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IPPC STYLE GUIDE



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ABBREVIATIONS AND ACRONYMS

ALPP	area of low pest prevalence
CBD	Convention on Biological Diversity
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
CPM	Commission on Phytosanitary Measures
CRP	conference room paper (presented to meetings)
DP	diagnostic protocol
EDG	expert drafting group
EPPO	European and Mediterranean Plant Protection Organization
EWG	expert working group
FAO	Food and Agriculture Organization of the United Nations
FAO style	FAO house style for documents and publications, as published in FAOSTYLE
FF-ALPP	fruit fly area of low pest prevalence
IC	Implementation and Capacity Development Committee
INF	information document (presented to meetings)
IPP	International Phytosanitary Portal (www.ippc.int)
IPPC	International Plant Protection Convention
ISO	International Organization for Standardization
ISPM	International Standard for Phytosanitary Measures
LoA	letter of agreement
Mac	Apple Macintosh computer
NPPO	national plant protection organization
OCCP	Office of Communications – Publications Branch
OCS	Online Comment System
PC	personal computer
PCE	phytosanitary capacity evaluation
PDF	portable document format
PFA	pest free area
PRA	pest risk analysis
PT	phytosanitary treatment
RFLP	restriction fragment length polymorphism
RPPO	regional plant protection organization
SC	Standards Committee
SC-7	Standards Committee Working Group
SI	International System of Units
SOP	standard operating procedure
SPS Agreement	Agreement on the Application of Sanitary and Phytosanitary Measures
TPDP	Technical Panel on Diagnostic Protocols
TPG	Technical Panel for the Glossary
URL	uniform resource locator, used for website addresses
WTO	World Trade Organization

ADDITIONAL RESOURCES

The following sources are referred to in the style guide but are listed here for easy access to the web pages and documents:

[Adopted ISPMs](#) (all adopted standards are available for download in portable document format (PDF) via this link)

[Annotated Glossary](#)

[Annotated template for adopted ISPMs](#)

[Annotated template for draft ISPMs](#)

[Annotated template for draft specifications](#)

[FAOSTYLE](#)

[International Code of Nomenclature for Algae, Fungi, and Plants](#) (formerly International Code of Botanical Nomenclature)

[International Code of Nomenclature for Cultivated Plants](#)

[International Code of Nomenclature of Prokaryotes](#) (formerly International Code of Nomenclature of Bacteria)

[International Code of Zoological Nomenclature](#)

[International Committee on Taxonomy of Viruses](#)

[International Plant Protection Convention](#)

[IPPC Procedure Manual for Standard Setting](#)

[Template for case studies for IPPC implementation resources](#)

The following resource may also be useful:

[List of adopted ISPMs](#)

SCOPE

The *IPPC style guide* provides guidance on the content, structure and editorial style of documents produced by the Secretariat of the International Plant Protection Convention (IPPC).

Although initially developed for standard setting documents, the scope of the guide has been expanded to encompass documents relating to other areas of IPPC activity, thereby encouraging a consistent style and use of terminology across IPPC publications and related documents. The guide applies to meeting documents and reports produced by the IPPC Secretariat (hereafter referred to as the “secretariat”), draft International Standards for Phytosanitary Measures (ISPMs), draft specifications for ISPMs, draft Commission on Phytosanitary Measures (CPM) recommendations, IPPC guides (formerly known as implementation and capacity development guides), specifications for IPPC guides, high-level reports and advocacy materials.

The guide should be used as a reference tool before and during the writing of these documents, and when editing and finalizing them. It is designed to be used in conjunction with the FAO style guide, [FAOSTYLE](#), and reference to [FAOSTYLE](#) is made at relevant points throughout the guide. Reference is also made to the IPPC standard operating procedures (SOPs) for guidance on specific steps and rules related to the processes of the secretariat.

The intended users are the secretariat staff and the experts who prepare documents for IPPC bodies.

We urge the users of the style guide to remember that most of the users of IPPC documents do not have English as their mother tongue and it is therefore imperative that a clear, simple and concise language is used.

INTRODUCTION

The style guide consists of two parts.

Part 1 deals with the content and structure of IPPC documents. Some sections relate to all IPPC publications: these provide guidance on the preliminary pages of IPPC publications (section 1), the importance of consistency in terminology (section 7), and the use of illustrative and contributed material (section 8).

The other sections relate specifically to certain categories of documents: reports and meeting documents prepared by the secretariat (section 2), specifications for ISPMs or IPPC guides (section 3), draft and adopted ISPMs (section 4), IPPC guides (section 5), and other IPPC publications including high-level reports and advocacy materials (section 6). The guidance for ISPMs and specifications is complemented by annotated templates that should be used as a basis for drafting.

Experts and secretariat staff should refer to Part 1 before initiating and during their work.

Part 2 guides the user on editorial matters related to terminology, references, grammar and much more. Except where stated otherwise, this part relates to all IPPC publications and related documents.

Experts and editors should refer to Part 2 during their work.

Attention is also drawn to the [IPPC Procedure Manual for Standard Setting](#), where additional guidance on procedures can be found.

PART 1:

CONTENT AND STRUCTURE

This part provides information on the content and structure of documents produced regularly by IPPC bodies, including:

- committee and secretariat reports and documents;
- specifications for ISPMs and IPPC guides;
- ISPMs;
- CPM recommendations;
- IPPC guides; and
- high-level reports and advocacy materials.

Section 1, section 7 and section 8 apply to all IPPC publications. Section 2 to section 6 apply to specific categories of documents.

1. PRELIMINARY PAGES

1.1 Content and order

For general guidance on the content of preliminary pages and the order in which they should appear, refer to the new edition of [FAOSTYLE](#) (forthcoming). Additional guidance, specific to IPPC documents, can be found in the *IPPC formatting and publishing guide*.

1.2 Title

General FAO style is that there should be no acronyms in the title, unless they are also spelled out. For example, in IPPC guides the abbreviation “IPPC” may no longer be used in the title.

If there is a subtitle, this should not repeat elements of the main title. For example, if “guide” is in the main title, it should not also appear in the subtitle.

The terms “guidelines” or “guidance” may not be used in the title of an ISPM. This is to avoid confusion with other guidance documents produced by the secretariat, such as IPPC guides, and because all ISPMs offer guidance and so the terms are redundant.

1.3 Copyright

The copyright on IPPC publications is held by FAO (see Box 1). Copyright information should be included in all IPPC publications, but the extent of this information depends on the type of publication. Further guidance can be found in the *IPPC formatting and publishing guide* and the new edition of [FAOSTYLE](#) (forthcoming). See also section 16.3 of this style guide for the Required citation that goes at the top of the copyright page, and sections 8.3 and 17.2 about seeking permission and applying credits for figures.

The FAO disclaimer and copyright text is posted on the [Adopted standards](#) page of the International Phytosanitary Portal (IPP). Note that all IPPC standard setting publications, including reports, are covered by the disclaimer and copyright notice on the IPP even if it is not included in every document; it is nevertheless advisable to include a copyright statement in any publication.¹

¹ As decided by SC 2014-11, agenda item 4.3.

Box 1. Copyright and intellectual property**Copyright**

Being established under Article XIV of the FAO Constitution, the International Plant Protection Convention (IPPC) is the technical and financial responsibility of FAO, and as such is to be presented as being part of the FAO. The IPPC is not a separate legal entity and does not have its own copyright; all IPPC materials are produced under FAO copyright, following corporate procedures. More information on FAO policy and specifications for bodies under Article VI and Article XIV of the FAO constitution can be found in the *FAO brand and policy book*.

Intellectual property management and co-publications

FAO holds copyright in all intellectual outputs produced as a result of collaboration under a letter of agreement (LoA). FAO provides the LoA service provider with a licence to publish LoA outputs; however, this is done solely at the discretion of the Rights and Licensing group of the Office of Communications Publications Branch (OCCP) on a case-by-case basis.

If a publication is produced with the substantial input or contribution of another organization or government office that wishes to be acknowledged in the publication, then a co-publishing agreement needs to be drawn up and signed by OCCP on behalf of the IPPC Secretariat and the other entity. The OCCP Rights and Licensing group will negotiate the conditions of the contract with the co-publishing partner, with the support of the secretariat, and will stipulate the agreement on behalf of FAO and the IPPC Secretariat.

Logos of national plant protection organizations, regional plant protection organizations, or external partner organizations can only be included in IPPC publications if they have provided substantial input in terms of content, copy editing, printing or distribution. Such inclusion must be cleared with the OCCP Rights and Licensing group in advance and is not always granted.

More information on intellectual property management and co-publications can be found in the new edition of **FAOSTYLE** (forthcoming).

1.4 Status box and publication history

For some types of publications, it can be useful to include a status box listing the major stages of the document's development. This can subsequently become a publication history in the final, published document. The following guidance relates to specifications, ISPMs and IPPC guides, but the same principles may also be applied to other IPPC publications.

In draft specifications for ISPMs, draft ISPMs, draft IPPC guides, and specifications for IPPC guides, a status box is inserted on the first page, containing details of the document's origins, reviews and revisions, and other major steps of its development. The status box is included, and in the case of draft specifications for ISPMs and draft ISPMs is also translated, so that contracting parties may be informed about the development of the document and may notify the secretariat of any errors. For this reason, background documents for consultation periods are no longer prepared.

For draft phytosanitary treatments (PTs) and draft diagnostic protocols (DPs), the status box provides a record of the expert input and of consultations on the topic.

After adoption of an ISPM or approval of a specification for an ISPM, the status box is transformed into a publication history, which contains only the major steps of the document's development. In IPPC guides, the publication history includes only the publication date (YYYY-MM), version number and brief description of the original version and any subsequent revisions, but not the stages of development. The status box is retained in the specifications for IPPC guides.

Abbreviations and acronyms describing IPPC meetings and document stages (e.g. TPDP, SC, OCS) should be spelled out upon first mention (and again at first mention in the text of the document), with the exception of CPM, IPPC and ISPM, which do not need to be spelled out.

1.5 Acknowledgements

Documents developed by an inclusive group process (e.g. ISPMs, specifications for ISPMs, CPM recommendations) should clearly indicate when and by which body the document was approved or adopted. Depending on the type of publication, this may be part of a publication history in the front or end matter, or be given as an acknowledgements section. In the latter, where possible it should also be said that the document has been developed under the auspices of the IPPC Secretariat. Acknowledgements of organizations, individuals or in-kind contributions should not be made in these documents, except in the following circumstances:

- in DPs (as an acknowledgements section);
- credits for photographs, figures and other illustrations (either in an acknowledgements section, in captions, or adjacent to the images) – see sections 8.3 and 17.2 of this guide; or
- when funds are provided via a project for which specific acknowledgement requirements have been agreed in advance.

Guidance on acknowledgements in DPs can be found in the DP instructions to authors (*Instructions to authors of diagnostic protocols for regulated pests*). For IPPC guides, the following is used as a template:

This [guide / e-learning course] presents [give scope of product]. It was created under the auspices of the IPPC Secretariat as a component of the *Strategic framework for the IPPC (2020–2030) – Protecting global plant resources and facilitating safe trade*. This work has been developed and peer-reviewed by selected experts all over the world under the coordination of the IPPC Secretariat with the oversight of the IPPC Implementation and Capacity Development Committee.

The development of this document was possible thanks to the financial contribution of [name of organization or organizations]. [N.B. Include this paragraph only if the requirement for acknowledgement was agreed in advance.]

Where acknowledgements of organizations, individuals and in-kind contributions are not included in the document, acknowledgement should be made in meeting reports of the bodies approving or adopting it. In addition, at the end of a given year, certificates of appreciation should be sent to all those involved in the development of such documents published or adopted during that year.

Details and documentation on any copyright permissions obtained should be retained by the secretariat in a suitable format.

General guidance on acknowledgements and on authorship and attribution can be found in the new edition of **FAOSTYLE** (forthcoming).

2. COMMITTEE AND SECRETARIAT DOCUMENTS

The content and structure of committee and secretariat documents vary depending on the committee concerned. All follow the same generic principles – including the need for an agenda, a list of participants and a reliable way of being able to refer to specific parts of each document – but differ in the detail. In this section, guidance is provided on drafting documents for meetings of bodies such as the CPM Bureau, the Implementation and Capacity Development Committee (IC), the Finance Committee, the Standards Committee (SC) and the Strategic Planning Group (and the associated subcommittees and groups of these bodies), but many of the elements may be equally applicable to meetings of other IPPC bodies.

Templates are available from the secretariat for meeting documents (applicable to any meeting) and for typical contents of the reports of the SC, Standards Committee Working Group (SC-7), expert working groups (EWGs), technical panels and the CPM Bureau. Files should be named in accordance with the SOP for *Naming conventions*.

2.1 Meeting documents

There are certain documents to prepare for all meetings of the above committees and groups and to include or reference in the report of the meeting (in this order):

Agenda. The draft agenda is posted two months or more before the meeting and should be updated when significant changes have occurred. The agenda should be thoroughly discussed between the persons responsible for the meeting, as the report should follow the order of the agenda; the agenda needs to be set up logically and according to how discussions should be held.

The date of updates should be added after the document number in the heading (i.e. it is not revised, only updated). This is always document 1 and will become Appendix 1 of the meeting report.

In order to simplify the structure of agendas and subsequent reports, all meetings should start with *Opening of the meeting*. This agenda point should include:

- welcome remarks
- selection of chairperson and rapporteur (where applicable); and
- review and adoption of the agenda.

This section shall be followed by *Administrative matters*. This agenda point may include any or all of the following items, as appropriate:

- documents list;
- local information (or virtual tools document);
- participants list.

Documents list. This lists the documents that are to be discussed in the meeting. Documents presented during the meeting will be added to the list following the meeting when the list is prepared as an appendix. This is always document 2 and will become Appendix 2 of the meeting report.

Participants list. When a membership list is available, this is used to prepare the participants list because it contains all contact details and term information. Observers are listed below members and it should be clearly stated from which institution the person is an observer. Secretariat staff are listed below observers and with only email as contact details. The participants list, which is document 3, should be posted only two times before the meeting, adjusted in the meeting and attached to the report as Appendix 3. If the committee or group in question has formal rules relating to non-attendance (e.g. the CPM Bureau or the SC), then the participants list in the report should be adjusted so that non-attending members are listed after attending members, observers and secretariat staff. This makes it easier to track non-attendance.

Local information. The host country should provide concise information on the location and venue, transportation, local contact phone numbers, dress requirements, weather, visa, vaccines, currency and any other relevant points of interest to help the participants in travelling to and staying for the meeting. This information is provided to participants in advance of the meeting and should be referred to under Administrative matters, but is not included as an appendix to the report (although a hyperlink to the information may be provided).

Discussion papers, reports or other documents. Reports or papers posted previously (e.g. for another meeting) should be added as links in the agenda and documents list.

Revisions to discussion papers (except the agenda and the documents list) should be named “Rev. X” after the document title.

Conference room papers (CRP) and information documents (INF) follow the same structure, content and formatting style as other discussion papers, depending on the type.

2.2 Meeting reports

Meeting reports are drafted during the meeting and should capture the main discussions and decisions (see the SOP for *Report writing and taking minutes* for detailed guidance).

The agenda, documents list (where applicable) and participants list (where applicable) should form the first three appendices of the report of the meeting. Where there is no participants list, the participants should be listed in the body of the report under *Opening of the meeting*. Regardless of whether the participants are listed in an appendix or in the body of the report, it should be clear who attended and who did not. This information should be presented consistently in all meeting reports related to the committee or group in question.

Numbering of headings in the body of the report should be chronological according to the adoption of matters by the meeting. Heading structure should follow that of the agenda of the meeting but may vary from this if the agenda heading does not purvey the discussions correctly.

Footnotes should be used to identify meeting documents referred to in the text and may also be used, where relevant, to give hyperlinks or to provide a cross-reference to another meeting report:

CPM 2021/CRP/02; SC 2014-11, agenda item 4.3; 1994-001; 11_SC_Tel_2021_Nov.

SPG reports: www.ippc.int/en/core-activities/governance/strategic-planning-group

Where publications that have full bibliographic details are cited in the text, the details should be given in an appendix entitled “References” (after the agenda, documents list and participants list).

Note that:

- reports do not have an executive summary;
- reports may refer to restricted work area documents, but links to these documents should not be embedded because the reports are public;
- appendices and annexes in reports should be considered final versions, and therefore not be presented with track changes or highlights;
- reports are posted in PDF to ensure correct visualization;
- reports must have paragraph numbering in both draft and final format; and
- when more than ten pages, reports must have a table of contents.

3. SPECIFICATIONS

Specifications are the first stage in the process of preparing the text of a new standard or a new IPPC guide or training material.

A specification will usually be around two to three pages long, including the first (cover) page. The specification identifies what the group that drafts the standard, guide or training material will need to include in it, and the tasks that should be undertaken during drafting. In the case of specifications for ISPMs, some of these tasks are included in all such specifications and are presented in standard wording that should not be modified.

Once the SC or IC has approved the specification, the secretariat formats it and publishes it on the IPP. For specifications for ISPMs, the secretariat also assigns it a number.

Use the [Annotated template for draft specifications](#) and the [Draft specification template for IPPC guides and training materials](#) for guidance on the content and structure of draft specifications for ISPMs and for IPPC guides and training materials, respectively.

The following section (3.1) relates only to specifications for ISPMs and the subsequent drafting of standards, not to specifications for IPPC guides.

3.1 Guidance for expert drafting groups on the task pertaining to biodiversity and the environment that is included in all specifications for ISPMs²

The SC has provided guidance on how expert drafting groups (EDGs) should consider the task related to biodiversity and environmental considerations, which is systematically included in specifications for ISPMs.

One way to evaluate the possible effect of the ISPM is to consider some or all of the questions below, presented to help the EDG understand the task. It is not expected that experts will respond to all the questions but they should consider them and, if necessary, discuss them within the group. Note that the substance of the draft ISPM is as described in the scope and other tasks of the specification, whereas this specific task is being introduced to all EDGs in order that possible connections to biodiversity and environmental issues are identified. EDG members have generally not been selected on the basis of their knowledge of biodiversity and environmental issues.

Once the ISPM has been adopted, its protective value (positive impact on biodiversity) will depend on the extent to which it will regulate pests that pose a greater risk to native ecosystems, and the pathways by which such pests are transported. One way to evaluate whether the ISPM will have a greater or lesser protective value to biodiversity and the environment is to answer the following questions:

- Do the plant pests targeted by the ISPM have a wide range of suitable habitats (pests that are plants) or wide host range that includes significant numbers of plant species that are components of native ecosystems?
- Are the “at-risk” native ecosystems widespread? Or, to the contrary, are they extremely limited in size or location? Both circumstances warrant special mention.
- Do the host plants or native ecosystems perform unique ecosystem functions?
- How would the ISPM, by preventing spread of a pest damaging to plants in the natural environment:
 - protect the environment from the loss of species diversity?
 - alter the species richness or species composition of habitats in the study area?
 - protect ecosystems from the loss of viability and function as a result of pest invasions?
- Would the phytosanitary measures or recommendations in the ISPM affect the biophysical environment directly or indirectly in such a manner or cause such biological changes that it will increase the risk of extinction of genotypes, cultivars, varieties or populations of species, or increase the chance of loss of habitats or ecosystems? Examples of such alterations include:
 - emissions, effluents or other means of chemical, radiation, thermal or noise emissions in key ecosystems;
 - significant changes to water level, quantity or quality;
 - significant changes to air quantity or pollution.
- Would either the pest targeted by the phytosanitary measure or the phytosanitary measure itself cause a direct or indirect loss of a population of a species? For example, plants endemic to a particular habitat will not be able to survive if that habitat is destroyed or altered. Examples include:
 - extinction of a population of a localized endemic species of scientific, ecological or cultural value;
 - a local loss of varieties, cultivars or breeds of cultivated plants or domesticated animals and their relatives, genes or genomes of social, scientific or economic importance;
 - at a less drastic level, the direct or indirect loss of a population of a species that affects the sustainable use of that population or species.

² As decided by SC 2013-11; text not edited.

- Would either the pest targeted by the phytosanitary measure or the phytosanitary measure itself lead, directly or indirectly, to serious damage or total loss of an ecosystem or land-use type, thus leading to:
 - loss of ecosystem services of scientific, ecological or cultural value?
 - a situation in which exploitation of that ecosystem or land-use type becomes destructive or non-sustainable (i.e. the loss of ecosystem services of social or economic value)?
- Will either the pest targeted by the phytosanitary measure or the phytosanitary measure itself change the food chain and interactions that shape the flow of energy and the distribution of biomass within the ecosystem?
- Will either the pest targeted by the phytosanitary measure or the phytosanitary measure itself adversely affect any of the following: protected areas; threatened ecosystems outside protected areas; migration corridors identified as being important for ecological or evolutionary processes; areas known to provide important ecosystem services; or areas known to be habitats for threatened species?
- Would either the pest targeted by the phytosanitary measure or the phytosanitary measure itself allow for or facilitate introduction or spread of invasive alien species that can transform natural habitats and disrupt native species?
- Would the phytosanitary measures or recommendations in the standard result in changes to the access to or rights over biological resources?

[Note: When considering ISPMs that address plant introductions, use “*wide range of suitable habitats*” for pests that are plants and “*wide host range*” for other pests.]

4. ISPMs

There are two main steps for ISPMs – the draft stage and adoption – and some of the content, as well as the formatting, change between the two. The reason for format differences between draft and final ISPMs is related to their use.

4.1 Draft ISPMs

Draft ISPMs that are presented to the SC for revision have manual paragraph numbering to ensure paragraph numbering does not change during the in-session revision. The drafts are therefore often run through the Online Comment System (OCS), which provides manual paragraph numbering, strips the draft of formatting, presents the draft in a table and places footnotes at the end of the document. Comments during consultation periods are made in the OCS. Drafts presented to the SC via e-decision or to DP expert consultations will have automated paragraph numbering (hence not be run through the OCS).

The content and structure of an ISPM follow a recommended format. The *Introduction* section explains the scope for developing a standard on the specific topic. The *Background* section explains the rationale and history for the development of the standard and should also outline what impact the standard will have on biodiversity and the environment. The section on *Requirements* will provide the main text of the standard; there is no predetermined structure. The standard may have component documents such as supplements, annexes or appendices (in that order).

Use the [Annotated template for draft ISPMs](#) for guidance on the content and structure of draft ISPMs.

4.2 Record-keeping

When a standard sets requirements for record-keeping, the specific durations should be indicated where necessary, but they do not need to be the same. The durations indicated in existing standards for similar records should be taken into account when deciding on a duration. Where a specific duration does not need to be indicated, it could nevertheless be considered whether general indications related to record-keeping should be included. The duration of record-keeping may be for an undetermined period, until new data are available, and this may need to be clarified in the standard. Where the justification for

measures relies on records, it may be necessary to maintain these for as long as needed as a justification of the measures.³

4.3 Adopted ISPMs

Adopted ISPMs are formatted for publication.

The number of a new standard is allocated by the secretariat immediately after adoption.

The date (i.e. year) of adoption by the CPM is indicated on the covers of the ISPMs. For revised ISPMs, the date of adoption is the date of adoption of the revision. The previous adoption date is recorded in the Publication history and in the Adoption section. The date of adoption will change when a supplement, annex or appendix is revised or added and adopted.⁴ The date of publication, which may be different from that of adoption, is included on the first page so that version control is facilitated.

Exceptions to this rule are ISPM 27 (*Diagnostic protocols for regulated pests*), ISPM 28 (*Phytosanitary treatments for regulated pests*) and ISPM 46 (*Commodity-specific standards for phytosanitary measures*), for which the date will change only if the main text is revised and adopted or modified and not if a new protocol, treatment or commodity-specific standard (hereafter referred to as a “commodity standard”) is added.⁵

For supplements, annexes and appendices, the adoption year is no longer added in brackets after the title (this representing a change from former IPPC style). Any adoption of supplements, annexes and appendices should be mentioned in the Adoption section and in the Publication history.

Use the [Annotated template for adopted ISPMs](#) for guidance on the content and layout of adopted ISPMs.

4.4 Supplements, annexes, appendices and attachments

The following official criteria for the formation, content and subsequent change of supplements, annexes and appendices in ISPMs were decided by CPM-1 (see CPM, 2006, Appendix XIII).

The order of component documents after the main text of the standard is: supplements, annexes and appendices. Component documents are numbered sequentially with arabic numerals. If there is only one document this is still numbered. Supplements and annexes are prescriptive parts of standards whereas appendices are not. Some standard setting documents may have attachments. Normally an attachment is not adopted because it does not carry any specific legal value but is attached simply for information.

For references in component documents, see section 16. For use of abbreviations and acronyms in component documents, see section 11.

4.5 Publication of diagnostic protocols, phytosanitary treatments and commodity standards

Diagnostic protocols, phytosanitary treatments and commodity standards are considered ISPMs and are posted individually on the [Adopted standards](#) page of the IPP.

Each of these DPs, PTs and commodity standards must have information in the adoption note (in the header of the contents page) to indicate that it was adopted as an annex to ISPM 27, ISPM 28 or ISPM 46, respectively. They must all have a cover page. They must state the year they were adopted (above the table of contents) and have a publication history (at the end of the document). As they are annexes, they do not have disclaimer and copyright information.

³ As decided by SC 2013-05; text not edited.

⁴ SC 2014-11, agenda item 4.3.

⁵ SC 2014-11, agenda item 4.3 for ISPM 27 and ISPM 28; updated 2022 following adoption of ISPM 46.

4.6 Revoking of standards

When a revised version of an ISPM is adopted, the previous version will be marked “REVOKED” and made available on the IPP.⁶ See the [IPPC Procedure Manual for Standard Setting](#) for further information on the mechanism.

When an ISPM is revised, a review of all other ISPMs needs to be undertaken to ensure that any reference to the ISPM under revision is still relevant, thereby ensuring that the old version of the ISPM under revision can be revoked. Specifications for ISPMs for revision will therefore include the task to “Review all references to [the ISPM under revision] in other ISPMs to ensure that they are still relevant and propose consequential changes if necessary. Review all references to other ISPMs in the revised ISPM and amend as necessary.”

4.7 Permitted corrections

Text left out of a revised publication or errors in listing of references can be added and corrected after adoption when not part of the legal text.⁷

5. IPPC GUIDES

The structure and content of IPPC guides varies, depending on the subject matter to be presented. The exceptions to this are the preliminary pages and the end matter, which follow a set order in line with FAO style (see section 5.1). Case studies, when grouped together as a section, are usually placed after the main text, immediately before the References or Bibliography.

5.1 Preliminary pages

The preliminary pages in IPPC guides should include, in the following order:

- Front cover (half-title page)
- Title page
- Copyright page (to be added once the text has been finalized; includes Publication history)
- Abstract
- Contents
- Lists of tables, figures, maps, boxes, case studies (as needed)
- Acknowledgements (see section 1.5)
- Abbreviations and acronyms
- Names of pests *or* Names of pests and host plants (if needed).

Note that text about feedback from readers of the guide goes on the back page, not in the preliminary pages (although this has not always been the case). Also, the list of definitions is now placed after the References but before the appendices, rather than in the preliminary pages.

Guidance on the front cover, title page, copyright page, table of contents, and pagination can be found in the *IPPC formatting and publishing guide*. Guidance on the list of definitions is provided in section 5.2 of this style guide, and guidance on the list of pest names is provided in section 10.1.

5.2 List of definitions

The list of definitions includes all terms in the text that are listed in ISPM 5 (*Glossary of phytosanitary terms*). It may also include other terms but, if so, the source of these definitions should be provided and it should be clear which are ISPM 5 terms and which are not. Terms from ISPM 5 that appear only in the definitions of other terms and not in the main text itself may also be included as entries in the list of

⁶ Revoking of standards mechanism as decided by SC 2014-11.

⁷ Advice from FAO Legal Office.

definitions if this helps the reader to understand those definitions. Terms from ISPM 5 that are used rarely in the text and only in their dictionary sense may be omitted from the list of definitions.

Headwords (the terms being defined) are presented as subheadings in bold, each starting with a capital letter and with the definition afterwards or on the line below depending on the available space. Bold is not applied to ISPM 5 terms that appear within definitions. Asterisks to denote that an ISPM 5 term is under review are not included. Sources of definitions (e.g. “[FAO, 1995; revised ICPM, 2003]”) may be omitted.

A note should be added to explain that ISPM 5 is updated annually and to give the uniform resource locator (URL) for the current version. The date on which the definitions were last checked should be provided: “The definitions are accurate as at [Month YYYY]”.

5.3 Case studies

A [Template for case studies for IPPC implementation resources](#) is available for submitters to complete when submitting case studies. When incorporating this information into the draft publication, the same format is used for each case study within the publication (refer to previous publications in the series for examples). The following information is included:

- title of the case study;
- name, position, organization and contact details of the submitter;
- location (if not obvious from the title) and timeline of the case study;
- content of the case study; and
- sources of further information (may be “References”, “Bibliography” or “Further reading” as appropriate, but this should be consistent between case studies).

It may be necessary to adjust the text of case studies to ensure consistency of approach across all case studies in the publication (e.g. so that all have the same level of detail or are approximately the same length). In such cases, the reason for this should be explained to the submitter.

Formal permission to reproduce the case study should be sought (see section 8.4).

5.4 Back page

The back page includes text about the IPPC and how to provide feedback.

Below this are the following elements:

- IPPC Secretariat contact details; and
- logo of donor organization and associated disclaimer, if applicable (see *IPPC formatting and publishing guide* for further details).

5.5 Feedback

Even if reference to the feedback survey is provided on the back page, reference to it should also, if possible, be included at the end of the Introduction. For example:

Users of the guide are encouraged to provide feedback on the guide to help strengthen future editions of the guide and other training resources.¹

¹ Send email to ippc@fao.org

6. OTHER PUBLICATIONS

Other publications include CPM recommendations, studies and analyses, annual reports, and advocacy materials such as brochures, factsheets and posters.

The content, structure and language used should be appropriate for the intended purpose of the document and the intended audience. Drafters should refer, as appropriate, to the following sources of information:

- previous documents within the same series;
- any relevant template documents;
- any relevant standing operating procedures;
- IPPC formatting and publishing guide; and
- [FAOSTYLE](#).

7. TECHNICAL DRAFTING GUIDANCE

7.1 Consistency and the correct use of terms

Terminology. Correct and consistent use of terminology is important for all IPPC documents, particularly in those documents that provide guidance on the IPPC and its implementation. For these documents, it is important that the intended meaning is clear and that consistent terminology is used across different documents. To this end, all drafters of draft ISPMs and specifications for ISPMs should refer to ISPM 5 to ensure that correct terminology is used, and should follow the General recommendations on use of terms in ISPMs (see [section 7.2](#)). Drafters of other technical guidance should also do the same to the extent that is possible. For each concept, use only one term – this applies both to terms that are in ISPM 5 (glossary terms) and those that are not (see Guidelines for a consistent ISPM terminology in the [IPPC Procedure Manual for Standard Setting](#)).

Definitions. All current definitions for phytosanitary terms are found in ISPM 5. Some additional definitions are applicable only to a specific ISPM and are not incorporated into ISPM 5. Others are definitions that are added to a specific draft ISPM but with the intention of incorporating them into ISPM 5 after adoption.⁸ Guidelines for defining terms intended for inclusion in ISPM 5 are given in the [IPPC Procedure Manual for Standard Setting](#) section on Guidelines for a consistent ISPM terminology,⁹ stipulating and explaining the following six principles:

- (1) For each concept, use only one term.
- (2) Define terms only when they are actually used in international phytosanitary documents, in particular the IPPC or ISPMs.
- (3) Develop a definition only where a certain term is used with a specific IPPC meaning.
- (4) The definition should be as short as possible but as complex as necessary.
- (5) A qualifier to a term may be used to delimit the definition to that specific association.
- (6) Where a term is used in an ISPM in a meaning specific to that ISPM, it should be defined in that ISPM and not in the glossary.

Level of obligation. In ISPMs, careful attention must be paid to the level of obligation. Refer here to the question of [should, shall, must and may](#) (see [section 7.3](#)).¹⁰

⁸ When reformatting standards in 2011, definitions in ISPMs were moved to ISPM 5 unless these were local definitions applicable only to the ISPM in question.

⁹ As agreed in 2017-12 by SC e-decision (2018_eSC_May_01; see SC 2018-05, Appendix 9).

¹⁰ As decided by SC 2014-11, agenda item 4.3.

7.2 General recommendations on use of terms in ISPMs

Drafting groups should follow these recommendations to ensure consistency across ISPMs:¹¹

- (1) Use glossary terms, rather than other terminology, wherever they are appropriate, and use them without abbreviation or substitution.
- (2) Do not use glossary terms in inappropriate contexts, but instead substitute with more neutral language.

Recommendations on use of specific terms

Accredit, authorize and certify

These terms are used by many bodies and organizations in ways that may make them appear to have the same or similar meanings. In ISPMs and other IPPC documents, it is recommended that the terms be used with the following restrictions:

“accredit” – to give authority to a person or a body to do something when certain requirements have been met

“authorize” – to give authority to a person or a body to do something

“certify” – to state that a product or article meets certain requirements.

Appropriate level of protection, acceptable level of risk

These terms are not defined in the glossary. They are recognised as terms of the World Trade Organization (WTO) Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement) and “appropriate level of protection” is the term defined in this agreement. These terms should only be used in ISPMs when referring to the SPS context, and with the precise wording of the SPS Agreement. Otherwise, in the phytosanitary context, it is preferable to state that exporting countries have to meet the “phytosanitary import requirements” of importing countries, not their “appropriate level of protection”.

(Non-)compliance, (non-)conformity

According to IPPC Article VII (2f), “Importing contracting parties shall ... inform ... of instances of non-compliance with phytosanitary certification ...”. Furthermore, “Compliance procedure (for a consignment)” has been defined in the glossary. Thus, in those cases, compliance and non-compliance are clearly linked to consignments and thus to phytosanitary certification and import. For cases referring to correct or incorrect application of measures (e.g. regarding requirements prescribed for an entire place of production) the term “(non-) conformity” should be used instead.

Contamination, contaminating pest and contaminant

“Contamination” and “contaminating pest” are glossary terms and they should be used whenever the object in question fits with their respective definition. In case an ISPM needs to refer to objects similar, but beyond any of those definitions (as not related to pests or regulated articles), another term such as “contaminant” may be used (despite the general clause of ISPM 5 that a definition pertains to a term and any derivate thereof).

Country, contracting party, national plant protection organization (NPPO)

Countries are variously specified in ISPMs as “contracting parties”, “national plant protection organizations (NPPOs)” or just “countries”. These terms can be used to support the intended meaning of a sentence. Where reference is being made specifically to the text of the IPPC and its obligations, the term “contracting party” is appropriate. If the responsibility for action is among those specified in Article IV of the IPPC, the term “NPPO” is more accurate. Otherwise, “country” can be used instead of “contracting party” for the requirements specified in ISPMs, as it is more straightforward, easier to understand and shorter.

¹¹ Former process approved by the TPG 2010-10 (Annex 13), noted by the SC 2011-05; revised by TPG 2013-02, approved by SC 2013-11 (Appendix 16); recommendations revised by TPG 2014-02, noted by SC 2014-05; revised by TPG 2015-12, noted by SC 2016-05; revised by TPG 2016-12, noted by SC 2017-05; revised by TPG 2017-12, noted by SC 2018-05; minor editorial amendments by TPG 2018-12; revised by TPG 2021-12, noted by SC 2022-07.

Dispersal, dissemination and spread

These terms are sometimes used in ways that make them appear to have the same or similar meanings. In ISPMs, it is recommended that these terms be used with the following restrictions:

- “spread” should be used as defined in the glossary (i.e. meaning the enlargement of the geographical range of a pest species by human activity or naturally);
- “dispersal” should be used for the movement of individual pest specimens (including propagules of plants as pests) be it by a vector, wind or soil or by its own means (e.g. flying); and
- “dissemination” should be used only in reference to information flow.

Efficacy, effectiveness

“Efficacy” is a special concept linked to treatments, and the terms “efficacy” and “efficacious” should be used only in this context. In this sense, the term “efficacy (of a treatment)” is correctly defined in the glossary. The definition of “efficacy” includes the notion of being “measurable”. Therefore, “efficacy” should preferably be used alone, without “level of”. In some cases, the term “effectiveness” and its derived form “effective” may be used; for instance an “effective measure”, “effectiveness of measures”. The generally accepted understanding is that efficacy refers to measurable results under controlled conditions, whereas effectiveness is the degree to which something is successful in producing the desired results.

Hazard, pest hazard, phytosanitary hazard and phytosanitary risk

The use of the term “hazard”, alone or with “pest” or “phytosanitary” as a qualifier, should be avoided in ISPMs. It is considered confusing and difficult to translate into other languages. Furthermore, the glossary terms “pest” and “pest risk” are sufficient. Where hazard is used to refer to deleterious effects on humans, the term “danger” could be used instead.

(Non-)indigenous, (non-)native, exotic, endemic and alien

None of these terms are defined in the glossary. Used in their normal dictionary sense, the terms “indigenous” and “non-indigenous” are the preferred terms to be used in ISPMs, while the use of other terms should be avoided. In particular, the Convention on Biological Diversity (CBD) term “alien” should in any case be avoided in ISPMs, so as not to create confusion or conflict with that convention.

Inspection

This is the glossary term. The definition of “inspection” includes “visual examination”, so the term “inspection” should not be used in conjunction with the word “visual” (as in “visual inspection”).

Intended use, end use

“Intended use” is the glossary term, which should be used, while other wordings such as “end use” should be avoided.

Invasive, invasiveness, invasion

“Invasive” is a defined term of the CBD when it refers to certain organisms. This term should be avoided in ISPMs because more precise terms have been defined for the IPPC (i.e. “pest” and “quarantine pest”, building upon the well-defined processes of “entry”, “establishment” and “spread”). While IPPC and CBD terminology may seem similar, the differences are rather important (see Appendix 1 to ISPM 5) and confusion could arise from using CBD terminology in ISPMs. The derivatives “invasiveness” and “invasion”, although not defined by CBD, should also be avoided in ISPMs, as the meaning of these words is unclear, and appropriate and well-defined IPPC terms exist for use in ISPMs.

IPPC

It is recommended that the abbreviation “IPPC” only be used when referring specifically to the International Plant Protection Convention itself. When referring to decisions or actions of the CPM or the IPPC Secretariat, these bodies should be specified.

Official

Anything “established, authorized or performed by an NPPO” is by definition “official”. Many glossary terms are defined as “official” (e.g. “area”, “inspection”, “phytosanitary action”, “phytosanitary

measure”, “quarantine”, “surveillance”, “test”, “treatment”). The word “official” should therefore not be used where it is redundant.

Pest list

There are different types of pest lists, and the terms “pest list”, “list of pests” or “pest listing” used on their own may be ambiguous, especially where they may be interpreted as referring to the pests *regulated* by a country or the pests *present in* a country. Therefore, the terms “pest list”, “list of pests” or “pest listing” should always be qualified.

In relation to the pests regulated by a country, proper wording would be, for example, “list of regulated pests” or “regulated pest list” (or, where applicable, the narrower “list of quarantine pests”, or “list of regulated non-quarantine pests”). In relation to the pests present in a country, “list of pests present in the country” may be used. The terms “national pest list” or “categorized pest list” are ambiguous and should be avoided.

The defined terms “commodity pest list” or “host pest list” should be used where appropriate.

Pest free

In the glossary, this term is not defined as such, and is used only in combination with a noun (e.g. “pest free area”). It should not be used alone, but rearranged to, for example “free from ... (whatever pest or pests are concerned)”. The term “pest freedom” is also used and accepted in ISPMs.

Pest risk, phytosanitary risk, risk

When the meaning of “pest risk” is intended, the glossary term “pest risk” in full should be used (and not reduced to “risk” except in sentences with repetitions where “pest” may be redundant). The term “phytosanitary risk” should be avoided.

It is recommended that the phrasing used to specify the entity or event (“X”) that transmits the risk may vary only as: “X poses a pest risk”, “X presents a pest risk”, “the pest risk associated with X”, “the pest risk of X”, including derivatives thereof. Other verbs or prepositions than those four mentioned should be avoided. Within each ISPM, the number of differing expressions used should be limited further.

Pest risk management

“Pest risk management” is defined as being part of “pest risk analysis”. It relates to the selection and evaluation of phytosanitary measures before they are implemented. Accordingly, the term should only be used in the strict context of pest risk analysis (PRA). It is not appropriate in referring to activities involving the actual implementation of phytosanitary measures. “Pest management” or “reduction of pest risk” may, in this case, be the suitable alternative term.

Phytosanitary certificate, certificate

Where “certificate” or “certification” refers to “phytosanitary certificate” or “phytosanitary certification”, the latter terms should be used, to distinguish from other instances where certificate and certification may relate to other situations (e.g. Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) certificates, certification scheme). In ISPM 12 (*Phytosanitary certificates*), the plural term “phytosanitary certificates” refers to export and re-export certificates.

Phytosanitary import requirements

This is the defined glossary term and should be used whenever possible (rather than alternative wordings, such as “requirements of the importing country”). See also “restriction”, below.

Phytosanitary measures, phytosanitary actions

Care should be taken to use these terms correctly. Though in common language “measures” can be “actions”, this is not so in the glossary. “Phytosanitary measure” is “legislation, regulation or official procedure” (in accordance also with the use of this term in the SPS Agreement), while “phytosanitary action” is “official operation”. For a fuller explanation, see Note 10 of the Annotated Glossary.

Phytosanitary status

The use of “phytosanitary status” should be avoided as it creates conflicts of meaning between existing ISPMs. The defined glossary terms “pest status (in an area)” or “pest risk” may be used in some contexts. In other cases, the concept should be explained in plain words.

Point of entry

This is the glossary term. “Point of entry” should be used instead of other wordings such as “port of entry”. Also, “point of entry” should not be used in relation to entrance points into a pest free area (PFA) or an area of low pest prevalence (ALPP).

Prescribed, required, target

The terms “prescribed”, “required” and “target” have been used in ISPMs to indicate the desired measurement of a temperature, dose or similar. However, “target” indicates that which is aimed for, but which may not be reached. Thus, the word “target” should not be used in ISPMs in this context. “Required” indicates a measurement that is set in the phytosanitary import requirements of a country, and is therefore a suitable adjective to use. “Prescribed” is synonymous with “required”, but “required” is the preferred term in this context.

Presence, occurrence

The terms “presence” and “occurrence” have been used in ISPMs in relation to pest status. However, it is recommended that the term “presence” be used rather than the term “occurrence”.¹²

Restriction

While this previously defined glossary term has been used in ISPMs, it was used to mean “phytosanitary import requirements”. The term “phytosanitary import requirements” is defined in the glossary and, as such, is the preferred term.¹³

Security, phytosanitary security

Only “phytosanitary security” is defined in the glossary. The full term should be used when appropriate.

Shipment

“Shipment” is used in ISPMs in different contexts. Where it is intended to mean “consignment” (defined in the glossary) or “dispatch”, these terms should be used and “shipment” should be avoided.

Trading partner

“Trading partner” (or “trade partner”) has been used in ISPMs in different contexts. This term may cause confusion. In ISPMs, it has often been used to make reference to the “NPPO of an importing country”, and does not cover the broader understanding of the term which may include stakeholders. Where it is intended to mean “importing country”, this expression should be used. Otherwise more precise wording should be used.

Other recommendations*and/or*

Use of “and/or” should be avoided as it may confuse understanding and cause problems in translation. Usually, “and/or” can be replaced by “or”, without loss of meaning. “Or” means that either option or both options can apply at the same time. Only when a sentence reads “either ... or ...”, does it mean that the two options cannot occur at the same time.

¹² CPM-10 (2015) adopted the deletion of the definition of “occurrence” and confirmed that the term “presence” does not need a specific IPPC definition.

¹³ CPM-10 (2015) adopted the deletion of the glossary term “restriction” and thus the term can now be used with its general English meaning.

References to the text of the IPPC

ISPMs frequently include references to the text of the IPPC. If it is necessary to explain the reference, this should not be done by providing an interpretation or abridgement of the IPPC text. The relevant text of the IPPC should be quoted as written.

“/” and “(s)”

The use of “/” (e.g. “insects/fungi”) and nouns with “(s)” (e.g. “the consignment(s) are”) introduces confusion and should be avoided:

- “and” or “or” may be used instead of “/” depending on what is meant in the context (e.g. “insects and fungi”, “insects or fungi”).
- Single or plural should be used instead of (s) (e.g. “the consignment is” or “the consignments are”). In some cases, it may be necessary to keep both, separated by “or” (e.g. “the consignment or consignments”).

7.3 Should, shall, must, may, can¹⁴

CPM-1 (2006), paragraph 87, reached the following conclusions concerning the use of these terms in ISPMs:

- The word *should* in English is interpreted to mean a type of moral or political commitment. It creates an expectation (though non-binding) that something will be done.
- There is no limit on the use of the words *shall* and *must* provided their use is justified and is within the framework of the convention [the IPPC] and the legal status of the standards.
- The present tense of verbs (without *should*, *shall*, *must* or *may*) should not be used in ISPMs to express a level of obligation.
- The Spanish and French translations to be used consistently for ISPMs are:
 - for *should*: *debería* and *devrait*
 - for *shall*: verb in the future tense
 - for *must*: *debe* and *doit*
 - for *may*: *podrá* and *peut*

The following examples from ISPMs adopted since CPM-1 (2006) illustrate typical use of these words.

Should. The decision of CPM-1 means that *should* implies a commitment to take action and *should* is the term most commonly used in ISPMs to express a level of obligation.

Phytosanitary certificates should be issued only for these purposes. [ISPM 12]

Whether or not a lot will be inspected should be determined using factors stated in ISPM 23. [ISPM 31]

The following conditions should be included in the approval process for producers seeking to use the general integrated measures. [ISPM 36]

Shall is equivalent to *is required to* and is used when there is an obligation to take action. It is commonly used in formal legal wording for mandatory requirements. In ISPMs, it is used mostly where an obligation arising from the IPPC is reflected in an ISPM.

Each contracting party shall make provision, to the best of its ability, for an official national plant protection organization with the main responsibilities set out in this Article. [IPPC]

NPPOs shall use the model phytosanitary certificates of the IPPC. [ISPM 12]

Phytosanitary measures required by a contracting party shall be technically justified (Article VII.2(a) of the IPPC). [ISPM 28]

The importing country may establish and shall communicate its technically justified phytosanitary import requirements for plants for planting (refer to ISPM 2, ISPM 11 and ISPM 21). [ISPM 36]

¹⁴ The guidelines were agreed to by SC 12-11. 2015-03 edited to delete mention of years after ISPMs.

Any change in the status of the regulated pest in the area under consideration, or in the importing contracting party's territory, relevant to recognition shall be communicated appropriately and promptly as required by the IPPC (Article VIII.1(a)) and relevant ISPMs (e.g. ISPM 17 (*Pest reporting*)). [ISPM 29]

Must provides the most unequivocally expressed directive. However, it is preferably used to describe unavoidable situations rather than for legal wording to express mandatory requirements (where *shall* is preferred). In ISPMs, *must* is used mostly in relation to obligations of a technical nature that are unavoidable (for example as part of a method description), as in most examples below.

Where imported consignments are combined, the original phytosanitary certificates for export or certified copies of these must be available for all the regulated articles forming part of the consignment for re-export, and all those articles must meet the phytosanitary import requirements of the country of destination. [ISPM 12]

Once a specified level of low pest prevalence has been established for a given situation using a specific lure/attractant, the lure/attractant used in the FF-ALPP must not be changed or modified until [ISPM 30]

Systematic sampling involves drawing a sample from units in the lot at fixed, predetermined intervals. However, the first selection must be made at random through the lot. [ISPM 31]

In all cases, positive and negative controls must be included in the tests. [DP 2]

The indicators must be graft-inoculated according to conventional methods such as bud grafting (Desvignes, 1999), using at least four replicates per indicator plant. [DP 2]

During dissection hind wings must be removed and mounted in glycerol or Hoyer's medium. [DP 3]

When ME and CUE are used a toxicant must be added. [ISPM 26]

May offers a possibility (e.g. *it is possible that*) and does not involve obligation (see first and second example). It is also frequently used in ISPMs in the sense of *is permitted to* in providing guidance on possible actions for implementing standards (see third example).

General integrated measures may include requirements such as keeping a plan of the place of production, examination of plants, keeping records, treating pests and sanitation. [ISPM 36]

Many species of fruit flies are pests of economic importance and their introduction may pose a pest risk. [ISPM 35]

For certain such commodities, the national plant protection organization (NPPO) of the importing country may decide that post-entry quarantine is required to manage pest risks identified by PRA. [ISPM 34]

Additional note on verbs and tenses that do not involve an obligation in ISPMs:

Can refers to possibility or capability and does not involve obligation. It is therefore not an alternative to *may* in ISPMs.

Real-time RT-PCR can be performed using either TaqMan or SYBR Green I. [DP 2]

Information assembled for other purposes, such as ..., may be useful but cannot substitute for a PRA. [ISPM 2]

The **present tense** of verbs (excluding *should*, *shall*, *must* and *may*) should not be used in ISPMs to express a level of obligation according to CPM-1 (2006). However, the present tense is still commonly used throughout ISPMs in other circumstances, especially to express facts.

The importing contracting party is responsible for determining the type of information that will be required in order to recognize a PFA or ALPP, depending [ISPM 29]

Many pests are associated with the production of potato (*Solanum tuberosum* and related tuber-forming species) worldwide. [ISPM 33]

The methods included in diagnostic protocols are selected on the basis of their sensitivity, specificity and reproducibility. [ISPM 27]

A two-step RT-PCR protocol is used. The RT reaction is composed as follows: [DP 2]

The **imperative mood** of verbs (i.e. *do this*) does not reflect a level of obligation, but is sometimes used in ISPMs in relation to series of instructions of a technical nature, such as details of identification methods in DPs.

Transfer the specimens from the collecting fluid into clean 70% ethanol; if the specimens are reasonably flexible, attempt to spread the legs, wings and antennae using micropins ... [DP 1]

8. ILLUSTRATIVE AND CONTRIBUTED MATERIAL

8.1 Photographs

Guidance on sources of photographs and on their technical specifications can be found in the new edition of **FAOSTYLE** (forthcoming). The specifications differ depending on whether the publication is to be published on the web or as a print product. Although it is possible to produce a PDF file for the web and a PDF file for print from the same source file (by changing the export setting), it is still important for print products that the resolution of the source photographs is sufficient.

8.2 Maps

As various countries may have unresolved or competing claims on land and maritime areas, do not simply reproduce maps provided by other sources. Consult the United Nations Cartographic Database, where vector maps can be downloaded for free: www.un.org/Depts/Cartographic/english/htmain.htm.

Further guidance on maps can be found in the new edition of **FAOSTYLE** (forthcoming).

8.3 Permissions for figures

Always ensure that required permissions for figures have been obtained, preferably using the standard FAO permission-request form (contact copyright@fao.org). Where figures are being reproduced from a previously published source, it is important to establish clearly the ownership of the copyright as this may rest with the originator of the figure or the publisher. Figures must only be used in compliance with the copyright owner's requirements, and the standard permission form includes a line where the copyright holder may say how they wish their source to be cited. Further guidance can be found in the new edition of **FAOSTYLE** (forthcoming).

Records of permissions should be archived for reference.

Permission does not need to be sought to reproduce material that is available under a Creative Commons licence, but the terms and conditions of the licence should be read carefully and must be followed.

8.4 Contributed text

Where text has been contributed by third parties, for instance as case studies, permission must be sought using the same permission-request form used for figures (see section 8.3) before the material can be included in an IPPC publication.

As with figures, permission does not need to be sought to reproduce text that is available under a Creative Commons licence, but the licence terms and conditions must be followed.

PART 2: EDITING

This part describes the preferred style of text elements in IPPC documents. Included in this section is guidance on list style, scientific nomenclature, capitalization, quotations, references, and other matters that have arisen in IPPC documents.

This guidance supplements the guidance provided in [FAOSTYLE](#), which should be consulted in conjunction with this style guide for complete guidance. The order of sections in this style guide follows that in [FAOSTYLE](#) where possible to make it easier to use both style guides in parallel. There are a few aspects of style that differ from FAO style: these are identified as such in the text and are summarized in Box 2.

This part of the style guide is directed at originators (writers) and editors, who should follow the style guide in order to ensure consistent language across IPPC documents.

Box 2. Aspects of IPPC style that differ from, or are more prescriptive than, FAO style

IPPC style

Required citation on the copyright page has “FAO on behalf of the Secretariat of the International Plant Protection Convention” as the publisher, and both publication year and adoption year are given for ISPMs if these differ*

Compound adjectives are generally hyphenated, except compound chemical terms, terms given otherwise in the IPPC word list or ISPM 5, or for consistency with those terms†

(Parentheses within parentheses (where needed))‡

litre, L

% symbol permitted in a technical context, such as in diagnostic protocols, when expressing confidence levels or when describing sampling methods§

In standard setting documents, figure captions end in a full stop†

In reference lists and bibliographies, author names are in bold, journal titles are given in full, and cited date is omitted for non-changing sources

Underlining of hyperlinks is avoided in standard setting documents (and this is also the default style for other IPPC documents)

The default style is to omit the “http://” or “https://” in URLs, unless there is no “www”

“data” is plural

round wood, sawn wood

FAO style

Required citation on the copyright page has “FAO as the publisher, and the only year given is the publication year

Many compound adjectives should be hyphenated

(Square brackets within parentheses [where needed])

litre, L or l

In text, “percent” is used rather than the symbol %

Full stops are used after the title of a figure

In reference lists and bibliographies, use of bold is optional for author names, journal titles may be in full or abbreviated provided a consistent approach is used, and omitting a cited date is permitted for non-changing sources

Underlining is avoided unless it is necessary to highlight hyperlinks within the text where it would not otherwise be obvious

URLs may include the “http://” or “https://” (new edition *FAOSTYLE*, forthcoming)

“data” may be either singular or plural

roundwood, sawnwood

Note: Clearance granted by the FAO Office of Communications for variations from FAO style: * 2020-03-02 (publisher), 2022-06-20 (adoption year); † 2020-06-12; ‡ 2021-05-13; § 2021-08-25.

9. GRAMMAR, SPELLING, PUNCTUATION AND LISTS

9.1 Grammar and spelling

The grammar and spelling rules that apply to IPPC documents are those of British English (*Oxford English dictionary*). Reference should also be made to the [Word list](#) in this style guide and to the word list in [FAOSTYLE](#).

The indefinite article preceding consonants with a vowel sound (such as *f*) is “an” rather than “a” (e.g. an FAO publication).

9.2 Punctuation

For guidance on commas, full stops, en-dashes and hyphens, see [FAOSTYLE](#).

Parentheses

For guidance on placement of closing punctuation in relation to parentheses, see [FAOSTYLE](#).

Parentheses are often useful in a list of sentence fragments to keep the items of similar type. They allow extra information to be added to a list item without breaking the overall style of the list, for example:

- a decision based on pest risk analysis to detect a specified level of infestation (the infestation determined to present an unacceptable risk); and
- an evaluation of the effectiveness of phytosanitary measures applied before inspection.

Square brackets

The use of square brackets differs from FAO style. In FAO style, (square brackets [if needed] are used within parentheses); that is, nested brackets are of differing shape. In IPPC documents, (use parentheses within parentheses (if needed)), as this avoids confusion with the use of square brackets to indicate provisional text and allows ISPM titles and authorities for species names to be given in parentheses regardless of whether they appear in the body text or within brackets.

Square brackets are used to indicate authorial additions to, or explanatory substitutions in, someone else’s text. In this way, they may indicate with “[sic]” that an error in a quotation is not your own.

In running text, square brackets may be used to show missing information [...] or options that will need amendment when a draft is finalized, for example “see section [x]”, “ISPM 7 [201-]”. Square brackets are also often used extensively in other international forums while negotiating text or in other commentary to indicate no final decision or agreement or that there are several options.

The use of square brackets should be kept to a minimum.

Ellipses

See section 15.

Hyphenation of compound adjectives

Compound adjectives preceding a noun are generally hyphenated (see [FAOSTYLE](#)), except for compound chemical terms (e.g. “carbon dioxide concentration”), terms given otherwise in the IPPC word list or ISPM 5, or for consistency with those terms.

Footnotes

As in FAO style, footnote cues (note numbers) are placed after punctuation in the running text (this representing a change from former IPPC style, which was to place cues within the closing punctuation in most situations). Footnotes should start with an initial capital letter and end with a full stop, except where they end with a URL (in which case, there is no full stop).

Quotation marks, primes, straight apostrophes and straight quotation marks

Quotations, terms and expressions. Curly quotation marks are used. For further guidance, see section 15.

DNA sequences, latitude and longitude. In DNA sequences (5'-CTG AAA ...) a prime (') (Unicode 2032) is used, or a straight apostrophe (') may be substituted. For minutes and seconds of latitude or longitude (41°16'40" south) a prime and double prime (") (Unicode 2033) are used, or a straight apostrophe (') and straight quotation mark (") may be substituted. Because Word is usually set to automatically convert straight quotes to curly quotes, the easiest way to arrive at the straight format is to type an apostrophe and then immediately undo the change that Word has made (personal computer (PC): alt+backspace, or ctrl+z; Apple Macintosh computer (Mac): command+z) before typing further.

Slashes (/)

Although the slash (or solidus) should generally be avoided (see [FAOSTYLE](#)), it may be used to designate a 12-month period that is not a calendar year or any other definable period less than 12 months that includes the New Year:

the 2008/09 financial year

the Australian summer of 2009/10

The expressions *and/or* and *either/or* should be avoided. In running text, it is usually possible to avoid constructions such as “A and/or B” because “A or B” normally allows for the possibility that both A and B could be applicable. The use of “*either A or B*” allows for only one or the other being possible. See also General recommendations on use of terms in ISPMs ([section 7.2](#)).

The example below could use “or” instead of “and/or”:

Contracting parties may adopt and/or implement emergency actions, including emergency measures, when a new or unexpected phytosanitary risk is identified.

> Contracting parties may adopt or implement emergency actions, including emergency measures, when a new or unexpected phytosanitary risk is identified.

In other instances, “and” is more appropriate than “and/or”, as shown below where the first option would usually be undertaken first:

The NPPO should check the regulations of the importing country and/or bilaterally establish conditions to ensure that compliance can be achieved.

> The NPPO should check the regulations of the importing country and bilaterally establish conditions to ensure that compliance can be achieved.

Where the slash is used between two descriptive terms, “or” is usually a possible substitute. The example below shows the current wording and the possible rewording to avoid the slash:

local reporting/notification and publicity, local regulation, control/elimination of detected pests

> local reporting, notification and publicity; local regulation; control or elimination of detected pests

Non-breaking punctuation

Non-breaking space. PC, Mac: control+shift+spacebar. It is recommended that a non-breaking space be used in “ISPM [No.]”, for units, for figure numbers, between title and name, after “e.g.” and “i.e.”, and similar cases.

Non-breaking hyphen. PC: control+shift+hyphen; Mac: command+shift+hyphen.

Non-breaking en-dash. Not available in Word but can be substituted with a minus sign, which, although placed higher than the en-dash, is of similar length.

9.3 Lists

Run-on lists

In simple lists within parentheses, there is no “and” before the final item (e.g. one, two, three). In a list ending with “etc.”, a comma is used after the last item in the list (one, two, three, etc.)

In complicated sets of groupings within a list, semicolons should be used to demarcate the subsets (e.g. “The possible configurations are: A, B and C; D; E and F; and G.”). However, such a list might be better suited to presentation as a bulleted list.

Bulleted lists

Bulleted lists are a way of presenting information in a summarized format. The items are distinguished typographically by the bullet and indentation, giving emphasis to the items and increased readability.

A sentence stem ending in a colon should precede bulleted lists. The sentence stem introduces and applies to all items in the list. Wherever possible, the sentence stem should be a complete statement so that it obeys the usual rules of using colons.

The following example of a list summarizes its essential components:

- a complete introductory sentence preceding a colon;
- sentence fragments for list items;
- grammatical consistency of list items; and
- a concluding full stop.

A second type of list:

- uses a colon despite having an incomplete sentence stem;
- has sentence fragments for list items;
- has grammatically consistent list items; and
- concludes with a full stop.

A third type of list is distinct from the first two examples:

- There should always be a complete introductory sentence (ending with a colon).
- The list items are complete sentences.
- Unlike sentence fragments, list items that are complete sentences need not be grammatically parallel.
- The list items have normal sentence punctuation. This allows some more detailed items to be included if necessary. However, it is preferable to keep items consistent in appearance.

The nature of the text determines which type of list is most appropriate. The first and third examples above are preferred. Brief comments suit the first format; more complex information suits the third type of list.

With the exception of very simple lists where no end punctuation is used, sentence fragments within lists end with a semicolon (as per FAO style but differing from former IPPC style). In secondary bulleted lists, the list is introduced with a colon and a comma is used at the end of list items instead of a semicolon, with a semicolon for the final item, as in the following example:

Relevant sources of information may include:

- reference collections of plants, pests or pathogens;
- scientific literature, reports and other written information:
 - peer-reviewed journals and books,
 - published documents that are not peer-reviewed; and
- databases, websites and other online information sources.

It may be possible, however, to avoid the need for a secondary bulleted list by rearranging the text.

The list items in a bulleted list should not contain a mixture of sentence fragments and complete sentences. The following example is therefore incorrect:

Relevant sources of information may include:

- reference collections of plants, pests or pathogens;
- scientific literature, reports and other written information. These may include peer-reviewed journals, books, and published documents that are not peer-reviewed; and
- databases, websites and other online information sources.

If it proves very difficult to make list items consistent in format (all sentence fragments or all complete sentences; all sentence fragments based on nouns (as in the first list example); or all opening with verbs (second example)), this may indicate that a bulleted list is not the appropriate way to present the information. Normal text paragraphs should be used instead.

Numbered lists

The principles described above for bulleted lists also apply to vertical numbered lists.

For guidance on when to use numbered lists, see [FAOSTYLE](#). The style of numbers may vary, depending on the publication design and (where applicable) the series style. For ISPMs, for example, the style for numbered lists, whether in-line or otherwise, is to use arabic numerals, not roman numerals or letters: (1), (2), (3) not (i), (ii), (iii) or (a), (b), (c).

10. TERMINOLOGY AND NAMES

10.1 Scientific names and taxonomic nomenclature

The style to apply for names of organisms may differ between different types of documents and should be appropriate for the intended audience.

In ISPMs

Scientific names are used in Latin throughout ISPMs in all languages (except Chinese). The describing authority and year should be given the first time a scientific name is given. In DPs, the authority only needs to be given for the plant pest that is the subject of the DP, not for host species or any other pests mentioned (unless a lack of authorities would give rise to confusion or ambiguity).

Note that when scientific names appear in italicized titles, they must be presented in roman type.

After first mention of the full species name, the generic (i.e. genus) name may be abbreviated to an initial letter provided there is no confusion with other genera in the text. Such abbreviations, however, should be avoided at the beginning of paragraphs unless this looks awkward, for instance where the species name is used frequently throughout the document. At first mention of a new species from the same genus, the generic name should be written in full again (except in lists and tables).

Common names should be avoided in the text, but may be added for information where they are deemed useful to understanding. If they are included, they should be mentioned in parentheses after the first use of the scientific name.

Scientific synonyms are listed chronologically on separate lines.¹⁵

In IPPC guides

In IPPC guides, common names for organisms are used, where available. Upon first mention of a species, the common name is given first, followed by the scientific name, authority, order and family (e.g. Mediterranean fruit fly *Ceratitis capitata* (Wiedemann) (Diptera: Tephritidae)). The year in which the species was first described is not normally given. For subsequent mentions, the common name is used. If appropriate in the context of the document, the scientific name may also be given upon first mention in each relevant table, text box, caption and heading.

A list of species should be included in the preliminary pages, giving scientific name, authority and common name for each species (where available), in alphabetical order by scientific name as not all species have a common name. Order and family may be also be given.

¹⁵ Note that this may be different from how taxonomic information is normally presented for mycology where full references are also provided after the author name.

In other IPPC documents

In other IPPC documents, there is no set style as to when to use common names and when to use scientific names. Where the document is in a series, the style for that series should be applied.

General notes on taxonomic nomenclature

Common names should be in lower case, except for initial capital letters on proper nouns (e.g. Rocky Mountain bristle cone pine). There should be consistency in the use of common names in a document; that is, if common names are used they should be given for all species that have them. Where the common name refers to a plant disease rather than the causal agent, be careful that the wording of the text reflects this (e.g. *Xylella fastidiosa* Wells *et al.* (causal agent of Pierce's disease, scorch diseases, etc.)).

When giving authorities for scientific names, the authority name and year are separated by a comma and written in roman type (e.g. *Guignardia citricarpa* Kiely, 1948). An authority in parentheses indicates that the species has changed since the original authority described it. The new authority does not have to be given, but sometimes is. Authorities and dates are not required for viruses and viroids.

The singular or plural "species" is distinguished in the abbreviated forms "sp." or "spp.", respectively.

The terms "*sensu lato*" and "*sensu stricto*" are abbreviated after first use to "*s.l.*" and "*s.s.*".

Genera, species and subspecies, as well as infrageneric and infraspecific forms, are italicized. The associated abbreviations of "sp.", "subsp.", "var." are not italicized (e.g. *Clavibacter michiganensis* subsp. *sepedonicus*; *Phytophthora erythroseptica* Pethybr. var. *erythroseptica*).

Cultivar epithets are not italicized and are placed in single quotation marks. The abbreviation "cv." is not used.

Mangifera indica 'Kensington Pride'

Prunus cerasifera 'GF 31'

The cultivar 'Navel' is grown in ...

Care should be taken not to confuse the terms "cultivar" and "variety" or to use them interchangeably.

Hybrids (crosses) are italicized, with a multiplication sign used either between the two named taxa (e.g. *P. persica* × *P. davidiana*) or, where the hybrid has a name, closed up to the generic name (for intergeneric hybrids, e.g. ×*Agropogon lutosus*) or to the specific epithet (for interspecific hybrids, e.g. *Cistus* ×*cyprius*).

Scientific names for living organisms follow varying conventions, and these may change over time, thereby creating some confusion about the correct presentation of names. The principal codes that govern the nomenclature are as follows (the Technical Panel on Diagnostic Protocols (TPDP) also provides advice on this subject):

- [International Code of Nomenclature for Algae, Fungi, and Plants](#) (formerly International Code of Botanical Nomenclature);
- [International Code of Nomenclature for Cultivated Plants](#);
- [International Code of Nomenclature of Prokaryotes](#) (formerly International Code of Nomenclature of Bacteria); and
- [International Code of Zoological Nomenclature](#).

The classification of viruses is more open to debate and changeable, with more than one system being used (e.g. [International Committee on Taxonomy of Viruses](#) and the Baltimore classification).

Use italics for names of recognized plant viruses and viroids. Viruses and viroids may have a descriptive name to which italics are applied. (Note that many publications will not italicize such descriptive names even though there is no alternative more formal name for the organism.) The descriptive name in this

format does not follow the usual two-part genus–species system. The genus and family may be listed separately.

Prunus necrotic ring spot virus (PNRSV)

Potato tuber spindle tuber viroid (PSTVd)

Unlike family names for other organisms, family names for viruses and viroids are italicized.

10.2 Organizations and people

Referring to FAO and other international organizations

When using the abbreviated form of the name of an organization (e.g. FAO, EPPO) do not use a definite article (“the FAO” or “the EPPO”) unless it is an adjectival construction:

one of the official languages of FAO

the FAO workshop on

Article XIV of the FAO Constitution

Note that “the IPPC” (being not an organization, but a convention) may be used.

Do not use the possessive form with “FAO”:

a large part of the FAO budget *not* a large part of FAO’s budget

For further guidance on referring to FAO, see [FAOSTYLE](#).

Referring to people

In general, do not use honorifics or titles, such as “Mr”, “Ms”, “Dr” or “Professor”. Give the first name followed by the last name; in meeting reports and the status box of documents, the last name should be in capital letters (e.g. Brent LARSON). In some circumstances, for example in lists of participants or group members, it may be helpful to add “Mr” or “Ms” (without a full stop), but titles should not be used in meeting reports or in draft or adopted ISPMs (including DPs, PTs and commodity standards) unless absolutely necessary.

However, do not reference people by name in reports, documents, etc. unless absolutely necessary. This is to avoid issues arising from other people’s names *not* being mentioned (if positive mentioning), misunderstandings or negative mentioning. The steward should be mentioned as “steward”, as she or he may change throughout the history of a draft ISPM or specification for an ISPM, and observers should be mentioned as “observer from XX”. Participants in meetings are mentioned with their country in parentheses after their name.

10.3 Technical accuracy and technical specialities

Accuracy

Accuracy is essential in all aspects of documents for the IPPC. This extends from accuracy in recording references and quotations to more technical matters of numerical data and units of measurement as well as the names of products, processes, legal instruments (agreements, conventions, declarations, treaties), organizations and organisms.

Legal instruments and organizations

The following points on achieving accuracy in nomenclature should be considered:

- Matters of nomenclature for organizations can often be checked by a quick internet search followed by a look at the home web pages for the organization. If the web page uses conflicting nomenclature (this is not unknown), there is often an annual report or other governance document that can be downloaded for a further check.
- Be conscious of organizational name changes and use phrases such as “the then Ministry of Agriculture and Fisheries” or “now administered by ...”.

- Be aware of the correct spelling and wording for the names of organizations; for example ISO stands for International Organization for Standardization, OECD for Organisation for Economic Co-operation and Development.
- Consider whether accents may be needed (Comité, Société). However, some organizations choose not to use accents in publications for international use, in which case do not “correct” their names by adding accents.

Proprietary products and processes

The following points may be considered with respect to commercialized products, designs or processes:

- A registered trademark (®), trademark (™), copyright (©) or other proprietary sign should be used with care. Note that only ™ is superscript.
- The registered trademark symbol ® is used only with trademark names that have been registered with official trademark offices such as the United States Patent and Trademark Office. A company may use a ™ symbol for product names that it claims but has not registered with a trademark office.
- It is common practice for the ™ and ® symbols to be used only when the product is being mentioned for profit-making purposes. Hence these symbols would not normally be needed in IPPC documents.
- Assessing whether a registered trademark ® or other proprietary sign should be added to the text is a matter of judgement rather than strict rules. It may depend on how rigorously the proprietor enforces the use of the proprietary sign in publications. Look for papers previously published in reputable international journals for guidance, although it may be very difficult to determine by internet search.
- If needed, the proprietary sign is normally added to all instances of the proprietary product, design or process within the document.
- The trade names (brand names) of chemicals, reagents and equipment should, as far as possible, be avoided and a correct designation or description of the chemical, reagent or equipment given instead, using the generic names of products.

10.4 Terms, expressions and punctuation to use with caution

Approximate quantities

Describing quantities in other than precise numerical terms should be done with care:

- The phrase “a number of” provides no useful information and should be avoided.
- Terms such as *few*, *several*, *some* and *many* are subjective (but may be the only possible options).
- With respect to describing the number of member interventions to be recorded in CPM reports, the CPM Bureau decided in June 2009 that *one*, *few* and *some* would be used, where *few* would represent two to four and *some* would be used for more than four member interventions.

Including, such as, for example

Examples introduced by “such as”, “for example” or “including” should not also have “etc.” These introductory terms imply that the following examples are not an exhaustive list.

It is preferred that “e.g.” and “i.e.” be used in parentheses and avoided in the main part of the sentence:

prescribe and adopt phytosanitary measures concerning the importation of plants, plant products and other regulated articles, including, for example, inspection, prohibition on importation, and treatment

No comma is used after “e.g.” but may be used after “for example” if it suits the context of the sentence. A comma is not used after “such as”:

The text of additional declarations may be specified in, for example, phytosanitary regulations, import permits or bilateral agreements

An official operation, such as inspection, testing, surveillance or treatment, undertaken to implement phytosanitary measures.

Which, that

Which is best reserved for non-defining (non-restrictive) statements, these often being clauses preceded by a comma. A non-defining *which* statement can be deleted without altering the grammatical and logical completeness of the sentence. This does not mean that the information within the *which* clause is unimportant.

Some examples of the use of *which* from the text of the IPPC and standards are as follows:

The Commission may adopt and amend, as required, its own Rules of Procedure, which shall not be inconsistent with this Convention or with the Constitution of FAO.

These effects, which may be positive or negative, should be identified and quantified.

This standard is based on the concepts of intended use of a commodity and the method and degree of its processing, which are also addressed in other ISPMs

Note that the IPPC text uses instances of *which* that could more accurately be replaced by *that*:

A contracting party may apply measures specified in this Article to pests which may not be capable of establishment in its territories but, if they gained entry, cause economic damage.

That is very useful for accuracy of wording in standards. It is employed for defining (restrictive) statements essential to the meaning of the sentence. The defining *that* statement explains which of several possibilities is meant; it restricts the whole sentence to a particular subset.

Examples of the use of *that* from the IPPC text and standards follow:

Contracting parties shall institute only phytosanitary measures that are technically justified, ...

It is desirable to have contingency plans to address specific pests or pest groups that have a high potential for introduction, and for which an eradication plan is deemed to be both feasible and necessary, before the pest is found in an area.

Pathway information includes identifying the commodities or items that may have carried the pest

If people are involved, replace *which* or *that* with *who*:

The instruments of ratification shall be deposited with the Director-General of FAO, who shall give notice of the date of deposit to each of the signatory states. [*who* replacing *which*]

the names of the personnel who undertook these tasks [*who* replacing *that*]

Miscellaneous terms

Adopt, approve, endorse, note. Guidance on these terms is provided in the [IPPC Procedure Manual for Standard Setting](#). In CPM reports, the preferred style is to *adopt* the terms of reference for standing bodies established by the CPM but *approve* the terms of reference for fixed-term bodies.

Alternate, alternative. *Alternate* (as an adjective) traditionally means going back and forth between two things, as in alternate Mondays (i.e. every other Monday). *Alternative* means another possibility or available substitute. Formerly strict usage of *alternative* would have referred to one of two options; modern usage allows more than two options, so there may be several alternatives.

Assay, method, technique and test. These terms should be used consistently. *Assay* should be avoided, as it may be interpreted differently in different languages, and should not be used after the acronym “ELISA” (enzyme-linked immunosorbent assay) as the letter “A” stands for “assay”. In accordance with the glossary, *test* should be used only for *official* examinations and should not be used in relation to visual examinations, although it can be used for morphometric tests.

Due to, owing to. Note that FAO style is now to avoid these expressions unless used as financial terms, and to use expressions such as “result from” or “because of” instead.

State. This term is overused to introduce quoted material. It should be used to specify a fact or requirement or to declare a position on something. It is not a more formal or correct term for *said*, which can be used to introduce a quotation. Often *ask, suggest, propose, claim* or similar words can replace

state. *State* is acceptable but not essential for introducing quotations from the IPPC (the convention) and in standards where requirements are being set out. It is equally acceptable for the convention to *say* something.

11. ABBREVIATIONS, ACRONYMS AND INITIALISMS

Abbreviations should be spelled out in full at first mention in all IPPC documents except as noted below for “IPPC” and “ISPM” in standards. As in FAO style, an abbreviation may also be used without spelling it out at first mention if it is commonly used and readily identifiable (e.g. DNA).

Abbreviations, acronyms and initialisms should be avoided at the start of a sentence and in titles. They should also be avoided in headings where possible, but may be used if necessary.

Deviations from the usual expansion–contraction format (e.g. “pest risk analysis (PRA)”) may be used in document elements that are not part of the running text. For example, if an abbreviated form is used in a table because of space constraints, a table footnote should provide the expanded form using a contraction, expansion format (e.g. “*Notes*: PRA, pest risk analysis”) because the abbreviation has already been used in the table.

Commonly used abbreviations for non-English phrases that do not require definition and are not written in italics include cf., e.g., etc., i.e., vs. Note that the latter is written as vs (not v. or vs.).

If a single-word abbreviation concludes with the concluding letter of the expanded form, no full stop is needed. Hence “ed.” and “eds” are correct.

The need for abbreviations for technical terms in ISPMs should be carefully considered. Consideration should be given to the readability or understanding of the text. Abbreviations are also generally more used in English and are normally translated by the original full text in some languages (e.g. French or Arabic).

Where an acronym or initialism is used for phrases rather than the names of entities, the expanded form will not usually need initial capitals, hence pest risk analysis (PRA), not Pest Risk Analysis, and phytosanitary capacity evaluation (PCE), not Phytosanitary Capacity Evaluation.

An acronym is a word created from the initial letters of other words (most commonly an organization or other entity) to abbreviate the phrase and usually pronounced as a word (e.g. the European Plant Protection Organization would be abbreviated as the word EPPO). The acronym should be spelled out at first mention.

An initialism is a group of initial letters used as an abbreviation with each letter being pronounced separately (e.g. NPPO, FF-ALPP). Initialisms are widely used in IPPC documents, particularly in English (see notes below), and should be spelled out at first mention (including in the status box of draft standards and the Publication history of adopted standards).

Note that in the more recent ISPMs it has become the norm *not* to define IPPC and ISPM at first mention. This is acceptable within each ISPM, where the title page includes both terms in full and there is no likelihood of confusion. The definition of these terms should be continued at first mention in other IPPC documents for more general readership (e.g. explanatory texts, CPM reports).

Lists of abbreviations should follow the same capitalization as used in the text, using an initial capital letter for the first word only if it appears as such in the text. If such lists include abbreviations other than acronyms (e.g. “SPS Agreement”), the heading for the list should reflect this (e.g. “Abbreviations and acronyms” rather than “Acronyms”).

12. CAPITALIZATION

Guidance on general style is provided below and in [FAOSTYLE](#). Additional guidance on the capitalization of specific words can be found in the [Word list](#).

In general, lower case should be used for generic concepts and title case (where an initial capital letter is used for all significant words) should be used for specific concepts or formal titles. However, lower case may be used for specific concepts if appropriate in the context, for instance to avoid over-capitalization if a term is used very frequently in a document or if the readership would not recognize the significance of the capitalization. See examples in the [Word list](#).

Sentence case (where an initial capital letter is used for the first word and any proper nouns and the rest of the words are in lower case) should be not be used for terms and names of things except when referring to the names of sections or web pages (e.g. “in the Outline of requirements section”). This rule does not apply when the term or name is presented in italics or within quotation marks, and differs from former IPPC style where sentence case was often used for names of procedures and so forth (e.g. Standard setting procedure).

Glossary terms should be presented with the same capitalization as in ISPM 5.

12.1 Headings

In document titles and in headings, sentence case is used. This differs from the former IPPC style used for most standard setting documents, where title case was used for level 1 headings.

Headings in supplements, annexes and appendices also follow this style.

There are two exceptions to this:

- If a document title includes the word “guide”, the title may be presented in title case.
- All capitals may be used as an alternative. This applies to the main section headings in ISPMs (INTRODUCTION, BACKGROUND, etc.), and is also the preferred style for level 2 headings in IPPC guides at the layout stage:

Appendix 2: **Supplementary material**

APPENDIX 2.1: RAPID ASSESSMENT OF RISK COMMUNICATION CAPACITY

12.2 Meetings, projects, themes and publications

Meetings, workshops and seminars are in sentence case and in italics:

EWG meeting on the *International movement of grain*

Workshop on *Synergies among biodiversity-related conventions*

Project titles are in title case and within quotation marks:

IPPC implementation pilot project on “Surveillance”

STDF project 401 “Training of Phytosanitary Capacity Evaluation (PCE) Facilitators”

the proposed project on “Strengthening the Capacity of Developing Contracting Parties to Implement the IPPC” under the framework of the FAO-China South-South Cooperation Programme

IPPC annual themes are in title case and within quotation marks:

the IPPC annual theme “Plant Health and Trade Facilitation”

Publications, studies and similar are in sentence case and in italics:

a study on *Diversion of intended use*

the brochure on *Phytosanitary terminology*

Where appropriate, such names may be abbreviated to a short-form title in title case:

Strategic framework for the International Plant Protection Convention (IPPC) 2020–2030, abbreviated to IPPC Strategic Framework

Explanatory document on ISPM 5, abbreviated to Annotated Glossary

12.3 IPPC and standards

The following is the recommended use of initial capitals or lower case in relation to the IPPC and standards:

the International Plant Protection Convention (IPPC); the convention; in Article VII.1(c) of the IPPC
International Standards for Phytosanitary Measures (ISPMs); relevant international standards
see Annex 2 and Appendix 1, as well as Figure 2 and Table 1 in section 3.3

Note the varying treatment of “section [x]” (in lower case) compared with “Article [x]”, “Figure [x]”, “Annex [x]” (using initial capitals).

12.4 Contracting parties, national plant protection organizations and regional plant protection organizations

Contracting parties. The term “contracting parties” is not capitalized because that is how it is presented throughout the IPPC (the convention).

National and regional plant protection organizations. In the past, these have commonly been written with initial capitals when spelled out in full. However, the terms do not refer to a particular organization but are generic in nature (as indicated by their frequent use in the plural form), and should therefore be used in the format used in the text of the IPPC:

national plant protection organizations (NPPOs)
regional plant protection organizations (RPPOs)

12.5 Positions and names of bodies

In contrast to former IPPC style, positions are given in title case (Chairperson, Standards Officer, Steward) only if used directly following the name and separated by a comma or before the name (see [FAOSTYLE](#)):

The Steward, Jane SMITH (Kenya), introduced the specification for the draft ISPM and gave an overview of the tasks to be completed. The steward explained that

The CPM Chairperson, Francisco Javier TRUJILLO-ARRIAGA, opened the meeting and welcomed participants. The CPM chairperson invited ...

The names of bodies and treaties are presented in title case when the full title is given (e.g. the Commission on Phytosanitary Measures, the International Plant Protection Convention, the IPPC Secretariat, the Implementation and Capacity Development Committee), but in lower case when referred to subsequently without the full title (e.g. the commission, the convention, the secretariat, the committee). This also differs from former IPPC style. Note that, where a common abbreviation exists, its use may avoid potential confusion with other bodies, treaties or dictionary terms (e.g. “IPPC” instead of “convention”, “CPM” instead of “commission”).

13. ITALICS, BOLD AND UNDERLINING

For guidance on which foreign phrases and abbreviations are italicized and which are not, see the [Word list](#) and [FAOSTYLE](#).

Italics may be used for emphasis of common terms (such as “both”, “and”, “also”, “not”, “never”) within body text but should *not* be overused.

Italics may be used in place of quotation marks to emphasize particular terminology:

A pest record provides information concerning the presence or absence of a pest, ...

Italics or bold may be used for minor subheadings, particularly for distinguishing phrases that are followed by their explanation:

Economic value. This is the basis for measuring the cost of the effect of changes (e.g. in biodiversity, ecosystems, managed resources or natural resources) on human welfare. ...

Positive nucleic acid control. This control is used to monitor the efficiency of the test method

Gene names, including the number, are italicized when written in full (e.g. *NADH dehydrogenase 5* gene). Gene symbols (e.g. *nad5*) are also presented in italics. However, protein names and symbols are not italicized.

For restriction enzymes (e.g. for restriction fragment length polymorphism [RFLP] tests) the enzyme symbols are in italics, except the number and the letters (e.g. *EcoRI*).

For guidance on how to write titles of meetings, workshops and seminars, and publications, studies or similar, see section 12.

See also section 10.1 on use of italics in scientific names and section 16.1 on use of italics in bibliographic style.

Although FAO style allows underlining to be used to highlight hyperlinks within text where they would not otherwise be obvious, such underlining should be avoided in standard setting documents to maintain a consistent approach throughout the document and this is also the default style for other IPPC documents (this differing from former IPPC style).

14. NUMBERS, UNITS AND DATES

14.1 Numbers

For general guidance on numbers, see [FAOSTYLE](#).

Minus sign. Use the minus symbol – (Unicode 2212) rather than a hyphen.

Telephone and fax numbers. As in FAO style, the preferred format is as follows:

(+39) 06 4884293, (+44) 1904 455161, (+64) 4 8940731

This differs from former IPPC style, which omitted the parentheses. Note that Italy is unusual in requiring a zero in the city code. Insertion of one space in the middle of the main string of digits may be useful for readability for eight or more digits.

14.2 Units and percentages

Degrees Celsius. Note that [FAOSTYLE](#) prescribes a space between the numerals and the °C, this being in accordance with the International System of Units (SI) (although not common practice in scientific and technical literature). The degree sign can be obtained under Insert | Symbol for Times New Roman or by typing alt+numberpad 0176 on a PC or shift+option+8 on a Mac.

Litre. FAO style allows either a lower-case or a capital letter symbol to be used for litre (i.e. “l” or “L”), but IPPC style is to only use “L”. The symbol for millilitre is therefore “mL”, not “ml”.

Micro. For the SI prefix “micro”, use the micro symbol μ (Unicode 00B5) rather than a lower-case Greek mu (Unicode 03BC).

Latitude and longitude. See [FAOSTYLE](#) and section 9.2 of this style guide.

Percentages. FAO style is to use “percent” in text and the % symbol in tables and figures. However, some discretion may be applied to IPPC documents, particularly ISPMs, where % may be used in text if it is used in a technical context such as in DPs, when expressing confidence levels or when describing sampling methods. The symbol should not be used in the text of less technical IPPC documents. There is no space between the number and the % symbol.

Time. For units of time, FAO style allows either numerals or words to be used. The style for DPs is for words to be used for days, weeks and years (e.g. one year, three days), but otherwise IPPC documents may apply either numerals or words (e.g. either “3 days” or “three days”), provided a consistent approach is taken throughout the document. Numerals are used if the unit is abbreviated.

14.3 Dates

The style of writing dates is that of FAO: Monday, 16 October 2010.

In publication histories, the ISO style is used for year-month (2011-05). This may potentially create confusion because a dash often denotes a period in time (from - to); however, the ISO style has been chosen to ensure that the publication histories in all translations use the same format and that they can be checked by the secretariat for accuracy.

For names of files, reference should also be made to the secretariat's file naming convention (available upon request). Note that for electronic filing, the date is ISO style year-month-date (2011-05-23).

15. QUOTATIONS

For guidance on when to use single quotation marks and when to use double quotation marks, see [FAOSTYLE](#).

The following points should also be noted:

- Quotations from ISPMs should be avoided where possible.¹⁶
- Quotations should follow the wording of the original exactly.
- Quotations should follow the presentation (italics, bold, capitals, underline, etc.) of the original, although the first letter of a quotation fragment may be altered to suit its position in a sentence (see [FAOSTYLE](#)). Italics are not used for the purpose of displaying the entire quotation.
- Punctuation within the quotation should be reproduced accurately. For guidance on closing punctuation, see [FAOSTYLE](#).
- Authorial interpolations should be indicated in square brackets.
- When including an ellipsis to indicate missing text, use the ellipsis symbol (Unicode 2026) if possible, otherwise use three full points without spacing between them. See [FAOSTYLE](#) for further guidance on ellipses.
- Short quotations should be indicated by double quotation marks (“ ”) and included in normal paragraphs.
- Long quotations (more than 30 words or three lines) are displayed in their own paragraph and they use a special quote style with a smaller typeface and indents left and right. No quotation marks are needed. Quotations within a displayed quotation use double quotation marks (“ ”).

The following five examples illustrate: (1) a long (displayed) quotation from the IPPC; (2) a long extract of the same passage faithfully reproducing the paragraph format of the original (as would normally be done in formal documents); (3) the same long but incomplete extract in a less formal but more readable format without the special paragraphing; (4) a short quotation within a sentence; and (5) a shorter summary in indirect speech. Note that square brackets are used at the end of the third example to clearly separate the Article reference from the displayed quotation, whereas normal curved parentheses are correct in the fourth example.¹⁷

(1) Article VII.1 of the IPPC makes the following provisions in relation to imports:

With the aim of preventing the introduction and/or spread of regulated pests into their territories, contracting parties shall have sovereign authority to regulate, in accordance with applicable international agreements, the entry of plants and plant products and other regulated articles and, to this end, may:

- (a) prescribe and adopt phytosanitary measures concerning the importation of plants, plant products and other regulated articles, including, for example, inspection, prohibition on importation, and treatment;

¹⁶ SC 2014-11, agenda item 4.3.

¹⁷ SC 2014-11, agenda item 4.3.

- (b) refuse entry or detain, or require treatment, destruction or removal from the territory of the contracting party, of plants, plant products and other regulated articles or consignments thereof that do not comply with the phytosanitary measures prescribed or adopted under subparagraph (a);
- (c) prohibit or restrict the movement of regulated pests into their territories;
- (d) prohibit or restrict the movement of biological control agents and other organisms of phytosanitary concern claimed to be beneficial into their territories.

(2) In relation to imports the IPPC's provisions of Article VII.1 include the following:

With the aim of preventing the introduction and/or spread of regulated pests into their territories, contracting parties shall have sovereign authority to regulate ... the entry of plants and plant products and other regulated articles and, to this end, may:

[...]

- (c) prohibit or restrict the movement of regulated pests into their territories

(3) The IPPC's provisions in relation to imports include the following:

With the aim of preventing the introduction and/or spread of regulated pests into their territories, contracting parties shall have sovereign authority to regulate ... the entry of plants and plant products and other regulated articles and, to this end, may ... prohibit or restrict the movement of regulated pests into their territories ... [Article VII.1(c)]

(4) The IPPC says, "With the aim of preventing the introduction and/or spread of regulated pests into their territories, contracting parties ... may ... prohibit or restrict the movement of regulated pests into their territories" (Article VII.1(c)).

(5) Article VII.1(c) of the IPPC says that, with the aim of preventing the introduction and/or spread of regulated pests into their territories, contracting parties may prohibit or restrict the movement of regulated pests into their territories.

Indirect quotations such as example (5) should be as scrupulous as quotations in their treatment of the source text. The example above summarizes but does not stray from the words of the Article and is sufficiently referenced at the beginning of the sentence. If it had not specified which Article of the IPPC, an in-text reference or footnote with reference would have had to have been included to adequately attribute the indirect quotation.

16. REFERENCES TO DOCUMENTS, ISPMs AND IPPC

For a description of the difference between a bibliography and a references section, see [FAOSTYLE](#).

References should be listed in the References or Bibliography section, rather than in footnotes, even if it is simply a reference to a website (see, however, [section 2.2](#) on meeting reports).

Component documents of ISPMs (supplements, annexes, appendices) list only the references that are not included in the References section of the core document. References may be included in the component document during consultation periods for easy reference, but they will be deleted following adoption if they are listed in the core text of the standard.

FAO style permits either an author–date referencing system or an endnote system to be used, but the default IPPC style is for an author–date system (and all standard setting documents use this style).

16.1 Bibliographic style

When preparing bibliographies and lists of references, IPPC style closely follows FAO style. Points to note are listed below, followed by examples. For style matters not covered here, refer to [FAOSTYLE](#).

Lists of references are presented in alphabetical order; then alphabetical order of co-authors (no distinction is made between the number of co-authors); then chronological order (earliest first).

Authors are referenced by last name and initials (with initials separated by full points but no spaces). In contrast, when editors are named later in a reference entry, the editor names are given with initials first.

Author names appear in bold. This differs from, but is consistent with, FAO style, in which the use of bold is optional.

When there are more than ten authors, the first seven are listed and the rest are truncated using “*et al.*”.

When no date is available, “n.d.” (“no date”) is used; however, for undated websites and web pages the year in which the website or web page was last accessed (the citation year) is used.

Book and monograph titles are in sentence case (initial capital for first word and proper nouns, otherwise lower case) and italics.

Where the reference is to a booklet or monograph that is part of a wider series of technical publications, the title is italicized, but the overall series of documents is not.

Square brackets are used around titles that have been translated from another language and (for example) “(in Russian)” is added at the end of the reference to indicate the original language. However, the language does not have to be indicated as such when the title has not been translated and is presented in the original language.

Journal titles are in title case (initial capital for all significant words) and italics; journal article titles are in sentence case and roman type. Journal names should always be given in full, as readers may include non-experts in the technical field who may be unfamiliar with some journal titles (this differs from, but is consistent with, FAO style, which allows the use of either full journal titles or abbreviated titles).

For journals, the volume number is always given. The issue number, given in parentheses, is optional.

Page extents should be given for cited chapters. En-dashes are used for page ranges, which are not elided. The total page extent of a book, monograph or conference proceedings should also be given, if known.

The publisher of books and monographs should always be given. The publisher of conference proceedings and internet documents should also be given, if known. In the case of a corporate author, it is not necessary to repeat the full name of the organization as publisher, although it should be given in parentheses after the author name if it is not well known. For the place of publication, the city and country should be given but not the state (this differing from former IPPC style, where the state but not the country was given for the United States of America).

Where corporate authors are abbreviated, the expanded form is set in bold as well as the abbreviation, this differing from former IPPC style where the expanded form was not in bold.

In contrast to former IPPC style, the URL should be given for all those publications that have been accessed online rather than in print, even if full bibliographic details are provided. Hyperlinks should be applied to all URLs in standard setting documents, and this is also the default style for other IPPC documents.

FAO style allows some discretion as to whether to give the citation date for non-changing sources such as PDFs and publications with a DOI, but IPPC style is to omit it for such sources.

Examples of bibliographic styles:

Books

Desvignes, J.C. 1999. *Virus diseases of fruit trees*. Paris, CTIFL, Centr'imprint. 202 pp.

Parts of books, proceedings

Olmos, A., Capote, N., Bertolini, E. & Cambra, M. 2007. Molecular diagnostic methods for plant viruses. In: Z.K. Punja, S. DeBoer & H. Sanfacon, eds. *Biotechnology and plant disease management*, pp. 227–249. Wallingford, UK, CABI. 574 pp.

Katsoyannos, B.I. 1983. Captures of *Ceratitis capitata* and *Dacus oleae* flies (Diptera, Tephritidae) by McPhail and Rebell color traps suspended on citrus, fig and olive trees on Chios, Greece. In: R. Cavalloro, ed. *Fruit flies of economic importance*. Proceedings of the CEC/IOBC International Symposium, Athens, November 1982, pp. 451–456.

Monograph in series

FAO. 2006b. *Responsible management of planted forests: voluntary guidelines*. FAO Planted Forests and Trees Working Paper FP37E. Rome. xi + 73 pp.

Conferences, meetings, programmes

IAEA (International Atomic Energy Agency). 1996. *Standardization of medfly trapping for use in sterile insect technique programmes*. Final report of Coordinated Research Programme 1986–1992. IAEA-TECDOC-883. Vienna.

Works in languages other than English, with title translated into English

Guo, Q.X. & Huang, K.H. 1992. [Identification of seedlings of *Sorghum halepense* and its relative species.] *Plant Quarantine*, 6: 333–334 (in Chinese).

Journal article with volume number and page range

Thomas, D.B. 2003. Nontarget insects captured in fruit fly (Diptera: Tephritidae) surveillance traps. *Journal of Economic Entomology*, 96(6): 1732–1737.

Online journal article with DOI instead of volume number and page range

Armendáriz-Toledano, F., Niño, A., Sullivan, B.T., Kirkendall, L.R. & Zúñiga, G. 2015. A new species of bark beetle, *Dendroctonus mesoamericanus* sp. nov. (Curculionidae: Scolytinae), in Southern Mexico and Central America. *Annals of the Entomological Society of America*. <https://doi.org/10.1093/aesa/sav020>

Other documents published on the internet as PDFs

Csurhes, S., Markula, A. & Zhou, Y. 2016. *Invasive plant risk assessment – Witchweeds: Striga spp.* Queensland, Australia, Department of Agriculture and Fisheries, Biosecurity Queensland. 17 pp. www.daf.qld.gov.au/__data/assets/pdf_file/0009/67644/Witchweed-risk-assessment.pdf

Web pages

FAO. 2017. About FAO. In: *Food and Agriculture Organization of the United Nations*. Rome. [Cited 21 March 2017]. www.fao.org/about/en

Page in online database

EPPO (European and Mediterranean Plant Protection Organization). 2022. *Plum pox virus* (PPV000). In: *EPPO global database*. Paris. [Cited 16 February 2022]. <https://gd.eppo.int/taxon/PPV000>

With respect to links to documents posted on the internet and websites, note that long URLs whose text does not allow line breaks may result in an odd word spacing in documents where the text is fully justified. To resolve this, a soft return (shift+return) may be inserted manually at a suitable point in the URL, preferably after a slash, as was done at “int/” in the EPPO reference above.

Note that, in contrast to former IPPC style, the default IPPC style is now to omit “http://” or “https://” in URLs unless there is no “www” in the URL and to omit any slash at the end of the URL. This style should be followed in all higher-profile publications (including ISPMs, CPM recommendations, IPPC guides and training materials, specifications for ISPMs, specifications for IPPC guides and training materials, high-level reports and advocacy materials), but exceptions may be made for meeting reports and meeting papers provided consistency is maintained within the document and series.

When giving the URL for IPPC documents, the generic URL is used (without “en”, fr”, etc.; first example below) unless the document is only available in one language (second example below):

www.ippc.int/publications/622

www.ippc.int/en/publications/132

Note that although, in the past, some details of IPPC bibliographic style varied from FAO style, this is now no longer the case and FAO style applies (with the only differences relating to aspects of style for which FAO style allows some flexibility: see [Box 2](#)).

16.2 In-text citations

Where there are more than three authors of a reference, abbreviate to *et al.* in the text citation (but not in the References section or the Bibliography). This is the same as FAO style but differs from former IPPC style.

A thin space is used between *et* and *al.* (which are in italics).

Use 2012a, 2012b (i.e. repeat the year as in FAO style; this differs from the previous style of 2012a, b used in standard setting documents).

Standards adopted by national or regional plant protection organizations should be cited in the text using author and date in exactly the same way as for other references (e.g. “EPPO, 2016”), with the full reference given in the reference list.

Cross-check references cited versus presence in the References section.

Where publication titles, rather than authors, are given in the text (e.g. when referring to other IPPC publications), the style differs depending on whether the text is hyperlinked or not:

IPPC procedure manual for standard setting

[IPPC Procedure Manual for Standard Setting](#)

Note that in DPs the in-text references are listed chronologically; in all other documents they are listed alphabetically. In DPs, references in the same year by different authors are listed alphabetically.

16.3 References to IPPC documents and topics

References section

In ISPMs, ISPMs that are cited in the text are not listed in the References section; instead, a general, standard reference to ISPMs is added in the References section:¹⁸

The present standard refers to ISPMs. ISPMs are available on the International Phytosanitary Portal (IPP) at www.ippc.int/core-activities/standards-setting/ispms.

The present annex may refer to ISPMs. ISPMs are available on the International Phytosanitary Portal (IPP) at www.ippc.int/core-activities/standards-setting/ispms.

For references in other documents, ISPMs should be referenced in the following manner (note that ISPM 5 is referenced without a year, as it is updated almost yearly, and that the year of adoption is only given if it differs from the year of publication):

- Adopted ISPMs and approved specifications for ISPMs:
 - ISPM 3.** 2017. *Guidelines for the export, shipment, import and release of biological control agents and other beneficial organisms*. Rome, IPPC Secretariat, FAO. Adopted 2005. www.ippc.int/en/publications/600 [example where the year of adoption and publication differ]
 - ISPM 5.** *Glossary of phytosanitary terms*. Rome, IPPC Secretariat, FAO. www.ippc.int/en/publications/622
 - ISPM 47.** 2022. *Audit in the phytosanitary context*. Rome, IPPC Secretariat, FAO. www.ippc.int/en/publications/91185 [example where the year of adoption and publication are the same]
 - Specification 66.** 2017. *Audit in the phytosanitary context*. Rome, IPPC Secretariat, FAO. www.ippc.int/en/publications/85297
- Draft ISPMs:
 - ISPM [X].** [20--]. Draft. *[Title]*. Rome, IPPC Secretariat, FAO. [URL]
- Annexes and appendices:

¹⁸ SC 2009-11, paragraph 38 and Appendix 7; modified by SC 2014-11 agenda item 4.3 (replacement of standards).

ISPM 27. Annex 10. 2016. *Diagnostic protocol for Bursaphelenchus xylophilus*. Rome, IPPC Secretariat, FAO. www.ippc.int/en/publications/82347

ISPM 28. Annex 12. 2016. *Irradiation treatment for Cylas formicarius elegantulus*. Rome, IPPC Secretariat, FAO. Adopted 2011. www.ippc.int/en/publications/623

ISPM 12. Appendix 1. 2022. *Electronic phytosanitary certificates, information on standard XML schemas and exchange mechanisms*. Rome, IPPC Secretariat, FAO. Adopted 2014. www.ippc.int/en/publications/609

References to IPPC publications other than ISPMs, specifications for ISPMs and CPM recommendations should follow the same format as for non-IPPC publications, with IPPC Secretariat as the corporate author (except for publications such as explanatory documents, training guides and similar documents that have a named author):¹⁹

IPPC Secretariat. 2015. *Managing relationships with stakeholders – A guide to managing stakeholder relations for national plant protection organizations*. Rome, IPPC Secretariat, FAO. 55 pp. www.ippc.int/en/publications/86040

Note that the Required citation at the top of the copyright page, which is the citation that should be used by third parties when citing IPPC publications, takes a different format to that above:

Required citation:

IPPC Secretariat. [Year of publication]. [Title of publication]. [Series]. Rome. FAO on behalf of the Secretariat of the International Plant Protection Convention. [DOI link if provided by OCC]

or, for ISPMs where the year of adoption is different to the year of publication:

Required citation:

IPPC Secretariat. [Year of publication]. [Title of publication]. [Series]. Rome. FAO on behalf of the Secretariat of the International Plant Protection Convention. Adopted [Year of adoption].

Examples of the Required citation can be found in the *IPPC formatting and publishing guide*.

In text of ISPMs or other IPPC documents

In text, an ISPM is mentioned with its number; the year is not mentioned.²⁰ The title is included in parentheses at first mention, written in italics. Because titles of DPs and PTs often consist only of the scientific names of the pests they cover, the titles are not listed in italics to allow for the scientific names to be correctly listed in italics. For consistency, all annexes or appendices are referenced in this way.

ISPM 2 (*Framework for pest risk analysis*)

ISPM 9, ISPM 11 and ISPM 14 [example of several ISPMs mentioned together: do not use “ISPMs 9, 11 and 14”]

DP 1 (*Thrips palmi* Karny)

PT 12 (*Irradiation treatment for Cylas formicarius elegantulus*)

Annex 3 (*Phytosanitary procedures for fruit fly (Tephritidae) management*) to ISPM 26

Specification 51 (*Minimizing pest movement by sea containers and conveyances in international trade*)

in an annex to ISPM 26, in an appendix to ISPM 27 [example of reference to a document component]

adopted diagnostic protocol for *Plum pox virus* as Annex 2 to ISPM 27

in Annex 1 of this standard, see Appendix 2 of ISPM 18 (ISPM 18, Appendix 2)

but in the Annex to the convention [a single unnumbered annex; as worded in the IPPC]

Draft ISPMs and specifications for ISPMs are referenced with their topic number:

Draft ISPM on *Minimizing pest movement by sea containers* (2008-001)

Draft DP for *Bursaphelenchus xylophilus* (2004-016)

Draft PT *Irradiation treatment for Ostrinia nubilalis* (2012-009) [note that there is no preposition between “PT” and the actual treatment. “PT” is added only to identify that the title relates to a PT, and

¹⁹ See ICPM-6 (2004), paragraph 111, or *IPPC Procedure manual for standard setting* re. named authors.

²⁰ The year is not necessary because following the “revoking of standards procedure” (2015) there is only one version of each ISPM in effect.

not to another type of standard, but the treatment title itself is a type of PT and therefore cannot be a “PT on/for”.]

Draft specification on *Guidance on pest risk management* (2014-001)

Standing operating procedures are referenced as follows (with “standing operating procedure” replaced by “SOP” if the abbreviation has been introduced previously):

standing operating procedure for *Report writing and taking minutes*

In IPPC guides, in-text citations of other such guides are cited by giving the publication title, which is hyperlinked; subtitles are not included. For in-text citations of ISPMs, the default is to omit hyperlinks and instead include a generic, hyperlinked URL to adopted standards in the Bibliography or References section; but if hyperlinks in the text are preferred, then the ISPM number is linked:

[ISPM 6](#) (*Surveillance*)

Topics

Topics may be referred to in contexts where there is no mention of the draft ISPM or associated specification; for instance when related to an EWG. Topics must have their number listed in parentheses after the title. On cover pages (e.g. for reports), the topic number should not be included. The topic title is listed in italics:

EWG on *Minimizing pest movement by sea containers* (2008-001)

Referring to sections of ISPMs

In ISPMs, cross-references to sections in other ISPMs should be avoided where possible.

16.4 Referring to the IPPC

The following styles may be used to refer to the IPPC (the convention):

- In the References section of a document:
IPPC Secretariat. 1997. *International Plant Protection Convention*. Rome, IPPC Secretariat, FAO.
www.ippc.int/en/core-activities/governance/convention-text
- In the text of a document:
 IPPC (as an abbreviation)
 International Plant Protection Convention (in full)

Note that no year is necessary when the IPPC is mentioned or cited in the text because there is only one convention in effect. However, care must be taken in reading the text of early ISPMs where the differing 1979 text of the IPPC may have been applicable.

Note that in general text the names of international conventions and agreements are not treated as a publication title so italics are not used.

As per FAO style, title case is used when the full title of the IPPC is given but lower case for subsequent mentions without the full title (this differing from former IPPC style):

The International Plant Protection Convention aims to protect global plant resources and facilitate safe trade. The provisions of the convention include ...

Articles of the IPPC use an initial capital letter for “Article” and may be referenced in the following formats:

Article I of the IPPC, Article VII.2(a)
 Article VIII.1(c) and VIII.2
 Article VII.2(b), VII.2(d) and VII.2(i)
 Articles VIII.1(c) and IX

If references to Articles are linked to an indirect quotation or summarized information, the following format may be used (note the use of normal curved parentheses if the Article reference follows the quote):

details of official control programmes should be published and transmitted to any contracting party that may be directly affected (Article VII.2(b))

There is only one annex, which is unnumbered, to the IPPC. The usual form (as used in the convention) is “in the Annex to the convention”.

When the reference is to the IPPC Secretariat, “IPPC” alone must not be used; “secretariat” may be used alone, when it has been previously specified at first mention.

Quoting directly from the IPPC

If Articles are linked with a quotation, the following formats are used:

“Contracting parties shall not require phytosanitary measures for non-regulated pests” (Article VI.2).

In accordance with Article VI.2, “Contracting parties shall not require phytosanitary measures for non-regulated pests.”

The surveillance of growing plants, including both areas under cultivation (*inter alia* fields, plantations, nurseries, gardens, greenhouses and laboratories) and wild flora, and of plants and plant products in storage or in transportation, particularly with the object of reporting the occurrence, outbreak and spread of pests, and of controlling those pests, including the reporting referred to under Article VIII paragraph 1(a) ... [Article IV.2(b)].

The last example above is a displayed quotation and so square brackets are used for the source. See section 15 for further guidance on quotations.

17. TABLES AND FIGURES

Figures include photos, line drawings and flow charts.

All tables and figures should be referenced in the main text of the document and be numbered in the order in which they are referred to in the text. The exceptions are photos in documents other than ISPMs, which may be unnumbered and do not need to be mentioned in the text.

Figure citations are not abbreviated (i.e. “Figure” not “Fig.”, even in parentheses). Citation of multiple figures takes the form “Figure 18 to Figure 20” and “Figure 2(a) and Figure 3(a)” (with capitalization of the part label following the style used in the caption and figure itself). This is the same as FAO style but differs from former IPPC style.

The position of tables should be close to their in-text citations.

The position of figures should be close to their in-text citations and preferably at the top of a page. (In DPs with many figures, they are often collated in a Figures section at the end of the document.)

The source of tables and figures is credited below the table or figure. In contrast to former IPPC style, the full source should be given in the credit, rather than in the References or Bibliography section, and it should be prefaced with “Source:”. The table or figure number and the page number it appears on in the original source should be given if known. Any special permissions text requested by the copyright holder should be included in the credit. Where there are multiple sources, they may be merged with table or figure notes.

17.1 Tables

A table’s caption is positioned above the table. It is presented in sentence case but does not end with a full stop unless it comprises more than one sentence. In ISPMs, the caption identifier is presented in bold and with a full stop (e.g. “**Table 1.**”); in IPPC guides, it is presented in bold with a colon (e.g. “**Table 1:**”).

Column headings are in sentence case.

In the table cells, numerical entries are aligned right or centred, depending on the data. The style for text entries should suit the content of the table and be consistent throughout the document and (if applicable) the series. In ISPMs, for example, text entries are aligned left, are in sentence case, and are without a full stop unless they comprise more than one sentence.

The numbering system for table notes should be consistent both within the document and, in the case of a series of publications, across the series as a whole. For ISPMs, symbols (e.g. *, †, ‡, §) should be used. Abbreviations should be listed in table notes (prefaced with “*Note:*” or “*Notes:*”).

17.2 Figures

In ISPMs

Captions. A figure’s caption is positioned below the figure. It is presented in sentence case and ends with a full stop (this differing from FAO style but permitted because captions in ISPMs often comprise more than one sentence). The caption identifier is presented in bold and with a full stop (e.g. “**Figure 1.**”). Where supplementary information (e.g. abbreviations, details of scale bars or other explanatory text) starts on a new line rather than being part of the caption, it should be prefaced with “*Note:*” or “*Notes:*”.

In the caption, parts of figures are presented in parentheses and follow the capitalization (i.e. (a) or (A)) of the part labels in the figure itself.

For plates consisting of several figures, each with a figure number, the individual figure numbers of the plate (but not any parts of each figure) are presented in bold within the caption.

Figure credits. Figure credits should be set in roman type, except for “*Source:*” (this differing from former IPPC style). They are normally on a separate line rather than running on from the preceding part of the caption. Examples are:

Source: E. Feichtenberger, Instituto Biológico, Sorocaba, Brazil.

(for multiple-part photos use the format “*Source:* (a) [name]; (b) [name]; and (c) [name].”)

Source: Canadian Food Inspection Agency, reproduced with permission.

Source: FAO photo/19872.

Source: Reproduced from Crop Protection Compendium, © CAB International.

Source: da S. Machado, P., Glen, M., Pereira, O.L., Silva, A.A. & Alfenas, A.C. 2015. Epitypification of *Puccinia psidii*, causal agent of guava rust. *Tropical Plant Pathology*, 40: 5–12. Fig. 2. Reproduced with permission.

Note that *photo* is an accepted word in its own right, and not just an abbreviation of *photograph*.

In other IPPC documents

Captions. A figure’s caption is presented in sentence case but does not end with a full stop unless it comprises more than one sentence. The style and placement of figure captions should be consistent within the document and (if applicable) within the series.

In IPPC guides, the caption is presented in bold above the figure; the caption identifier is followed by a colon (e.g. “**Figure 1:**”). Figure numbers are sequential; that is, they do not start anew for each chapter.

Credits and abbreviations. For figures other than photos, credits and abbreviations are placed below the figure and end with a full stop, for example:

Notes: CAC, Codex Alimentarius Commission; OIE, World Organization for Animal Health; SPS, World Trade Organization Agreement on the Application of Sanitary and Phytosanitary Measures.

Source: FAO. 2015. *Managing relationships with stakeholders – A guide to stakeholder relations for national plant protection organizations*. Rome, IPPC secretariat, FAO. 55 pp.
www.ippc.int/en/publications/86040

For photos, the credit is usually placed within or up the side of the image, in the format “© FAO/Name of photographer” where the source is FAO or “© Name of photographer” otherwise. The photographer’s forenames may be given either as initials or spelled out in full (e.g. “A. MacLeod” or “Alan MacLeod”), provided a consistent approach is maintained throughout the document.

18. WORD LIST

This section lists some words commonly used in IPPC documents where there may be doubts regarding correct spelling. ISPM 5 (*Glossary of phytosanitary terms*) and the Annotated Glossary should be consulted for correct phytosanitary terminology (e.g. “bark-free wood” not “wood free from bark”, or “pest risk” to be used in the singular).

For words not listed below, refer to the recommended word list in [FAOSTYLE](#) and, if not in that, to the latest online edition of the [Oxford English Dictionary](#). Those marked with “(pref.)” are currently preferred choices where there is no direct guidance in [FAOSTYLE](#) or the *Oxford English dictionary* and varying options (e.g. whether to compound or hyphenate) are used within FAO documents, dictionaries and scientific literature.

acknowledgement
ad hoc (not italicized, not hyphenated if used adjectivally)
adviser
air conditioning
air-dried (adj.); air-dry (v.)
amend (ISPMs, supplements, annexes and appendices are “amended”)
amendment (affects a specific part or parts of the document)
among (not “amongst”)
analyse
annex (not “annexe”), pl. annexes (lower case when generic, cap. when in title *Annex 1*)
Arabic (abbrev. Ar) *but* arabic numerals
backup (n., adj.); to back up (v.)
before (pref., avoid “prior to”)
build-up (n.); to build up (v.)
by-product
cannot (not “can not”)
Celsius (initial cap. because named after its inventor; not “centigrade”)
Chinese (abbrev. Zh)
collective nouns: may take either a singular or plural verb, according to sense (e.g. the number of books ordered is large; a large number of books have been ordered)
compare (abbrev. cf.)
commission (when Commission on Phytosanitary Measures has been specified at first mention)
contracting party (lower case)
cross-contamination
cross-react, cross-reaction, cross-reactivity
data (plural, cf. FAO style which allows singular or plural), data bank, database, dataset (as FAO style but “data bank” and “dataset” differing from former IPPC style)
deep wood borer, dry wood borer (not hyphenated)
dose–response curve (en-dash not hyphen)

eliminate (supplements, annexes and appendices)

email

end use

end-point (as FAO style but differing from former IPPC style)

English (abbrev. En)

expert working group (lower case when generic, initial caps on each word when specific; abbrev. EWG)

favour, favourable, favourite

field-grown, greenhouse-grown (adj.)

footbath

for instance (abbrev. e.g.; not italicized, not followed by a comma, followed by non-breaking space, not followed by “etc.”)

French (abbrev. Fr)

freshwater (n., adj.) (as FAO style but differing from former IPPC style)

fruit fly pest free area (FF-PFA) (full term not hyphenated, acronym hyphenated; applies also to similar terms, e.g. fruit fly free place of production (FFF-POP), fruit fly free production site (FFF-PS))

fruit-bearing branch, plant (hyphen)

geographical (not “geographic”)

glossary (not “Glossary”, when referring to ISPM 5)

greenhouse (not “glasshouse” (as FAO style but differing from former IPPC style); cf. “screen house”)

half-life

hours (abbrev. h)

hydrolyse

in situ, *in vitro*, *in vivo*, *inter alia* (italicized; not hyphenated if used adjectivally)

internet (as FAO style but differing from former IPPC style)

IPPC Secretariat (use “secretariat” alone when this has been specified at first mention)

ISPM(s), draft ISPM

-ization, -ize, -izing (but note that “-ise” is still used for words such as “exercise” and “supervise”, and “-yze” endings are not used, so “analyse”, “catalyse” and “hydrolyse” are correct)

kiln-dried (adj.); kiln-dry (v.)

life stage (n.); life-stage (adj.)

List of topics for IPPC standards (initial cap. only, italics; abbrev. LOT)

log in / on (v.; both prepositions can be used, as equally correct)

log out / off (v.; both prepositions can be used, as equally correct)

member consultation: no longer used; use “consultation” instead

meter (object that measures), metre (unit of measure)

microtube (and other micro- compounds closed up, including “microorganism”)

midrib

minutes (abbrev. min)

mutatis mutandis (italicized)

n/a = *either* not available *or* not applicable (where possible, specify which of these it is)

national plant protection organization (lower case when generic, initial caps when specific; abbrev. NPPO)

non-breaking spaces between all numbers and units

non-compliance (and other non- compounds usually hyphenated, but note “nonconformity”)

northeast, northeastern, northwest, northwestern (as FAO style but differing from former IPPC style)
 offcut
 Officer (when qualified as in “Capacity Development Officer”)
 organize, organization (unless a specific name defined otherwise, e.g. Organisation for Economic Co-operation and Development)
 overwinter(ing) (no hyphen)
 packing house (n.), packing-house (adj.)
 panel (lower case *p* when no reference to a specific panel; initial cap. when referring to a specific panel, e.g. Technical Panel on Diagnostic Protocols)
 parapheromone (and other para- compounds closed up)
 percent (in text), % (in tables) (however, % is permissible in technical text)
 pest free area
 presence (not “occurrence” of a pest)
 posteroangular (pref.)
 posteromarginal (pref.)
 record-keeping (as FAO style but differing from former IPPC style)
 regional plant protection organization (lower case when generic, initial caps when specific; abbrev. RPPO)
 revision (affects entire document)
 revoke (ISPMs)
 round wood (as in glossary but differing from FAO style)
 Russian (abbrev. Ru)
 sawn wood (as in glossary but differing from FAO style)
 screen house (pref., cf. “greenhouse”)
 seconds (abbrev. s)
sensu lato (abbrev. *s.l.*), *sensu stricto* (abbrev. *s.s.*)
 setback (n.); to set back (v.)
 set-up (n.); to set up (v.)
 side effect
 southeast, southeastern, southwest, southwestern (as FAO style but differing from former IPPC style)
 Spanish (abbrev. Es)
 specification (lower case when generic, cap when in title *Specification 51*)
 stand-alone (adj.); to stand alone (v.)
 Standard Setting Procedure (abbrev. SSP; specific, referring to the procedure adopted by CPM), standard setting procedure (generic, or in advocacy materials aimed at a wide audience)
 standard setting process (the operational process of setting standards, which includes implementation of the SSP but also other supporting elements)
 Standards Officer
 stereomicroscope
 steward (lower case when generic or separated from a person’s name, initial cap. when before or directly after a person’s name *the Steward, Jane SMITH*)
 substantial concerns commenting period (lower case; initial cap. when specific *Substantial concerns commenting period 2013*)
 sulphur (not “sulfur”)
 survive (not “persist”)

Sustainable Development Goals (of the United Nations)

Technical Panel on XXX (initial caps when specific, abbreviated TPXX; lower case when generic *the technical panel did not...*)

test-tube (n., adj.) (as FAO style but differing from former IPPC style)

that is (abbrev. i.e.)

trace-back

versus (not italicized; abbrev. “vs”)

website, web page

wood borer, wood wasp

wood-boring beetle, moth, wasp

workplan (as FAO style but differing from former IPPC style)

Additional words and phrases used in diagnostic protocols

1 kilobase (kb) band (no hyphen)

1% blocking solution (w/v) or (v/v)

1.5 U Taq DNA polymerase, AMV reverse transcriptase (U is standard unit for enzymes, and note Taq DNA polymerase is not italics and includes “DNA”)

1:1 (w/v) (no spaces)

10 mL “was” (singular) not 10 mL “were”

10× magnification, 2× washing buffer (i.e. concentration) (no space)

15 000 g (italics) not 15 000 × g

15 mL sterile water (not 15 mL of sterile water)

588 base pair (bp) amplicon (no hyphens)

6th tergite (not sixth, fifth, etc.)

brand or company names should reflect the registered version of the name (as in FAO style, but differing from former IPPC style)

c.f.u. and r.p.m. (full points as for all lower-case abbreviations like e.g. and i.e.)

country for manufacturers: *do not* list this

coverslip not cover slip

crossvein (no hyphen)

Ct = cycle threshold (PCR)

CT = concentration–time product

“cycling parameters” preferred for PCR rather than “reaction conditions”

days, weeks, years are not abbreviated (see also [section 14.2](#) for units of time)

DNA, RNA, dNTPs (no need to spell out, but do define ribosomal (r)RNA and mitochondrial (mt)DNA)

EcoRI, *HindIII* and similar

extension, elongation (PCR): either is acceptable, provided there is consistency within the document

first, third, etc. (not 1st, 3rd, nor 1st, 3rd) instar

GenBank accession number (cap G cap B)

L-arabinose and D-fructose (small initial caps)

loop-mediated isothermal amplification

master mix

molar concentration should be consistent in each DP (i.e. either 10 mM or 10 mmol/litre, not both)

Mycobank references are in the format Mycobank MB#123456

nucleotide (nt)

PBS, not PBS buffer

per (use solidus (/) for per, not the negative index)

phenol–chloroform (en-dash not hyphen)

plant “tissue” is taken from a specific part of the plant whereas plant “material” is more general

polymerase chain reaction (PCR) (no caps when spelled out)

present tense: generally speaking, protocols should be described in present tense but not imperative mood

primer sequences: present in the format:

Pospi1-forward (F): 5′-GGG ATC CCC GGG GAA AC-3′ (nucleotide (nt) 86–102)

proteinase-K

ribonuclease (RNase) A

ring test (no hyphen)

Strains A, B and C (not “A”, “B” and “C”)

TaqMan

tissue print-ELISA, tissue print real-time RT-PCR (no hyphen between tissue and print)

Tris-HCl (cap)

Triton X-100 (cap)

Tween 20 (cap, no hyphen)

[additions welcomed]

Publication history

2009-11 Outline of contents described by IPPC Secretariat.

2010-05 First draft to IPPC Secretariat.

2011-05 Second draft to IPPC Secretariat.

2012-12 Published on the International Phytosanitary Portal.

2013-12 Updated with Standards Committee 2013-11 guidance; major restructuring.

2014-04 Guidance on should, shall, must and may updated for French and Spanish.

2014-05 Guidance updated on record-keeping.

2014-11 Technical Panel on Diagnostic Protocols Instruction to Authors added; list of Technical Panel for the Glossary (TPG) recommendations on consistency of terms updated; sections modified according to SC 2014-11 decisions on revoking standards; structure changed.

2015-08 Reviewed and reorganized. Part 3 on formatting moved to another document for IPPC Secretariat use only. Several sections throughout the other parts consolidated to avoid overlap of information, some sections simplified, and additional guidance added to some sections for clarity. Where possible, guidance for drafting groups relocated to annotated templates for specifications and ISPMs.

2016-02 "General recommendations on use of terms in ISPMs" updated further to TPG 2015-12 meeting. "Reference to ISPMs and specifications" section updated as per revised naming convention.

2017-03 "General recommendations on use of terms in ISPMs" updated and several modifications made throughout IPPC style guide to clarify where it differed from FAO style (which was revised in August 2016).

2018-04 "General recommendations on use of terms in ISPMs" updated. Part 2 on editing restructured to align with the FAO style guide and several modifications made to clarify or provide additional guidance, taking account of changes to FAO style (which was revised in June 2017).

2019-04 Guidance added on acknowledgements. Guidance updated on adoption year in title of supplements, annexes and appendices, and on citing IPPC documents. Other minor amendments made, mainly editorial.

2021-08 Scope expanded beyond standard setting to all IPPC publications and related documents. Further changes to style made to align with FAO style (June 2017 version). Other minor amendments made, including to text for Required citation.

2022-11 Aligned with FAO style guide (revised in December 2021, April 2022 and forthcoming). "General recommendations on use of terms in ISPMs" updated and other minor changes made.

Publication history last updated: 2022-11

IPPC

The International Plant Protection Convention (IPPC) is an international plant health agreement that aims to protect global plant resources and facilitate safe trade. The IPPC vision is that all countries have the capacity to implement harmonized measures to prevent pest introductions and spread, and minimize the impacts of pests on food security, trade, economic growth, and the environment.

Organization

- » There are over 180 IPPC contracting parties.
- » Each contracting party has a national plant protection organization (NPPO) and an official IPPC contact point.
- » Ten regional plant protection organizations (RPPOs) have been established to coordinate NPPOs in various regions of the world.
- » The IPPC Secretariat liaises with relevant international organizations to help build regional and national capacities.
- » The Secretariat is provided by the Food and Agriculture Organization of the United Nations (FAO).

International Plant Protection Convention Secretariat

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