Provost, C. 2011. Update: Aid for the food crisis in the Horn of Africa – get the data. Datablog. In The Guardian, online edition, posted on 24 October 2011 (available at www.guardian.co.uk/global-development/poverty-matters/2011/aug/01/drought-food-crisis-africa-data?INTCMP=SRCH).

Wikipedia entries

Wikipedia contributors. 2008. Sustainable agriculture. In *Wikipedia, The Free Encyclopedia*. Wikimedia Foundation, Inc. (available at http://en.wikipedia.org/wiki/Sustainable_agriculture) (last updated 7 November 2011).

Wikipedia contributors. 2009. The Jordan portal. In *Wikipedia, The Free Encyclopedia*. Wikimedia Foundation, Inc. (available at http://en.wikipedia.org/wiki/Portal:Jordan) (last updated 19 May 2009).

Video or audio documents, podcasts

FAO. 2011. *Global hunger report 2011* [online video] (posted on 5 October 2011 in FAOVideo channel) (available at www.youtube.com/user/FAOVideo# p/u/27/vcDyTQ2AKm4).

WHO. 2008. *Infection control and prevention* [video] (available at http://video.who.int/streaming/eprfilms/Infection_Control.wmv).

Messages posted in electronic bulletin boards, discussion groups, communities

Ketter, C. 2011. The land reform in Madagascar – a model for replication? [online comment]. Posted on The Land Portal discussions on 21 September 2011. International Land Coalition (available at http://landportal.info/discussions).

Datasets, graphic representation of data

FAO. FAOSTAT. Crops Processed, National Production (dataset). (Latest update: 3 Jan 2013). Accessed 9 Jan 2013. URL: http://data.fao.org/ref/8dbed7b8-d99f-4933-b499-de864c476c39.

UN. 2010. COMTRADE (United Nations Commodity Trade Statistics Database) (dataset). Accessed 15 July 2012. URL: http://comtrade.un.org.

JRC-EU (Joint Research Center-European Commission). 2005. SAFARI 2000 global burned area map, 1-km, Southern Africa, 2000 (dataset). Oak Ridge, Tennessee, USA, Oak Ridge National Laboratory Distributed Active Archive Center. URL: http://daac.ornl.gov/.

IX. QUOTATIONS

It is Harvard style that should be used.

For words or short sentences, use quotation marks:

> **McKinsey and Company (2009) state that "in forestry and agriculture, both costs and investments are relatively low".**

For paragraphs (or any text of more than 30 words or two lines), use block quotations. These are introduced by a colon and indented in the following line, set in a smaller font size to differentiate them from main text.

> **As stated in the document:**
> **Ensuring food security and nutrition at the household and global levels, requires investing in nutrition-sensitive agriculture, protecting women's rights and improving their social and nutritional status (FAO, 2011, p.3).**

X. FAO RECOMMENDED WORD LIST

This list contains words and terms frequently used in FAO information products. When in doubt, use *The Concise Oxford English Dictionary*, latest edition.

A B C D E F G H I J K
L M N O P Q
R S T U V W Y Z

A

above-mentioned
abridgement ***not*** abridgment
abscise ***not*** absciss
access (v.) (computer term)
accommodation ***not*** accommodations
accoutrement ***not*** accouterment
acknowledgement ***not*** acknowledgment
adaptor
addendum, pl. **addenda** not italicized
ad hoc not italicized
ad lib not italicized
advertise
advice (n.), **advise** (v.)
adviser ***not*** advisor, but note **advisory**
aeon
aerial
aerodrome, aerofoil
aeroplane but note **aircraft, airliner**
aetiology ***not*** etiology
affect (v.) to have an effect on, cf. **effect**
afforestation where previous land type/use was not forestry
affranchise
aflatoxin

aforementioned, aforesaid
after-care, after-effect
afterwards (adv.) ***not*** afterward
ageing
age group
agenda, pl. **agendas**
agribusiness
agriculturist ***not*** agriculturalist
agrifood
agro- compounds closed up except before vowel, e.g. agro-ecology, agro-ecosystem, agro-industry, agroforestry, agrometeorology, agrosilvicultural, agrosilvipastoral
aide-mémoire, pl. **aides-mémoire airborne**
air cargo
air-conditioning, air-conditioned
aircraft, airdrop
air-dried (adj.), **air-dry** (v.)
airfield
air freight
airhole, airlift, airliner
airplane – use **aeroplane**
airtight
alfalfa
alga, pl. **algae**
alkaline, alkalinization
alley cropping
all right ***not*** **alright**
all-time (adj.)
along with – **together with** preferred
alternate(ly), **alternative(ly)** the first means "by turns", which can be remembered by thinking of the verb "to alternate", or take turns. The second implies a choice between alternatives. An alternate method is one to be used every second time; an alternative method is one that can be chosen instead of some other method
aluminium ***not*** aluminum
American – **United States** preferred, except in references to the American continent or the Americas
amid ***not*** amidst
amino acid
among ***not*** amongst

anaemia ***not*** anemia
analogue ***not*** analog
analyse ***not*** analyze
and/or – a simple "or" will usually suffice
anglophone – **English-speaking** preferred
antenna, pl. **antennae** (zool.), **antennas** (aerials)
anthelmintic
anti-erosion
antinutrient, antinutritional, antipollution
appendix, pl. **appendices** (anat. or zool.), **appendixes** (books)
apprise
aquaculture, aquaculturist
Arabian Gulf – avoid; see **Persian Gulf**
armyworm
artefact ***not*** artifact
artisan (n.), **artisanal** (adj.)
Asia and the Pacific region
assist + in + gerund or noun ***not*** assist + inf.
audiocassette, audiotape, audiovisual
Australasia – use **Oceania**
automobile – use **vehicle** or **car**
autumn ***not*** fall; lower case
axle-hole
axletree

B

Bachelor of Arts degree (**BA**)
Bachelor of Science degree (**B.Sc.**)
backcross (n., v.), **backlog**
back-reef
backscatter (radar term)
backstop (v.) – **support**, etc. preferred
backup (n., adj.), **back up** (v.)
backward (adj.), **backwards** (adv.)
balance sheet
band-saw
bandwidth

barefoot, barefooted
bare-handed
baseline
basis, pl. **bases**
Bedouin
beehive
beekeeper, beekeeping
beeswax
behaviour ***not*** behavior
benchmark
benefited, benefiting
berseem (fodder crop)
biannual twice a year
biased
biennial every second year
biennium, pl. **biennia** period of two years
bilateral
billion 1 000 million
bimonthly twice a month or every two months – best to specify (similarly **biweekly**: twice a week or every two weeks)
bio- compounds closed up, except before some vowels, e.g. bio-available, bio-assay**,** but bioelectricity, bioenergy
biological diversity or **biodiversity** follow the author
birth date
birthplace
birth rate, birth weight
bivalve
black gram
blackleg (sheep and cattle disease)
black tongue (disease of dogs)
bluetongue (disease of sheep)**, bluetongue lizard**
boatbuilder, boatbuilding, boatmaker, boatmaking
boatyard
boll-rot
boll weevil
bollworm
bona fides (n.), **bona fide** (adj., adv.) not italicized
bookkeeping

borehole
bottle-feed, bottle-feeding
bottleneck
breadfruit
breakdown (n.), **break down** (v.)
breakthrough (n.), **break through** (v.)
breastfeed, breastfeeding
breastmilk
briquette, briquetting
broad bean preferred to fava bean
broadleaf (n.)
broad-leaved
brood fish, brood hen
broodstock
brush fire
Brussels sprouts
budgeted, budgeting
bud rot
bud-take
budwood
buffalo, pl. **buffaloes**
buildup (n.), **build up** (v.)
built-in (adj.), **built-up** (adj.)
bulletin board
bureau, pl. **bureaus**
burn, burnt (past participle)
buses, busing ***not*** busses, bussing
bush fire
bushmeat
butterfat
bycatch
by-law
bypass
by-product
byte (computer term)

C

cacao virus
cadastral, cadastre
calibre ***not*** caliber
Calorie (with upper-case C) –1 000 calories, but **kilocalorie** (abbrev. **kcal**) preferred
calorie – when not used as a measure, **food energy** preferred, e.g. Groundnuts can contribute food energy to a diet, ***not*** Groundnuts can contribute calories ...
camel-hair
can, canning or **tin, tinning** be consistent
cancellation
cancelled, cancelling
candour ***not*** candor
cantaloupe
car ***not*** automobile
carburettor ***not*** carburetter, carburetor
carcass, pl. **carcasses**
carryover (n., adj.), **carry over** (v.)
case study
cash crop (n., v.)
cash flow
cashew nut
castor seed preferred to castor bean
catalogue ***not*** catalog
catalyse ***not*** catalyze
cattle herd of cattle, e.g. 12 head of cattle, ***not*** 12 cattle
cattle breeder, cattle feed, cattle hide (but **cowhide), cattle owner**
CEC Commission of the European Communities (see also **EC**, **EU**)
Celsius, centigrade (abbrev. **C)** two names for the same system of measuring temperature, the first being that of its inventor. Always give temperature in Celsius. The formulae for converting from Fahrenheit to centigrade and vice versa are: $F = [(9 \times C) \div 5] + 32$; $C = 5(F - 32) \div 9$. Note that temperatures are written with a space between the number and the unit, e.g. 35 °C
central capitalize when part of a proper name of a recognized place or region, e.g. Central America, Central African Republic; lower case when it refers to direction or geographical division (the central part of an area), e.g. central Africa, central Europe
centre (n., v.) ***not*** center (United States form only if quoted or part of a proper name)
centrepiece
centuries spell out the names of centuries, e.g. the twenty-first century

cf. (abbrev.) compare
chainsaw
chalkboard
changeover (n.), **change over** (v.)
channelled, channelling
chastise
check dam
checklist
checkup (n.), **check up** (v.)
cheese-maker, cheese-making
cheque ***not*** check (mode of payment)
chequerboard, chequers ***not*** checkerboard, checkers
chickpea
child-bearing (adj.)
childbirth
child care
chilli, chillies or **chili, chilies** be consistent
chiselled ***not*** chiseled
circumcise
clamorous
clamour
classmate, classroom
clayey
clear-cutting (n.), **clear-cut** (adj.) evident, **clear-cut** (v.) to cut all trees in a stand
clear-eyed
clear-fell, clear-felling
clear-headed
clearinghouse
clear-out (n.), **clear out** (v.)
clear-sighted
clipboard
clone selection ***not*** clonal selection
co- most compounds closed up, but note **co-author, co-chair, co-investor, co-worker**
coal mining
coco, coconut coco is the name of a palm tree, coconut its seed
cocoa bean ***not*** cacao bean
cold chain, cold store, cold storage
collective nouns may take either a singular or a plural verb, according to sense. The

number of books ordered **is** large. A large number of books **have been** ordered
coloration
colour ***not*** **color**
colourable
colourless
combated, combating
committed, commitment
committee capitalize only when part of a name
common market not an official name on its own; use lower case
compare use **compare with** ***not*** compare to, **in comparison with** ***not*** in comparison to
complement something that completes
compliment expression of praise
comprise ***not*** comprised of, e.g. the strategy comprises three elements
compromise
computer terms follow manufacturer's spelling for hardware and software names, e.g. QuarkXpress. Many ordinary English words also have a specific computer sense, e.g. access (v.), add-in (n., adj.), database, data file, debug, format (formatting, formatter), hard copy; hard code; hard-wired, input (v.), log on (v.), online, offline, program (programming, programmer), real time (n.), real-time (adj.)
concurrence preferred to co-occurrence
connection ***not*** connexion
cont. (abbrev.) continued
continual going on for a long time, recurring at intervals, seeming never to come to an end
continuous uninterrupted
convenor ***not*** **convener**
cooperate, cooperation, cooperative
co-opt
coordinate, coordination
corn – **maize**, **grain** or **cereal** preferred, depending on the particular case, but **corn on the cob, sweet corn**
cornerstone
corrigendum, pl. **corrigenda**
cost-effectiveness (n.), **cost-effective** (adj.), **cost effective** (adv.)
cottonseed, cottonseed oil
council (n.) administrative body
councillor council member
counsel (n., v.) advice, to advise
counsellor adviser

counter- compounds closed up
cowhide, cowpea
cow's milk as opposed to breastmilk; **cow milk** as a commodity (also **goat milk**)
crisis, pl. **crises**
criss-cross
criterion, pl. **criteria**
cropland
cross-breed (n., v.) **cross-breeding, cross-bred** (adj.)
cross-check, cross-fertilization, cross-pollination, cross-reference, cross-section
curriculum, pl. **curricula**
cutback (n.), **cut back** (v.)
cutoff (n.), **cut off** (v.)

D

data always use as plural. The rarely found singular is **datum** (as in datum line)
data bank
database
data file, data sheet
date-palm
day care (n., adj.)
day labourer
day length (n.) but **day-length sensitive**
daylight, daytime
day-to-day (adj.), but **from day to day**
death rate
debug (computer term)
decades use figures, e.g. the 1960s, ***not*** the sixties and ***not*** the 1960's
decision-maker, decision-making
deep-freeze, deep-frozen
deep-sea fishing
de facto not italicized
defence ***not*** defense (United States form only if quoted or proper name)
deflection ***not*** deflexion
deforest, deforestation
deleafing
demand-driven (adj.)
dendro-energy wood-based energy

dependant (n.), **dependent** (adj.)
desktop publishing (abbrev. **DTP**)
despatch – **dispatch** preferred
deworm
dialogue ***not*** dialog
diameter ***not*** diametre
diamondback moth
diarrhoea ***not*** diarrhea
dieback (n.), **die back** (v.)
different from, ***not*** different than or different to
digester, e.g. biogas digester
dioecious ***not*** diecious
dipnet
Director-General, pl. **Directors-General (**and **Assistant Directors-General)**
disc (all uses except computers)
discoloration
discolour
discreet tactful
discrete individually distinct, separate
disenfranchise preferred to disfranchise
disk (computers only)
dispatch
doctorate (Ph.D.)
dolorous, dolour ***not*** dolor
downtime, downtrend
downward (adj.), **downwards** (adv.)
draft a draft proposal, rough draft, to draft a report, bank draft
draught for traction (as in draught animals)
drawback (n.), **draw back** (v.)
drier (n., adj.) or **dryer** (n.) but be consistent
driftnet
drinking-water
drop-off (n.), **drop off** (v.)
dry farming (n.), **dry farm** (v.)
dry land (n.), **dryland** (adj.)
dry rot
due should only be attached to a noun or pronoun, often with the verb "to be", e.g. Crop

failure was due to drought. **Owing to** is used with a verb, e.g. The crops failed owing to drought. (***Not*** The crops failed due to drought.) Both **due** and **owing** are financial terms and tend to be overused. It is better to substitute **result from**, **because**, etc., e.g. Crop failure resulted from drought, or The crops failed because of drought
dyke ***not*** dike

E

earthwork
East Coast fever
east, eastern capitalized when part of a proper name or political grouping, e.g. East Africa, Eastern Europe (political), Near East, Far East, Eastern customs, Eastern Hemisphere; lower case for direction or geographical grouping, e.g. eastern Africa, eastern Europe (geographical)
eastward (adj.), **eastwards** (adv.)
echograph
echo sounder, echo sounding
eco- compounds closed up, e.g. ecoclimate
economic, economical economic is the adjective for economics, economical for economy. "An economic rent is one in the fixing of which the laws of supply and demand have had free play; an economical rent is one that is not extravagant" (Fowler)
EC European Community (supersedes previous EEC), community within the EU (see also EU, CEC; for full explanation consult ***Yearbook of International Organizations*** in the David Lubin Library)
effect (v.), ***not*** effectuate; to bring about, cf. **affect**
e.g. not italicized, not followed by a comma and not used with etc.
eggplant
e-mail
empanel, empanelled
encase ***not*** incase
encyclopaedia
end use, end user
end-point
end product
enfranchise
enquire, enquiry ***not*** inquire, inquiry
enrol, enrolled, enrolment

ensilage, silage silage is the product of the process of ensilage
ensure to make sure cf. **insure**
enterprise
eon – **aeon** preferred
equalled, equalling
equator, equatorial lower case except as part of an official proper name, e.g. Equatorial Current, but equatorial Africa. See also central, east, north, south, west
erodible
erratum, pl. **errata**
Eskimos but **Inuits** preferred in North American contexts
esophagus – use **oesophagus**
estrous, estrum, estrus – use **oestrous, oestrum, oestrus**
et al. italicized; only use for references within a text when there are more than three authors; never use in a bibliography (unless it it impossible to find all the authors' names)
etc. not italicized; redundant after lists preceded by: for example, including, such as, or like, since these expressions mean, without ambiguity, that the list that follows is not complete etiology – use **aetiology**
et seq. italicized
EU European Union (for full explanation see ***Yearbook of International Organizations*** in the David Lubin Library)
evapotranspiration
ex ante italicized
excise
exercise
explant
ex post, ex post facto italicized
ex situ italicized
extra- compounds closed up, except when followed by "a" or a proper noun, e.g. extra-atmospheric, extra-Community trade

F

fact sheet
faeces ***not*** feces
fall – **autumn** preferred for the season
falloff (n.)
fan-leaf
FAO headquarters

farmgate
farm hand
farmhouse, farmland
farm worker
farmyard
farther, further use farther for literal distances, further for everything else, e.g. We must travel two kilometres farther. I can go no further with this project; a farther planet, a farther journey, a further consideration, a further effort
fast food
fava bean – **broad bean** preferred
favour, favourable, favourite ***not*** favor-
feedback, feedlot
feedgrain(s) and **feedstuffs** for animal consumption, **foodgrains** and **foodstuffs** for human consumption
fermenter
ferruginous, ***not*** ferrugineous
fertilizer ***not*** fertiliser
fewer, less use fewer for countable items, less for amounts, e.g. fewer horses, less rice
fibre
fibreboard, fibreglass
fieldbook
field guide
field test (n.), **field-test** (v.)
field trial
fieldwork, field worker
filmstrip
filter paper
fine tuning (n.), **fine-tune** (v.)
finfish(es)
finger millet
firebreak
fire crew
firefighter
firewood – avoid, use **fuelwood**
First World – avoid, use **industrialized countries**
first, second, etc. ***not*** firstly, secondly, etc.
first aid, first-aid kit
first-hand, second-hand, third-hand ... (adj.), but **at first hand**

first-rate (adj.)
fish, pl. **fish** unless referring to more than one species of fish
fish culture
fish farm, fish farming, fish farmer
fishing gear, fishing tackle
fish-liver oil
fishmeal, fishnet
fish oil, fish pond, fish seed, fish stocks
five-year plan
fledgling
flier – preferred to flyer
flip chart
floodgate, floodplain
flood tide
floodwall, floodwater
flow chart
flyer – **flier** preferred
focused, focuses, focusing
foetus ***not*** fetus
-fold compounds closed up, e.g. twofold, twentyfold
follow-up (adj., n), **follow up** (v.)
food-borne
food crops ***not*** foodcrops
food for work (n.), **food-for-work** (adj.)
foodgrain(s) (for human consumption), **feedgrain(s)** (for animal consumption)
foodstuff(s), feedstuff(s) as above
foot-and-mouth disease (abbrev. **FMD**)
forego to precede, but **forgo** to go without
forest land
forest-tree
forklift
format, formatted, formatting, formatter
formula, pl. **formulae** (math., chem.) but **formulas** (methods)
forum, pl. **fora**
foreword (of book) not forword or forward
forward (adj., v.), **forwards** (adv.)
Fourth World – use **least-developed countries**
fractions always hyphenated, e.g. three-quarters

franchise
francophone – **French-speaking** preferred
-free compounds hyphenated, e.g. disease-free, germ-free
freelance
freeze-dried, freeze-drier, freeze-dry
freshwater (n., adj.)
fruit fly
fruit-set (n.), **set fruit** (v.)
fruit-tree
fuelwood ***not*** firewood
fulfil, fulfillable, fulfilled, fulfiller, fulfilling, fulfilment
full-scale (adj.), but **at full scale**
full time (n., adv.) **full-time** (adj.),
fundraiser (n.), **fundraising** (n., adj.) but **raise funds** (v.)
further see **farther**

G

gene bank, gene flow, gene pool
geoprobe, geothermic
germ cell, germ line
germplasm
gigabyte (computer term), (abbrev. **GB**)
gillnet
glasshouse – **greenhouse** preferred
glycerine ***not*** glycerin
goatskin
goodbye, pl. **goodbyes**
governing bodies
government lower case when general; upper case when a specific government is named, e.g. the Government of Italy, the Italian Government ***but*** the government passed anti-inflationary measures
grain-fed
gram (abbrev. **g**) ***not*** gramme
grapefruit, grapevine
graph paper
grasshopper

grassroots (n., adj.)
gravelled
green belt, green revolution
greenhouse
grey ***not*** gray
ground cover
groundnut (***Apios americana***); peanut or common groundnut (***Arachis hypogaea***)
ground rent
groundwater, groundwork
guestimate – avoid; **guess** or **estimate** preferred
guidebook, guidelines
guinea fowl, guinea pig
Gulf, the Gulfs – see **Persian Gulf**

H

haemo- ***not*** hemo, e.g. haemoglobin
hair coat
half a dozen, half-dozen
half-blood, half-brother
half moon
handbook
hand-delivered
handicraft (n.), **handcraft** (v.)
handline (fishing term)
handout
hand-pollination (n.), **hand-pollinate** (v.)
handsaw
hand sprayer (n.)**, hand-spray** (v.)
hand tools, hand weeding
hardback
hard cover
hardpan (soil term)
hard-wired (computer term)
hard-working
hazelnut
headquarters ***not*** HQ

health care
health services ***not*** health care services
heartwood
heat-resistant
heavy-duty (adj.)
hectare (abbrev. **ha**)
herdowner
herdsman – **herder** preferred
heterogeneous composed of parts of different kinds; mixed
heterogenous having origin in an outside source
high-yielding varieties (abbrev. **HYVs**)
hillside, hilltop
historic, historical not to be used interchangeably. A historic event (NB not ***an*** historic event) is one that makes history even if it happened only ten minutes ago; a historical event is one that occurred in the past and has been recorded by historians
Holy See a see is a bishop's jurisdiction, and the Holy See is the see of the Pope. It is not another name for the Vatican. It is the Holy See, not the Vatican, which has Permanent Observer status at FAO
home care
home-grown, home-made
home page
homespun
homoeopathic, homoeopathy
homogeneous consisting of parts all of the same kind
homogenous corresponding in structure because of common origin
honey bee
honeycomb, honeydew
honorary, honour, honourable the United States spelling, honorable, should be kept in United States titles
hoof, pl. **hooves**
-hopper compounds closed up, e.g. grasshopper, leafhopper, planthopper, ricehopper
horticulturist
hydro- compounds closed up

I

ibid. not italicized
-ics construe nouns ending in -ics (statistics, ethics, politics) as singular when they denote an art or science, e.g. politics is the art of government. Construe them as plural when they denote activities or practices, e.g. the senator's politics are democratic
idem not italicized
i.e. not italicized, not followed by a comma
ill- hyphenate compounds used as adjectives, e.g. ill-gotten, ill-natured, ill-omened
immunoassay
impact (n.)
imperilled
imprest fund or account
improvise
inasmuch as
inbred, inbreeding
inbuilt
incise
in-country
in-depth
index, pl. **indexes** (**indices** when technical or statistical)
indispensable
infra-axillary
infrared (adj.)
infrastructure
in-house
innovate
inoculate
input (n., v.) (computer term)
inquire, inquiry – **enquire, enquiry** preferred
in-service
in situ italicized
install, installation, instalment
instil
insure for insurance policies only (cf. **ensure**)
in vitro italicized
in vivo italicized
inter- compounds closed up, e.g. interaction, intercountry, interdepartmental,

intergovernmental, interregional, interrelated
inter alia italicized
intern (n., v.) ***not*** interne
Internet, the
intra- compounds closed up, except before a vowel
Intranet, the
invigorate
inward (adj.), **inwards** (adv.)
its possessive, **it's** it is

J

jewellery ***not*** jewelry
Jr (abbrev.) not preceded by a comma and not followed by a full stop, e.g. John Jones Jr
judgement (judgment [law] – a judge or court's formal ruling)

K

kat ***not*** khat or qat; an evergreen shrub of the Near East
kharif summer growing season in parts of Near East and South Asia
kilobyte (abbrev. **KB**), (computer term)
kilocalorie (abbrev. **kcal**) preferred to Calorie as a measure of food energy
kilogram (abbrev. **kg**) ***not*** kilogramme
kilometre (abbrev. **km**) ***not*** kilometer
know-how (n.) – **expertise, knowledge**, etc. preferred
knowledgeable
kumquat ***not*** cumquat

L

labelled, labelling
laborious
labour
labour force
labour-intensive
labourer
laissez-passer italicized

lakh ***not*** lac (of rupees)
lambskin, lambswool
landfill, landform
landholder, landholding
landlocked
landmark
land mass, land mine
landowner, landownership
land-poor
landrace, landslide
land use, land-use planning
large scale (n.), **large-scale** (adj.)
lastly – avoid
latitude, longitude correct ways of writing include10°30′ north latitude; longitude 90° west; the zone from 10° to 40° north latitude (use the abbreviations N, E, W and S for latitude and longitude only in tables)
layout (n.), **lay out** (v.)
lead (n., pres. v.), **led** (past, past part.)
lead time
leaf blight, leaf curl
leafhopper, leafminer
leaf roll
leaf spot disease, leaf spotting
learned ***not*** learnt
leaseholder
least-developed countries (abbrev. **LDCs**)
lend (v.), but **loan** (n.)
liaise
licence (n.), **license** (v.)
licensee, licensor
life cycle
lifelong
life-saving
life span
lifestyle, lifetime
-like compounds usually hyphenated, e.g. business-like, but note
lifelike
like, incorrect for **such as, as**, **as though**, **as if**

line drawing
liquefaction, liquefy
litchi ***not*** lichee, lychee, lichi
litre ***not*** liter; avoid abbreviating (unless combined with a prefix, e.g. ml for millilitre)
live weight (n.)
log-on (adj.), **log on** (v.)
longhorn
long-lasting
longline
longstanding (adj.)
long term (n.), **long-term** (adj.)
lookout (n.)
loose-leaf (adj.)
lucerne – **alfalfa** preferred

M

MA Master of Arts
M&E (abbrev.) monitoring and evaluation
macro- all compounds closed up, e.g. macroeconomic
maize meal, maize oil
make-up (n.)
man-day – use **person-day** or **workday**
mango, pl. **mangoes**
manifold
mankind – **humanity**, **humankind,** etc. preferred
man-made – **human-induced**, **caused by humans**, **caused by human activities**, etc.
preferred man-made forest – use **planted forest** or **plantation forest**
manoeuvre, manoeuvrability ***not*** maneuver
manpower – **workforce, human resources, labour, personnel**, etc. preferred
many-headed, many-sided
Masai or **Maasai** follow the author
marketplace
mass media
master's degree e.g. MA, M.Sc.
maximum, pl. **maxima**
meagre ***not*** meager

mealybug
medical terms use lower case for names of diseases, syndromes, tests, etc., except for proper names contained therein (Hodgkin's disease, Wasserman test). Names of diseases deriving from infectious organisms should be lower case and roman (trichinosis, streptococcus)
medium term (n.), **medium-term** (adj.)
megabyte (abbrev. **MB**)
member countries lower case
Member Governments
Member Nations
Members as in FAO Members
Member States – avoid with reference to FAO
memorandum, pl. **memoranda**
merchandise (n., v.)
meter, metre – the first is the object that measures, the second the unit of measure
micro- compounds closed up, e.g. microeconomics, but note **micro-organism**
mid- compounds: mid-1980s, mid-year, mid-point, mid-term, but midday, midnight, midsummer, midway, midweek
middle age (n.), **middle-aged** (adj.)
Middle East – use **Near East** (except in MINEADEP and other cases when specifically required) middle-sized – **medium-sized** preferred
middleman – use **intermediary**
midway (n., adj.)
millennium
mini- compounds closed up, e.g. minibus, minicassette
minimum, pl. **minima**
Minister for ..., **Ministry of** ..., as in Minister for Agriculture, Ministry of Agriculture, but Ministry for Foreign Affairs
misadvice (n.), **misadvise** (v.)
mitre ***not*** miter
mollusc
mono- compounds closed up except when followed by a vowel, e.g. mono-unsaturated
mortise ***not*** mortice
Moslem – use **Muslim**
mosquito-borne
motor area, motor bicycle
motorcycle, motorcyclist
motor-driven

motor nerve, motor spirit, motor vehicle
mould ***not*** mold (n., v.)
mould-board
moulder
moulding
mouldy
moult (v.) ***not*** molt
movable
Mr, Mrs, Ms not followed by a full stop
M.Sc. Master of Science
mucus (n.), **mucous** (adj.)
multi- compounds closed up unless followed by i, e.g. multi-institutional multinational – see **transnational**
mung bean
Muslim ***not*** Moslem

N

nationwide
Near East ***not*** Middle East (except in MINEADEP and other cases when Middle East is specifically required)
neighbour
New World
newsletter
night-time
non- compounds usually hyphenated, but note **nonconformity**
no one
north, northeast, northeastern, northern capitalized when part of a proper name or political grouping, e.g. North Atlantic, North Africa, Northern Hemisphere; lower case for direction or geographical grouping, e.g. northern Africa
north temperate zone
northward (adj.), **northwards** (adv.)
northwest, **northwestern** see **north,** but note North-West Frontier Province, Pakistan
notebook
noticeable
nut-tree

O

occurrence, occurring
ochre
odoriferous
odorous, odour, odourless
oesophagus, pl. **oesophagi**; ***not*** esophagus
oestrus (n.), **oestrous** (adj.)
off-farm
offence but note **offensive**
office worker
offline
off-season
offset, offshoot, offshore
off-site
offtake
off-type non-standard plant variety
oilcake, oilmeal
oil-palm
oilseed
ongoing (adj.) no hyphen
online
onshore
on-site
onward (adj.), **onwards** (adv.)
op cit. not italicized
organize, organization unless part of an exceptional proper noun, e.g. Organisation for Economic Co-operation and Development
Organization (the) upper case only when referring to FAO
orient ***not*** orientate
out- compounds closed up
outside ***not*** outside of
outward (adj.), **outwards** (adv.)
over- compounds usually closed up
owing – see **due**

P

paddy rice
paddy-field
paediatric
paedo- ***not*** pedo-; compounds closed up
palaeo- ***not*** paleo-; compounds closed up, e.g. palaeocene, palaeoanthropology
palm oil
pan- if the second part of the compound is lower case, close up, e.g. pantheism; otherwise hyphenate, e.g. pan-American, pan-Germanism, pan-Hellenic, pan-Slavism
papaw use for ***Asimina triloba*** only
papaya use for ***Carica papaya*** only
paperback
para- compounds closed up
parallel, paralleled
paralyse
particle board
part-time (adj.), **part time** (adv.)
passionfruit
pastureland
peacekeeping
peanut use for ***Arachis hypogaea*** only, otherwise **groundnut**
peatmoss
pedagogue
pencilled
people's participation
per annum italicized
per capita preferred to per caput; not italicized
percent ***not*** per cent; use % only in tabular matter, e.g. 3% (no space)
per diem not italicized
peri-urban
per se italicized
Persian – **Iranian** or **of the Islamic Republic of Iran** preferred
Persian Gulf is the standard geographical designation for the body of water lying between the Arabian Peninsula and the Islamic Republic of Iran; however, in documents, publications or statements emanating from a Member Government or intergovernmental organization, the original designation should be retained
person-day

Petri dish
Ph.D. Doctor of Philosophy
phosphorus (n.) the element, **phosphorous** (adj.) containing phosphorus
photo- compounds closed up, e.g. photoelectric, photocopier (n.), photocopy (n., v.)
phyto- compounds closed up
piece rate (n.), **piece-rate** (adj.)
piecework
pigeon pea
pig meat
pigskin
pigsty, (pl.) **pigsties**
pimento, (pl.) **pimentos**
pipeline
pisciculture
planthopper
plateau, pl. **plateaus** ***not*** plateaux
plough ***not*** plow
PO Box
pod borer
policy-maker, policy-making
poly- compounds closed up, e.g. polyunsaturated
polyethylene ***not*** polythene
post- compounds usually closed up except where confusion might arise, e.g. **post-harvest** or when followed by t, e.g. post-translational
power-saw
p./pp. (sing. /pl.) referring to one specific page, e.g. p. 40, referring to a series of pages, e.g. pp. 40-42, referring to a total number of pages, e.g. 40 pp.
practice (n.), **practise** (v.)
pre- compounds closed up except where confusion might arise, e.g. pre-empt, pre-set, pre-test, pre-war
prefer, preferred, preferring
prescribe to recommend or impose a practice, etc.
presently – means soon; use **at present** or **currently** to mean now
pretence ***not*** pretense **preventive** ***not*** preventative
price fixing
prima facie not italicized
printout (n.), **print out** (v.)

print run
privilege
proactive
problematical – **problematic** preferred
pro forma
program, programmer (computer terms)
programme for all non-computer uses (but do not change if United States spelling used in a proper name)
-proof compounds usually closed up except where confusion might arise, e.g. acid-proof, failure- proof, gas-proof
propel, propeller
prophecy (n.), **prophesy** (v.)
pro-rated, pro-rating
proscribe to prevent or ban a practice, etc.
proved has (been) proved, but **proven** ability or case
prototype
provitamin A
pure-bred (n., adj.)
purse seine (n.), **purse-seine** (v.)

Q

quasi- avoid where possible; if necessary to use, hyphenate, e.g. quasi-official
quarrel, quarrelled

R

R&D (abbrev.) research and development
rabi winter growing season in parts of Near East and South Asia (opposite of **kharif**)
rachis, pl. **rachides**
rainfall, rainfed
rain forest
rainstorm, rainwater
-raising compounds hyphenated, e.g. cattle-raising
rangeland
rapeseed oil

re- compounds closed up except when followed by "e" or where necessary to distinguish meaning, e.g. recount/re-count, resort/re-sort, recover/re-cover, reform/re-form
realization, realize
real time (n.), **real-time** (adj.) (computer term)
record-keeping
recur, recurrence ***not*** reoccur or reoccurrence
reflection ***not*** reflexion
reforestation ***not*** reafforestation
regime no accent
regrettable
religions, religious groups capitalize the names of religions, churches and religious groups, but do not capitalize the word church (or order, movement, heresy, etc.), e.g. the Roman Catholic church. For places of worship, capitalize the word church, temple, mosque, etc. only if it is part of the name of the building or place
remote sensing
revoke but **revocable**
ringbark (v.)
ring spot
river bed
riverbank, riverside
roadside
root crop
root-knot nematode
root rot
rootstock
round table (n.), **round-table** (adj.)
roundwood
rumour ***not*** rumor
runoff
ryegrass

S

Sahara the Sahara, ***not*** the Sahara Desert
Sahel, the Sahelian zone
saltbush
salt-lick
saltwater (n., adj.)
sandbank
sand dune
sandstorm
sapwood
savannah preferred to savanna
sawdust, sawlogs, sawmill
sawntimber, sawnwood
sawpit, sawtimber
sceptical
schoolbooks
schoolchildren
school-leaver, school-leaving
schoolteacher
scoop net
screwworm, New World screwworm
sea bed, sea floor, sea freight, sea level
sea-moss
sea wall
seawater
Second World War
Secretariat upper case when referring to FAO
Secretary-General
sectoral ***not*** sectorial
seed bank, seed bed
seed-borne, seed-coat
seed lot
self- compounds all hyphenated
serosurveillance
setback (n.), **set back** (v.)
sewing machine

sharecropper, sharecropping
sheep meat, sheep pox
sheepskin
shelf-life
shelterbelt
ships names of ships italicized, but not the designations SS, HMS, etc.
shortfall
shorthorn
short-lived
short term (n.), **short-term** (adj.)
short wave (n.), **short-wave** (adj.)
shutdown (n.), **shut-down** (adj.), **shut down** (v.)
side-effect
sideline
silage, ensilage silage is the product of the process of ensilage
silkworm
silvi- compounds closed up unless followed by a vowel
siphon ***not*** syphon
sirocco, pl. **siroccos**
sizeable
skilful ***not*** skillful
skimmed milk, skim milk (be consistent)
-skin compounds closed up, e.g. goatskin
slaughterhouse
slowdown (n.), **slow down** (v.)
smallholder, smallholding
small scale (n.), **small-scale** (adj.)
smoulder ***not*** smolder
socio- compounds usually closed up, but note **socio-economic**
sociometric, sociometry
soft cover
soil-borne
soja bean – use **soybean**
south, southeast, southeastern, southern capitalized when part of a proper name or political grouping, e.g. South America, South Temperate Zone, Southeast Asia, Southern Hemisphere; lower case for direction or geographical grouping, e.g. southern Europe
southward (adj.), **southwards** (adv.)
southwest, southwestern see **south**

soybean ***not*** soyabean or soja bean
speciality ***not*** specialty
spectre ***not*** specter
spelled preferred to spelt
spillover (n.), **spill over** (v.)
spreadsheet
St ***not*** St. (contraction for Saint)
staff a collective noun, which takes plural verb; for individuals, use **staff members**
stall-feed, stall-feeding
stalk borer
standby (n.), **stand by** (v.)
starting-point
state lower case when referring generally to nations or divisions of a nation; upper case when a specific state is named, e.g. State of New York; ***but*** state-owned enterprise, head of state
statewide
stationary not moving
stationery paper, pens, etc.
status quo not italicized
stem borer, stem rot
stockbreeder
stock owners
stockpile
stone-fruit
stopgap
storehouse, storeroom
storey, pl. **storeys** preferred spelling for floor(s) of a building
stratum, pl. **strata**
street food vendor
sub- compounds closed up unless followed by b, e.g. **sub-basin**; note **sub-Saharan**
subject matter
sugar beet (n.), **sugar-beet** (adj.)
sugar cane (n.), **sugar-cane** (adj.)
sugar-gum
sugar refinery
sulphur ***not*** sulfur
sun-dried (adj.), **sun dry** (v.)
sunflower seed (n.), **sunflower-seed** (adj.)

supersede *never* supercede
supervise
surmise
surprise
symposium, pl. **symposia**
syphon *use* **siphon**
synthesis, pl. **syntheses**
system-wide

T

T&V (abbrev.) training and visit
takeoff (n.), **take off** (v.)
takeover (n.), **take over** (v.)
tap-root, tap-water
tape recorder (n.); **tape-record** (v.)
target (v.), **targeted** (past part.)
task force
teamwork
televise
ten spell out all numbers up to ten in text, unless used with a measure, e.g. 5 percent
testcross (n., v.)
test run
test-tube
textbook
theatre
thiamine *not* thiamin
Third World – use **developing countries**
tick-borne
timberland, timberline
time frame, time lag, time limit
time-saving
time scale, time series
timetable
tiro *not* tyro
titration, titre
tobacco, pl. **tobaccos**

tonne – tonne refers to metric tonne; avoid ton unless referring to shipping vessel tons
top-down (adj.)
top-dressing (n.), **top-dress** (v.)
top-graft
topsoil
totalled, totalling
towards
tradable
trade-off
trafficking, trafficker
trans- compounds closed up
transferring
transhumance
transnational the correct word for a corporation that operates across international boundaries is transnational, ***not*** multinational, which implies ownership by more than one nationality
transship, transshipment
travelled, traveller
trawl-line
trawlnet
treatise
tree fruit, tree line
trifurcate
tri-junction
troubleshoot, troubleshooter
trypanoprophylactic, ***not*** trypano-preventive
trypanosomiasis
trypanotolerance, trypanotolerant
tsetse fly
tubewell
turnaround
turnover
tyre (n.) ***not*** tire

U

ultrasonic, ultraviolet
UN system, the
under- compounds generally closed up unless followed by r, e.g.
under-represented
underdeveloped countries – use **developing countries**
under way
update, up-to-date, but **bring up to date**
upgrade, upland
up-river
uproot, uprooted
upward (adj.), **upwards** (adv.)
usable ***not*** useable
USA – abbreviation for United States, ***not*** US, except for United States dollars, e.g. US$100 000. Do not use abbreviation in text

V

valorize
valorous, valour ***not*** valor
value added (n.), **value-added** (adj.)
vaporific, vaporiform, vaporimeter
vaporize
vaporous, vapour ***not*** vapor
vapour-burner
Vatican see **Holy See**
vector-borne
vein banding, vein clearing
veldt
versus (abbrev. **vs)** not italicized
veterinarian
vice versa not italicized
vicuña
video camera
videocassette
video-display

video recorder
videotape
Viet Nam but **Vietnamese**
view-finder
viewpoint
vigorous, vigour
vis-à-vis italicized

W

wadi not italicized
wage-earner
-ward (adj.), **-wards** (adv.), e.g. an upward movement, moving upwards
Washington, DC
wastewater
waterbird, **waterbody**
water-borne
water buffalo
watercourse, waterfall
water-flea
waterfowl
water-hole
water level
waterline
watermark
watermelon
water-power
waterproof
water-soluble
water supply
water table
watertight
water-tower
waterway
water-weed
wavelength
webworm

Web site
weed-killer
weekday, weekend
well-being
well-water
west, western capitalized when part of a proper name or political grouping, e.g. the West, West Africa, Western Europe (political), Western Hemisphere, Western world; lower case for direction or geographical grouping, e.g. western Africa, western Europe (geographical)
wetlands
while ***not*** whilst
whiteboard, whitefly
wholemeal
-wide compounds: close up worldwide, countrywide, nationwide; hyphenate economy-wide, island-wide, organization-wide, system-wide
wide-ranging, wide-reaching
wide-scale (adj.), but **on a wide scale**
widespread
wildland, wildlife
wilful ***not*** willful
windbreak (n.)
wind-row
-wise compounds – avoid except in words such as clockwise
withhold
-wood compounds closed up, e.g. brushwood, budwood, cordwood, fuelwood, hardwood
wood ash
woodcutter, woodfuel, woodlot
wood stove
woodwork
woollen ***not*** woolen
workday, workbench, workforce, workload
workman – avoid; use **worker**
workplace
work plan

workroom, worksheet, workshop
work site
workstation, worktable
World War II – avoid; use **Second World War**
worldwide
World Wide Web when giving addresses, omit the initial http://and start with www.
worthwhile (adj.), **be worth while** (v.)

Y

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

Z

zeros ***not*** zeroes