



Style Manual

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INTRODUCTION

The *ICARDA Style Manual* is for those who write, edit, and format ICARDA publications. Adhering to the guidelines in this manual makes the writing process more efficient, helps standardize ICARDA publications, and significantly reduces the time required to edit and produce them.

Sources of the ICARDA Style Guide

ICARDA follows the *Merriam-Webster's Collegiate Dictionary*. For the latest edition of this dictionary, go to www.merriam-webster.com. This style manual (Appendix D) contains exceptions to the word treatments in the Merriam-Webster's Collegiate Dictionary. We also recommend consulting *Elements of Style* by William Strunk, Jr. and E. B. White for composition principles, word-usage rules, and style tips.

QUICK GUIDE FOR AUTHOR-DATE BIBLIOGRAPHIC REFERENCES

- Please see *The Chicago Manual of Style* (latest edition) for detailed information.
- Please use Mendeley to create references.

Dillon, A. 2008. *Access to Irrigation and the Escape from Poverty: Evidence from Northern Mali*. IFPRI Discussion Paper 782. Washington, DC: International Food Policy Research Institute.

Linn, J. F., ed. 2012. *Scaling Up in Agriculture, Rural Development, and Nutrition*. Focus Brief 19. Washington, DC: International Food Policy Research Institute.

Book

Adato, M., and L. Bassett. 2012. *Social Protection and Cash Transfers: To Strengthen Families Affected by HIV and AIDS*. Washington, DC: International Food Policy Research Institute.

Brief

Waliyar, F., M. Osiru, H. K. Sudini, S. Njoroge. 2013. *Reducing Aflatoxins in Groundnuts through Integrated Management and Biocontrol*. 2020 Vision Brief, Focus 20, Brief 18. Washington, DC: International Food Policy Research Institute.

Discussion Paper

Takeshima, H., K. Jimah, S. Kolavalli, X. Diao, and R. Lee Funk. 2013. *Dynamics of Transformation: Insights from an Exploratory Review of Rice Farming in the Kpong Irrigation Project*. IFPRI Discussion Paper 1272. Washington, DC: International Food Policy Research Institute.

Working Paper

Benson, C., and E. J. Clay. 2004. *Understanding the Economic and Financial Impacts of Natural Disasters*. Disaster Management Series 4. Washington, DC: World Bank.

Journal Article

Al-Riffai, P., J. Blohmke, C. Breisinger, M. Wiebelt. "Harnessing the Sun and Wind for Economic Development?" *Sustainability* 7 (6): 7714–7740.

Chapter in a Book

Hosegood, V., and I. M. Timaeus. 2005. "Household Composition and Dynamics in KwaZulu Natal, South Africa: Mirroring Social Reality in Longitudinal Data Collection." In *African Households: Censuses and Surveys*, edited by E. Van de Walle, 58–77. Armonk, NY, US: M. E. Sharpe.

Databases

World Bank. 2011. World Development Indicators. Accessed December 27. <http://wdi.org>.

Organization as Publisher

ADB (Asian Development Bank). 2006. *Vie: Poverty Assessment*. Strategy and Program Assessment. Manila.

United Nations. 2011. *World Population Prospects, the 2010 Revision*. New York.

Multiple Publishers

von Grebmer, K., B. Nestorova, A. Quisumbing, R. Fertziger, H. Fritschel, R. Pandya-Lorch, and Y. Yohannes. 2009. *2009 Global Hunger Index: The Challenge of Hunger: Focus on Financial Crisis and Gender Inequality*. Bonn, Germany: Welthungerhilfe; Washington, DC: International Food Policy Research Institute; Dublin, Ireland: Concern Worldwide.

LANGUAGE AND VOICE

Active versus Passive Voice

ICARDA's style uses the active voice. Eliminate the passive voice wherever possible. Use your judgment to determine if a sentence reads better using the active voice or passive voice. It is not always cut and dried.

Prefer

Researchers analyzed the data.

About 900 people attended the 2020 Conference.

Avoid

The data were analyzed by the researchers.

There were about 900 people in attendance at the 2020 Conference.

First Person

When might I use first person?
To provide clarity. "The crop was extensively studied and analyzed."—NO.

"We studied and analyzed the crop." YES!

The *moderate* use of first-person pronouns (I, we) is acceptable in ICARDA publications to avoid contorted passive-voice constructions. However, minimizing their use by substituting other words or phrases or by reworking the sentence helps maintain variety and avoids overfamiliarity in more formal publications (especially books and research reports). Below are some suggestions:

Prefer

The findings show . . .

The research focuses on . . .

Table 3 illustrates the results.

Avoid

We find . . .

We focus on . . .

We show the results in Table 3.

Nonsexist Language

Use gender-neutral pronouns when referring to a person whose gender is not identified. Of the two preferred choices below, “his or her” is the first choice. However, if a paragraph contains numerous pronoun references, it is best to use “their.” Use “his or her” for singular references and never “their.”

Prefer	Avoid
An African farmer on average produces only enough food to feed his or her family.	An African farmer on average produces only enough food to feed his family.
African farmers on average produce only enough food to feed their families.	

PUNCTUATION AND SPELLING

Colon

Use a colon between an independent clause (a group of words that can stand alone as a sentence) and the list that follows. Use a colon if the clause ends with “follow,” “as follows,” “the following,” etc. Do not use a colon between a verb and its objects. This rule applies to both run-in and bulleted or numbered lists (Lists section). If the list items are complete sentences, capitalize each item.

Use a colon if the clause ends with “follow,” “as follows,” “the following,” etc.

Prefer

Many countries have good beaches: France, Greece, and Portugal.
The many countries with good beaches include France, Greece, and Portugal.

Policymakers should take the following steps:

- Develop and make available to farmers crop varieties that are more resilient to adverse weather effects. Making appropriate inputs, such as fertilizer, available to farmers is also essential.
- Encourage crop diversification and crop-livestock integration to minimize the risk of crop failure and livestock deaths resulting from crop failure.

Avoid

The many countries with good beaches include: France, Greece, and Portugal.

Policymakers should take the following steps

- develop and make available to farmers crop varieties that are more resilient to adverse weather effects. Making appropriate inputs, such as fertilizer, available to farmers is also essential.
- encourage crop diversification and crop-livestock integration to minimize the risk of crop failure and livestock deaths resulting from crop failure.

Comma

Use a serial comma (where the comma precedes the word “and”) in a series of three or more words or phrases.

Prefer

These three milestones seemed impossible to reach only 10 years ago: macroeconomic stability, sustained economic growth, and improved governance.

Avoid

These three milestones seemed impossible to reach only ten years ago: macroeconomic stability, sustained economic growth and improved governance.

Dashes

To indicate a sudden break in thought, use an em-dash (a long dash) with no space before or after it. To generate an em-dash in Microsoft Word, simultaneously press CTRL + ALT + minus sign (-), which is located on the right-hand number pad.

Example of em-dash usage	
Prefer	Avoid
Only one country in Africa south of the Sahara—Ghana—was among the 10 best performers.	Only one country in Africa south of the Sahara -- Ghana -- was among the 10 best performers.

To connect a range of numbers, use an en-dash (a short dash that is longer than a hyphen) with no space before or after it. To generate an en-dash in Microsoft Word, simultaneously press CTRL + minus sign (-), which is located on the right-hand number pad. To create an em-dash in Word on a Mac, Shift + Option + dash (-); to create an en-dash, Option + dash (-).

Prefer	Avoid
During 2007–2009, food prices fluctuated drastically. Rainfall decreased by as much as 5–7 percent in some regions.	During 2007-2009, food prices fluctuated drastically. Rainfall decreased by as much as 5-7 percent in some regions.

Spacing

Insert only *one* space between sentences, not two. Likewise, insert only one space after a colon or semicolon.

Spelling

ICARDA uses American spelling as found in *Merriam-Webster's Collegiate Dictionary*. If the word is not found in the dictionary as some foreign words are not, you must italicize the word. For the name of an organization or corporation, however, use the official spelling (for example, the Organisation of Economic Co-operation and Development, the World Food Programme).

See Appendix E for the preferred spelling of many terms commonly used in ICARDA publications.

WORD TREATMENT

Abbreviations

Acronyms and Initialisms

Spell out an acronym at first use, and use only the acronym thereafter. Spell out when the name first appears in each chapter in an edited volume.

From CMS: “Acronyms are read as words and, except when used adjectivally, are rarely preceded by *a*, *an*, or *the* (‘member nations of NATO’). Initialisms are read as a series of letters and are often preceded by an article (‘member nations of the EU’).”

Exception

In some cases, the organization is better known by its acronym (for example, UNICEF). In this case, you do not spell out the organization’s name (see Appendix A). Some organizations, when using the acronym, do not require the word “the” preceding it. (For example, ICARDA, DARE, DFID).

Prefer

The International Center for Agricultural Research in the Dry Areas (ICARDA) is located in Beirut, Lebanon. ICARDA also has offices in Egypt, Jordan, Morocco, and India.

UNICEF

CGIAR
(Appendix B)

ICARDA

Avoid

ICARDA is located in Beirut, Lebanon. ICARDA also has offices in Egypt, Jordan, Morocco, and India.

United Nations Children’s Fund (even if the term is used only once)

It is NEVER the Consultative Group for International Agricultural Research.

It is never “the ICARDA”—Research at the ICARDA focuses on agriculture, water, livestock, genetic resources, climate change, and global hunger.

Country Names

The United States and the United Kingdom should be abbreviated *only when used as adjectives* and should be written as UK and US (no space or periods between the letters). The only exception is in a bibliography or reference list, where UK and US may be included in publishing details. The abbreviation for the European Union, EU, may be used as either an adjective or a noun.

Obesity is a serious health problem in the United States.
Nutritionists are concerned about US obesity rates.

Capitalization

In general, capitalize proper nouns (that is, the names of specific persons, places, or things), and lowercase common nouns.

Place Names

Capitalize the names of countries, states, provinces, and established regions. Lowercase directional words that are not part of an established name. An exception to this could occur. For example, if a sentence reads, “Nutrition concerns in North Africa, East Africa, and Southern Africa are investigated from different angles,” one could capitalize “southern” for continuity in the sentence.

Capitalize

West Asia/North Africa
South Asia
Southeast Asia
South Africa
West Bengal

Do not capitalize

southern Africa
western Kenya
central India
western Uttar Pradesh

Job Titles

Capitalize job titles when they appear immediately before a personal name. Lowercase them when they appear after a name or are used alone.

Before a name

Chairman Mao

President Luiz Inácio Lula da Silva

After a name or alone

Mary Wu, the minister of finance,
spearheaded the reforms.

The president has executive authority.

Names of Institutions

Capitalize the formal names of institutions, organizations, associations, foundations, banks, parliaments, congresses, and ministries. They can be used in a shortened form after the first reference, but the shortened form should also be capitalized.

The International Center for Agricultural Research for the Dry Areas is located in Beirut, Lebanon. Recently, the Institute celebrated its fortieth anniversary.

The World Bank provided financing for the project. Two years after completion, the Bank conducted an evaluation.

The 2010 Health and Nutrition Act was later ratified. This Act promised one-fourth of the agriculture budget.

Parts of Documents

Various headings and subheading styles are used.

Please check comparable publications as a guide or contact the Publications Unit of CKM.

For main headings—All capitalization (as a style that will read in upper and lowercase in a table of contents)

As a main heading:

BEYOND THE NUMBERS

In the Table of Contents: Beyond the Numbers

For subheadings (*CMS 8.157–8.159*).

A level two heading might be rendered—

Beyond the Numbers: How Urban Households in Central America Responded to the Recent Global Crises

A level three heading might be rendered—

Beyond the numbers: How urban households in Central America responded to the recent global crises

A level four heading might be rendered—

Beyond the numbers: How urban households in Central America responded to the recent global crises

For titles, headings, and subheadings of tables, figures, and boxes including column or row headings (*CMS 8.156*), use sentence style capitalization.

Growth rates in cereal production per capita, 2000–2010

Hyphenation

Use a hyphen in the following cases:

Rule	Examples
prefix standing alone	over- and underused micro- and macroeconomics
prefix + hyphenated compound capital letters or numerals	non-English-speaking people mid-August early to mid-1900s, pre-1990, mid-1900s micro-SAM or macro-SAM
simple fractions	three-quarters
letter or number modifiers	U-shaped curve, 50-cent token
awkward pronunciation (note the two vowels, one after another)	agro-industrial anti-inflammatory anti-intellectual co-led co-opt pre-empt pro-democracy re-edit re-elect re-evaluate re-examine semi-illiterate semi-independent
Exceptions	cooperate, cooperation

Compound Modifiers

For a more complete list of hyphenated words, nonhyphenated words, and words that ICARDA writes as one word, see Appendix E.

Words Ending in “ly”

Do not hyphenate compound modifiers that begin with a word ending in “ly,” such as “newly tilled soil” or “badly needed policies.”

Italics

Do not italicize or underline non-English words or phrases commonly used in English, such as *a priori*, *et al.*, *ex post*, *ex ante*, *in situ*, *de facto*, or *de jure*. *Sic* (always enclosed in brackets, not parentheses) should be italicized.

Use italics for non-English words or phrases not commonly used in English (*maquila*, for example). *Merriam-Webster’s Collegiate Dictionary* (<http://www.m-w.com/>) is ICARDA’s preferred guide; if a non-English word or phrase is included in the main part of the dictionary, there is no need to italicize it.

If a non-English word does require italics, it generally should be italicized throughout the publication. If a non-English word is frequently used in a publication, however, italicize it only on its first use and not elsewhere.

Exception: Do not italicize the names of specific institutions or places, regardless of which language they are in.

Lists

Alphabetize lists of country names unless there is a reason to arrange them in some other order, such as order of magnitude when showing data comparisons.

Displayed Lists

In a displayed list, bullet or number each element in the series. For a list that completes a single sentence, lowercase the first letter of each list item (unless the word is a proper noun) and separate list items with commas or semicolons. Insert “and” or “or” at the end of the next-to-last item. End with a period.

When an incomplete sentence precedes the list, don't insert a colon.

To sustain this level of growth, policymakers must

1. invest more in research and extension,
2. encourage the efficient use of fertilizer, and
3. adopt appropriate price policies.

For a list preceded by a complete sentence and in which each list item is a complete sentence, capitalize the first letter of each list item and place a period at the end of each item.

When a complete sentence precedes the list, insert a colon before the list.

Despite recent cutbacks in support to research, there are hopeful signs:

- International agencies have shown strong support for germplasm collection, conservation, and evaluation.
- International cooperation in resource assessment is increasing.
- Networks for transferring regional research and technology among developing countries are expanding.

For a list preceded by a complete sentence and in which list items are short phrases or fragments, capitalize the first letter of each list item and use no punctuation at the end of each item.

When a complete sentence precedes a list of short items, use a colon.

Researchers are making substantial progress using these technologies:

1. New breeding techniques
2. Biological controls
3. Integrated pest management

Run-In Lists

It is not necessary to number a short series of items listed within a sentence. If such a series of items is numbered, however, put the numbers inside closed parentheses, with no period after the number: (1), (2), (3). Use Arabic numerals, not Roman numerals or “a, b, c,” etc. Separate list items using commas or semicolons, as you would in a normal sentence.

To sustain this level of growth, policymakers must (1) invest more in research and extension, (2) encourage the efficient use of fertilizer, and (3) adopt appropriate price policies.

Despite recent cutbacks in support to research, there are hopeful signs: (1) international agencies have shown strong support for germplasm collection, conservation, and evaluation; (2) international cooperation in resource assessment is increasing; and (3) networks for transferring regional research and technology among developing countries are expanding.

ICARDA’s work falls into three major categories: (1) research, (2) communications, and (3) capacity building.

Footnotes and Endnotes

Arabic numbers are used in footnotes and endnotes. Footnotes or endnotes may be used in a publication to provide additional information or commentary (they should not be used to provide sources). The footnote call-outs within the text should always come at the end of a sentence:

PREFER

“The yield of 410 kilograms per hectare was confined to only a few regions of Tanzania.”⁵

⁵Unless otherwise noted, yields are for the 2012/13 growing season.

AVOID

“The yield of 410 kilograms per hectare⁵ was confined to only a few regions of Tanzania.”

WORD USAGE

Clarification of Terms

Prefer	Avoid
afterward, toward	afterwards, towards
among	amongst
option a or option b or both	and/or
in contrast	by contrast
data are (“data” is plural)	data is
fewer (than) – with countable things; less (than) for quantity (with amounts or mass nouns). • Mosquito netting can lead to fewer episodes of malaria. • Less water will be available for irrigation. • The new crop requires less land.	• Mosquito netting can lead to less episodes of malaria.
different from	different than
more than (for something countable) Yields increased by more than 50 percent.	over (except when using “over” to mean physically above)
per year	per annum
sown with (a certain crop)	sown to
Use	utilize
very (use sparingly)	
while	whilst

Is it this or is it that?

Terms	Explanation
affect, effect	<i>Affect</i> is a verb meaning “to act on.” <i>Cold weather affected the crops.</i> <i>Effect</i> is used mostly as a noun meaning “result” or “consequence.” <i>The effects of climate change include declining crop yields.</i>
as, since, because	<i>Use as to mean “while.” Use since to mean “after” or “from the time that.” Use because to indicate a causal relationship.</i> <i>As prices rose, farmers’ profits went up.</i> <i>Since the 1970s, yields have risen threefold.</i> <i>Because female farmers are now heads of household, the division of chores in families has changed.</i>
assure, ensure, insure	<i>To assure is to make someone confident of something. To ensure is to make certain something happens. To insure is to provide an insurance policy.</i>
compare to, compare with	<i>Use compare to to mean “liken to.” Use compare with to point out differences and similarities.</i>
comprise, compose, consist	<i>The whole comprises the parts.</i> <i>The whole is composed of the parts. The whole consists of the parts.</i>
farther, further	<i>Use farther to indicate distance and further to indicate degree. Hint: Farther has the word “far” within it.</i> <i>He ran farther than she ran.</i> <i>We discussed the matter further.</i>

that, which

That introduces a phrase or clause essential to the meaning of the sentence. Clauses introduced by that should not be separated from the rest of the sentence by commas.

The study examines four regions that experienced a decline in soil fertility.

Which introduces a phrase or clause that can be removed without changing the meaning of a sentence. Clauses introduced by which should be separated by commas.

The four regions, which all had poor links to markets, experienced a decline in soil fertility.

NUMBERS

Arabic Numbers

General

Spell out a number when it appears at the beginning of a sentence.

Ten leading diplomats from four countries urged the United Nations to take action.

The United Nations urged 10 diplomats from 12 countries to take action.

The United Nations urged 10 diplomats from 5 countries to take action.
(When one number is over 10 and the other is under 10, use numerals for both).

Within a sentence, spell out whole numbers from one to nine and use numerals for 0 (zero) and 10 and over.

Only two researchers were present at the experiment.

At least 12 separate agencies collaborated on the initiative.

Numbers greater than 999 should contain commas to indicate thousands, except for page numbers in citations or references.

The sample contained 100,000 households.
Cormack (1980, 1482–1486)

When exact numbers of less than 10 are used in a sentence with numbers greater than 10, use numerals for all. Treat numbers of the same category alike throughout a paragraph.

Correct

Of the 12 countries in the region, 8 had deficits in 2011.

Incorrect

Of the 12 countries in the region, eight had deficits in 2011.

Book Sections

Use Arabic—not Roman—numerals for chapter numbers, volume numbers, footnote/endnote numbers, and appendix numbers.

Units of Measure

Use Arabic numerals whenever a number—whether more or less than 10—is followed by a unit of measure:

This scheme is the least expensive, with a grain reserve of about 8 million tons.
The nearest town was only 4 kilometers away.
The community has 2 hectares of farmland.

Percent is one such unit of measure:

Correct	Incorrect
6 percent	Six percent

Ordinal Numbers

Prefer	Avoid
First, second, third	1 st , 2 nd , 3 rd 1st, 2nd, 3rd
	Except: 20th century, 21st century
	Note: Microsoft Word automatically uses superscript for “th” and other ordinal suffixes. Please manually correct to reflect standard baseline letter placement.

Decimal Numbers

Use a zero before a decimal point when no other digit precedes the point, except for quantities that never equal 1.00, such as probabilities, levels of significance, and correlation coefficients.

The container held about 0.25 metric tons.
probability of .05; R = .10

Numbers that are meant to be compared, whether in tables or text, should be carried out to the same number of decimal places.

The increase of 42.34 percent over 2.0 years was followed by a decrease of 46.2 percent over 2.5 years.

Dates

General

Use American style for specific dates.

Prefer	Avoid
January 1, 2012	1 January 2012 1 January, 2012 January 1 st , 2012
(When specifying years or dates in text, set off the year in commas.) From January 1, 2011, until December 31, 2011, the program...	From January 1, 2011 until December 31, 2011 the program...

Time Periods

Time of day

Prefer	Avoid
am and pm	am, pm, AM, PM, A.M., or P.M.

To indicate decades, use the entire year, adding “s” but no apostrophe.

Prefer	Avoid
1960s and 1970s	1960’s, sixties, or ‘60s

Use an en dash when indicating year ranges, and include all four digits of both years in the range.

1999–2004, 2009–2015

When referring to an agricultural season, use a slash rather than an en dash.

The 2010/2011 growing season was . . .

Do not use dashes with “from/to” or “between/and.”

Prefer	Avoid
From 1995 to 1999	From 1995-1999
Between 1999 and 2004	Between 1999-2004

Lowercase “century” when a number precedes it.

21st century

Note: Microsoft Word automatically uses superscript for “st” and other ordinal suffixes. Please manually correct to reflect standard baseline letter placement.

Units of Time

When the unit of measure is a quantity of time: minutes, hours, days, years, and so on, the rule about spelling out numbers up to nine and using numerals for 10 or higher applies:

Five minutes; 18 months; 15 years; six decades

Age Expressions

When an age expression is used as a noun or as a compound modifier before a noun, use hyphens: An

18-year-old

A five-year-old child

When an age expression is used as a modifier and comes after a noun, no hyphens are necessary:

For children ages 6–60 months...

Do not use the word “aged.”

Use an en-dash
between the
numbers

Units of Measure

Currency

When all dollar figures in a given text are in US dollars, use the symbol “US\$” on the first mention.

Official development assistance reached US\$100 billion in 2010.

If a footnote is added (upon first usage) to explain that all dollars are US dollars, the symbol “\$” can be used alone after the first reference. In the same way, if all dollar figures in the text are in international dollars, you can footnote this information upon first usage and use “\$” thereafter.

If the text refers to more than one currency that uses the “\$” symbol, always specify the country.

Consult the latest edition of the *Merriam-Webster’s* for codes for currencies that do not use the “\$” symbol (for example, “Br” for Ethiopian birr, “£” for UK pound). These should be defined on first reference within a document.

In tables and figures, always specify the currency, even if defined earlier in the text or in another table or figure.

Do not include decimal points unless currency units are measured exactly (that is, include dollars and cents, or their foreign equivalents).

The duty increased to US\$35.75.

The market price decreased to US\$12 per pound.

NOT: The market price decreased to US\$12.00 per pound.

Metric Measures

Convert nonmetric measures to the metric system.

If tons are metric tons throughout the text, specify this in a footnote the first time the measure is mentioned and use ““tons” alone thereafter. Always use “metric tons” in tables or figures when applicable.

Do not use “tonnes” to indicate metric tons.

Percent

In text, always spell out “percent” rather than using the symbol “%.” Use “percent” as an adverb (“47 percent”) and “percentage” as a noun (“The percentage of smallholders...”) when referring to a portion of something. Use numerals with “percent,” whether or not the number is greater than 10.

Prefer	Avoid
The population grew 10 percent.	The population grew 10%.
A large <i>percentage</i> of the population was malnourished.	A large percent of the population was malnourished.
6 percent	six percent

Use the symbol “%” in tables and figures. The word percent should be spelled out if it is part of an axis label.

EQUATIONS

General

All mathematical copy, including equations, should be in good sentence form, with punctuation, and should read as clearly and grammatically as any other kind of copy.

One-Line Equations

One-line equations should be centered, and the equation number should be right aligned and in parentheses. There should be a space preceding and following each mathematical symbol (for example, spaces before and after “−,” “+,” “*,” “<,” etc.).

Let the default behavior of individual i in group j be given by

$$D_{ij} = 1(\alpha + X_{ij}\beta_1 + C_j\beta_2 + T_j^* + u_{ij} > 0)$$

Multiple-Line Equations

If an equation takes up more than one line, second and subsequent lines should be indented and aligned with one another. Begin each new line with the operational signs (+, =, ×, or ÷).

The repayment behavior of individual i in group j is given by

$$D_{ij} = \begin{cases} 1(\alpha_H + X_{ij}\beta_{1,H} + C_j\beta_{2,H} + u_{ij,H} > 0) & \text{if } T_j^* = T_j^H \\ 1(\alpha_L + X_{ij}\beta_{1,L} + C_j\beta_{2,L} + u_{ij,L} > 0) & \text{if } T_j^* = T_j^L \end{cases}$$

The unconditional probability of default can, in turn, be written as

$$\begin{aligned} \Pr(D_{ij} = 1) &= \Pr(D_{ij} = 1, T_j^* = T_j^H) + \Pr(D_{ij} = 1, T_j^* = T_j^L) \\ &= \Pr(D_{ij} = 1 | T_j^* = T_j^H) \Pr(T_j^* = T_j^H) + \Pr(D_{ij} = 1 | T_j^* = T_j^L) \Pr(T_j^* = T_j^L). \end{aligned}$$

TABLES, FIGURES, AND BOXES

General

Each table, figure, or box should be complete—or able to stand alone—so that the reader can understand it without referring to the text. For example, acronyms, abbreviations, or other technical or unfamiliar terms should be explained or defined in notes (see below).

Boxes may contain short additional background material or examples of interest to the target audience.

Numbers in tables and figures that are meant to be compared should be carried out to the same number of decimal places. Use the percent symbol (“%”) in tables and figures.

If necessary, you can use the greater than/less than/greater-than-or-equal to/less-than-or-equal-to symbols ($<$, $>$, $\leq$, $\geq$) within tables and figures. The symbol can go on either the left or right side of a number, depending on which is clearer in context. For example, you could use either ‘ ≤ 6.9 ’ or ‘ $6.9 \geq$ ’ to mean ‘the value is less than or equal to 6.9.’

Just be sure that you are correctly using the symbol to convey your intended meaning and that you consistently place symbols on the same side of the numbers within the same table.

Placeholders

When data are not available, insert — (em dash) in the table cell and add a note that defines the symbol: ‘— = data not available.’

If the kind of data used elsewhere in the table do not apply to a particular cell, insert “n.a.” and add a note that defines the abbreviation. ‘n.a. = not applicable.’

Table 1.4 Poverty rate reductions in case study countries

Region/country	First survey		Second survey		Annual change (%)
	Year	Rate (%)	Year	Rate (%)	
Africa south of the Sahara	2000	55.0	2005	50.1	-1.54
Ethiopia	1999	55.6	2005	39.0	-5.72
Ghana	1998	39.1	2006	30.0	-3.27
Kenya	n.a.	n.a.	—	—	—
Malawi	1997	83.1	2004	73.9	-1.66

Note: n.a.= not applicable; — = data not available.

In a Note, when describing an abbreviation or acronym, use an equals sign (=) between the acronym or abbreviation and meaning. Do not write “n.a.: not applicable” or n.a. – not applicable, but “n.a. = not applicable.”

Callouts

Tables, figures, and boxes should all be called out in the text.

India and Bangladesh are also large producers, accounting for a combined 15 percent of production in 2010 (Table 2.2).

Prefer

Use “(Table 2.2),”

Avoid

“(See Table 2.2).”

Numbering and Title

Number tables, figures, and boxes sequentially within each chapter, using the chapter number (or where appropriate, the chapter number and appendix letter). Separate table, figure, or box numbers from their titles with a space; do not follow with a period.

Use sentence-style capitalization for table, figure, and box titles. Use consistent wording for similar kinds of tables, figures, and boxes (examples below). Where appropriate, include locations followed by dates or time periods at the end of the title, preceded by commas. Do not use periods at the end of titles.

Table 4.2 Fluctuations in annual rice prices, Thailand, 1972/1973–2001/2002
(Table 4.2 = Table 2 in Chapter 4)

Figure 8A.1 Fluctuations in annual wheat prices, Thailand, 1972/1973–2001/2002
(Figure 8A.1 = Figure 1 in Chapter 8’s [appendix](#))

Table D.2 Assumptions used for production and adoption parameters
(Table D.2 = Table 2 in Appendix D)

Sources

Each table, figure, and box should include a source, even if the source is unpublished data or “author’s calculations” or “authors’ calculations.” Separate source citations with semicolons. Source lines should end with a period. Parentheses surround the date.

Sources: Rosegrant et al. (2014); Rosegrant and Cline (2002).

Source: Author’s calculations based on FAO (2015).

Sources: Production data are author’s calculations based on World Bank (1999a); consumption data are from FAO (2014).

Notes

If a table, figure, or box requires explanatory notes—to spell out acronyms or abbreviations, to define units of measure, or to explain anything else—include the notes after the source.

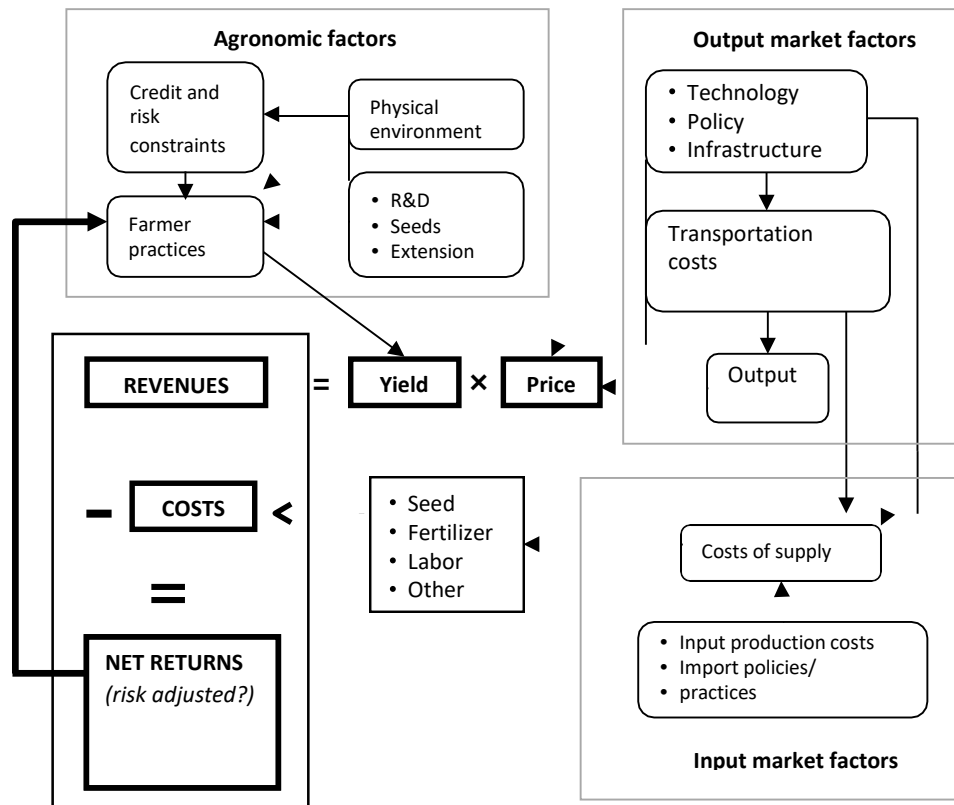
Notes that define terms should contain the term followed by an equals sign followed by the definition. If several definitional notes appear after a table, figure, or box, put them in an alphabetical series, with semicolons separating each note. More complex notes should be in complete sentences. All notes should end with a period.

Spell out in a note any acronym or abbreviation in a table or figure title.

Note: OECD = Organisation for Economic Co-operation and Development.

Note: Import/export unit values reflect processed weight in a three-year average from 1996 to 1998, approximated by dividing aggregate value by quantity.

Figure 2.1 Conceptualizing farmers' demand for modern inputs



Source: Adapted from Kelly (2005); Crawford et al. (2003).

Note: R&D = research and development.

Always use “Source” and “Note” in singular form even if there are multiple sources or multiple notes. If there are multiple sources or notes separate them with a semicolon. “Source” and “Note” should be in bold.

Table 4.1 Share of income from different sources (%)

Year	Farm	Nonfarm	Social safety net	Remittances	Miscellaneous
Panel A: National					
2010	27.87	47.84	0.33	9.40	14.56
2005	30.29	42.86	0.45	7.19	19.19
2000	32.64	40.65	0.42	7.04	19.17
Panel B: Urban					
2010	7.30	71.16	0.08	6.42	15.04
2005	8.33	69.20	0.14	4.82	17.50
2000	6.10	68.10	0.06	5.35	20.47
Panel C: Rural					
2010	35.41	39.29	0.42	10.49	14.38
2005	37.74	33.93	0.56	7.99	19.77
2000	39.39	33.67	0.52	7.47	18.84

Source: Authors' calculations.

Note: Farm income = net income derived from farm, forestry, and fishing. Nonfarm income includes nonfarm self-employment income and nonfarm wage income. Nonfarm self-employment income = net income derived from nonfarm enterprises plus daily wages. Nonagricultural wage income is net income of (nonfarm wages/salary + program transfers + stipends + housing rental). In 2010, the major social safety programs include Vulnerable Group Feeding (VGF), Cash for Work, Old Age Allowance, Vulnerable Group Development (VGD), Primary Education Stipend Project, Food for Work, Test Relief, Allowance for Widow and Distressed Women, Agricultural Subsidy and Fuel Price Support for Marginal Farmers, Gratuitous Relief (GR), and Food for Education (FFE). In 2000, the social safety nets captured in HIES were VGF, VGD, FFE, and GR.

Column/Row Headings

The first column should include a heading, even if it is a fairly generic one like “Category” or “Indicator.”

Table 2.5 Approximate unit values of IMPACT commodity groups, 2013

Commodity	Unit value (US\$/metric ton)	
	Imports	Exports
Low-value finfish	1,592	1,370
High-value finfish	2,973	2,787
Crustaceans	8,034	7,584
Mollusks	3,351	2,727

Source: Author's calculations based on FAO (2012a).

Note: Import and export unit values reflect processed weight in a three-year average from 2010 to 2012, approximated by dividing aggregate value by quantity. IMPACT categories were approximated by aggregating detailed FAO Production and Trade 2010–2012 categories.

REFERENCES

General

Please use Mendeley to create references. ICARDA prefers the author-date system of references. In this system, works are cited in the text by giving the author's last name, the date of publication or completion, and, if appropriate, other details such as page numbers. These citations are keyed to an alphabetized list of references that appears at the end of a manuscript. The list should be called "References" if it contains only works cited in the text, tables, and figures and "Bibliography" if it contains additional works.

Because the author-date system eliminates the use of text footnotes for references, the only footnotes used in ICARDA publications should elaborate on the text. If references are cited in these footnotes, they should be treated in the same manner as text citations.

Placement of References

Place references after any appendixes and before an index.

End of chapter or end of book?

For an authored work—in which one or more authors are credited for the entire work—place references in a single list at the end of the publication. For an edited work—in which different chapters are credited to different authors—place references at the end of each chapter.

Text Citations

A reference cited in the text consists of the author's last name and the year of the work's publication or completion, with no comma separating the two. For a work with two or three authors, include all authors' names. For works with four or more authors, provide only the name of the lead author, followed by "et al." written without commas or italics. Because "al." is an abbreviation for *alia*, it must be followed by a period. Note that regardless of the number of authors, all authors should be listed in the reference list.

Jones 2010

Takeshima and Flaherty 2013

Baird, Hallowell, and Heard 2013

Bhalla et al. 2010

For an undated reference, use “n.d.” instead of a year, preceded by a comma.

Prefer

(Fan, n.d.)

If quoting directly from a source, include the page number in the citation after the year, separated by a comma.

The Mbarali District lies in the southern Usangu plain, “famously known as the ‘national rice basket’ because it used to yield up to 60 percent of the rice consumed in Tanzania” (Land Rights Research and Resources Institute 2009, 64).

If several works by the same author are cited, do not repeat the author’s name. Use a comma to separate each work. When page numbers are given, repeat the author’s name and separate works with semicolons.

(Fan 2008a, 2008b, 2009)

(Badiane 2010, 225; Badiane 2011)

Citations of works by different authors in the same parentheses are separated by semicolons.

(Allen 2010; Kumar and Gilligan 2011; Lerner 2011)

Some economists (Cox 2007; Frank 2011) maintain that the insight of Darwinian sexual selection can shed light on the understanding of human economic behavior.

The use of parentheses with text citations varies according to the structure of the sentence.

Imbalanced sex ratios can result in serious social ills (Ebenstein 2010).

In a recent study (Sen 2009), famines are found to be closely associated with loss of purchasing power.

Alesina, Ichino, and Karabarbounis (2008) argued that gender-based taxation can alter spouses’ bargaining power.

The close association of famines with loss of purchasing power is reported in Sen (2009).

In 2008, AT-Uganda coordinated a census of agro-input dealers (AT-Uganda 2009) that enumerated 1,992 such dealers across Uganda.

If both a volume number and a page number are given for a multivolume work, separate them with a colon. If only a volume is cited, use “vol.” for clarity. (If only one volume of a set appears in the reference list, there is no need to include the volume number in the citation.)

(Rosegrant 2014, 3: 102)

(Zambrano 2012, vol. 2)

Each author-date citation in the text must have a matching entry in the reference list under the same name and date.

Citation	Reference
(Vivalo and Popham 2012)	Vivalo, J., and D. Popham. 2012. “Visualize This, Not That.” <i>Graphic Design</i> 3 (1): 75-101.
(Chamberlin and Schmidt 2012)	Chamberlin, J., and E. Schmidt. 2012. “Ethiopian Agriculture: A Dynamic Geographic Perspective.” In <i>Food and Agriculture in Ethiopia: Progress and Policy Challenges</i> , edited by P. Dorosh and S. Rashid, 21-52. Washington, DC: International Food Policy Research Institute.

When an organization is known by its acronym, use that acronym in the text citation. In the reference list, alphabetize that reference by the acronym, followed by the full name in parentheses.

Citation	Reference
(FAO 2001)	FAO (Food and Agriculture Organization of the United Nations). 2001. <i>The State of Food Insecurity in the World</i> . Rome.
(WRI 2010)	WRI (World Resources Institute). 2010. <i>2010 Global Ecolabel Monitor</i> . Washington, DC.

Elements of References

The information required for each entry in the references or bibliography is described below.

Author Names and Publication Date

A reference list or bibliography should list the author's last name alphabetically, in the order, last name, and first initial. Any initials should be separated by periods and a space.

Beintema, N. M.
Minot, N.
Peterman, A.

When there is more than one author, only the first author's name is inverted. Use a serial comma in the list of authors' names (even when there are only two authors).

Spielman, D., and R. Pandya-Lorch.
Nkonya, E., J. Pender, and E. Kato.
Diao, X., J. Thurlow, S. Benin, and S. Fan.

The publication year appears immediately after the author name(s). For an undated publication, use "n.d." to indicate "no date."

Fan, S., C. Ringler, E. Nkonya, and A. J. Stein. 2012. *Ensuring Food and Nutrition Security in a Green Economy*. IFPRI Policy Brief 21. Washington, DC: International Food Policy Research Institute.
Fritschel, H., A. Marble, and S. Yin. Forthcoming. "When Words Are Not Enough: Everyone Needs an Editor." *Write on Time Review*.
Viceisza, A. C. G. 2012. *Treating the Field as Lab: A Basic Guide to Conducting Economics Experiments for Policymaking*. IFPRI Technical Guide. Washington, DC: International Food Policy Research Institute.

Author's Last Name that Begins with a Particle

When an author's last name contains a particle—such as *de*, *von*, *van*, or *al*—the name should be alphabetized according to the particle: a reference whose lead author is "J. von Braun" would be listed under "V" rather than "B."

The particle should always precede the rest of the last name, even when the author name is inverted. A particle that would not otherwise be capitalized should not be capitalized even when it comes at the beginning of an inverted name.

Correct	Incorrect
von Braun, J. de Gregorio, M al-Rashid, H.	Braun, J. von Gregorio, M. de Rashid, H. al-

Multiple Entries per Author

Publications by the same author should be listed in chronological order **from oldest to newest**. If publications by the **same author were published in the same year, they should be ordered alphabetically by title and distinguished by lowercase letters (a, b, c) after the date**. Disregard the articles *a*, *an*, and *the* when alphabetizing.

Fan, S. 2008.
———. 2009.
Rosegrant, M. W. 2010a.
———. 2010b.
———. 2010c.

A single-author entry precedes a multi-author entry beginning with the same name. Successive entries by two or more authors in which the first author's name is the same are alphabetized according to the second author's last name (regardless of how many coauthors there are or the year of publication). If a reference list has successive multi-author entries in which all the authors are the same, follow the same approach as with single-author entries: list the references in chronological order and, if they were published in the same year, alphabetically by title. Use the a, b, and c approach for distinguishing works by the same authors published in the same year.

Fan, S. 2009a. *Infrastructure and Regional Economic Development in Rural China*. Washington, DC: International Food Policy Research Institute.
———. 2009b. *Rice Production in China*. Washington, DC: International Food Policy Research Institute.

Fan, S., and D. Headey. 2008. *Anatomy of a Crisis: The Causes and Consequences of Surging Food Prices*. IFPRI Discussion Paper 831. Washington, DC: International Food Policy Research Institute.

Alphabetical by second author's last name

Fan, S., P. Dorosh, and M. Johnson. 2007....

Fan, S., and D. Headey. 2008....

Fan, S., X. Zhang, and X. Diao. 2008....

———. 2010...

Schuman, H., and J. Scott. 1987. "Problems in the Use of Survey Questions to Measure Public Opinion." *Science* 236:957–59.

———. 1989. "Generations and Collective Memories." *American Sociological Review* 54:359–81.

Clooney, G., E. Barkin, D. Cheadle, M. Damon, B. Mac, and B. Pitt. 2007. *Ocean's Thirteen: Breaking Barriers on the Set*. Los Angeles: Warner Brothers Press.

———. 2007. *Ocean's Thirteen: Eight to One—Men*. Los Angeles: Warner Brothers Press.

Clooney, G., M. Damon, B. Mac, and B. Pitt. 2001. *Ocean's Eleven: New Rat Pack Stories*. Los Angeles: Warner Brothers Press.

———. 2004. *Ocean's Twelve: Stories from Behind the Scenes*. Los Angeles: Warner Brothers Press.

———. 2007. *Ocean's Thirteen: When the Cameras Stopped*. Los Angeles: Warner Brothers Press.

For successive entries by the same author(s), translator(s), editor(s), or compiler(s), a 3-em dash replaces the name(s) after the first appearance. The entries are arranged chronologically by year of publication in ascending order, *not* alphabetized by title (as in a bibliography). Undated works designated *n.d.* or *forthcoming* follow all dated works.

As a general rule, is it safe to say that the priority order in which entries appear depends on these criteria:

- First author's last name
- Alphabetization by second author
- Year
- Title?

Alphabetized by second author

em-dashes (the same authors as above)

Alphabetized by 2nd author

em-dashes (the same authors as above)

em-dashes (the same authors as above)

———. 2008. <i>Ocean's Eleven, Twelve, and Thirteen: Why There Will Never Be a New Ocean's Movie</i> . Los Angeles: Warner Brothers Press.	em-dashes (the same authors as above)
Clooney, G., and B. Pitt. 2001. <i>Ocean's Eleven: We Were the Real Stars</i> . Los Angeles: Warner Brothers Press.	Alphabetized by 2 nd author
Clooney, G., and J. Roberts. 2004. <i>Ocean's Twelve: A Woman among the Men</i> . Los Angeles: Warner Brothers Press.	Alphabetized by 2 nd author

Titles of Publications

Capitalize titles in headline style (CMS 8.157), according to the following guidelines:

Example	Rule
Dillon, A. 2008. <i>Access to Irrigation and the Escape from Poverty: Evidence from Northern Mali</i> . IFPRI Discussion Paper 782. Washington, DC: International Food Policy Research Institute.	Capitalize first letter in ALL major words of a title and subtitle. Lowercase <i>a</i> , <i>an</i> , and <i>the</i> (if the article is not the first word), italicize title.
Linn, J. F., ed. 2012. <i>Scaling Up in Agriculture, Rural Development, and Nutrition</i> . Focus Brief 19. Washington, DC: International Food Policy Research Institute.	Use uppercase for prepositions when they are part of the verb.
Takeshima, H., and S. Sheu. 2009. <i>Demand Characteristics for Rice, Cowpea, and Maize Seeds in Nigeria: Policy Implications and Knowledge Gaps</i> . NSSP Issue Brief 8. Washington, DC: International Food Policy Research Institute.	Lowercase the conjunctions <i>and</i> , <i>but</i> , <i>for</i> , <i>or</i> , and <i>nor</i> .
Fowlkes, P., and A. Chu. 2012. "The Case of Sturgeon, the Feisty <i>Acipenser fulvescens</i> ." In <i>When I See Food</i> , edited by T. Carter and H. Fritschel, 33–36. Washington, DC: International Food Policy Research Institute.	Lowercase second part of a species name (<i>Acipenser fulvescens</i>). Lowercase second part of a species name (<i>Acipenser fulvescens</i>). Also, when a species name or other non-English phrase that would generally be italicized is used within an italicized publication title, the non-English phrase is no longer italicized.

Book

Example

Edgar, A. 2006. *Habermas: The Key Concepts*.
London: Routledge.

Brief

Minot, N., and T. Benson. 2009. *Fertilizer Subsidies in Africa?* IFPRI Issue Brief 60.
Washington, DC: International Food Policy Research Institute.

Discussion Paper

Dillon, A. 2008. *Access to Irrigation and the Escape from Poverty: Evidence from Northern Mali*.
IFPRI Discussion Paper 782. Washington, DC: International Food Policy Research Institute.

Working Paper

Sullivan, B. 2012. *Understanding the Economic and Financial Impacts of Popular Culture on Agriculture, Hunger, and Poverty*. Simpsons' Series, 4. Washington, DC: Global Culture Project.

Journal Article

del Ninno, C., and P. A. Dorosh. 2001. "Averting a Food Crisis: Private Imports and Public Targeted Distribution in Bangladesh after the 1998 Flood." *Agricultural Economics* 25 (1): 337–346.

Chapter in a Book

Hosegood, V., and I. M. Timaeus. 2005.
"Household Composition and Dynamics in KwaZulu Natal, South Africa: Mirroring Social Reality in Longitudinal Data Collection." In *African Households: Censuses and Surveys*, edited by E. Van de Walle, 58–77. Armonk, NY, US: M. E. Sharpe.

Databases

World Bank. 2011. World Development Indicators. Accessed December 27. <http://wdi.org>.

Rule

Use italics for freestanding works such as books, briefs, discussion papers, food policy reports, working papers, and journal titles.

Please see Rule on "Title in a Series" regarding the use of "no." preceding the number. Also see CMS 14.128.

Quotation marks should appear around chapter titles and article titles.

Database names should have heading style capitalization, no italics or quotation marks.

Publisher

If the author and publisher are the same organization (for example, ICARDA, the World Bank), you can omit the publisher.

ADB (Asian Development Bank). 2006. *Vie: Poverty Assessment*. Strategy and Program Assessment. Manila.
United Nations. 2011. *World Population Prospects, the 2010 Revision*. New York.

If a work has **multiple publishers**, separate the publishers' names (and corresponding locations) with semicolons.

von Grebmer, K., B. Nestorova, A. Quisumbing, R. Fertziger, H. Fritschel, R. Pandya-Lorch, and Y. Yohannes. 2009. *2009 Global Hunger Index: The Challenge of Hunger: Focus on Financial Crisis and Gender Inequality*. Bonn, Germany: Welthungerhilfe; Washington, DC: International Food Policy Research Institute; Dublin, Ireland: Concern Worldwide.

Place of Publication

List the city where the publisher is located. For large well-known cities, such as those in listed in the box below, no additional state and country information is needed. If a city is not large or well-known, include the country name. For small US cities, include the state abbreviation followed by "US." State abbreviations are provided in Appendix C. For small Canadian cities, include the province name followed by "Canada."

City Name Only (International)

This list is not exhaustive, and you should also use your best judgment.

Amsterdam, Beijing, Berlin, Djibouti, Geneva, Guatemala City, Havana, Hong Kong, Jerusalem, Kuwait City, London, Luxembourg, Manila, Mexico City, Monaco, Montreal, Moscow, Nairobi, New Delhi, Ottawa, Paris, Rome, Singapore, Tokyo, Toronto

City and Country Names (International)

Cambridge, UK; Los Baños, the Philippines; Oxford, UK; Cotonou, Benin; Bogor, Indonesia; Beirut, Lebanon; Cali, Colombia; Patancheru, India; Ibadan, Nigeria; Lima, Peru; Colombo, Sri Lanka; Penang, Malaysia; Orange, US.

List of Countries

A	B	C	D
Afghanistan	Bahamas	Cambodia	Democratic People's
Albania	Bahrain	Cameroon	Republic of Korea
Algeria	Bangladesh	Canada	Democratic Republic of
Andorra	Barbados	Cabo Verde	the Congo
Angola	Belarus	Côte d'Ivoire	Denmark
Antigua and Barbuda	Belgium	Central African	Djibouti
Argentina	Belize	Republic	Dominica
Armenia	Benin	Chad	Dominican Republic
Australia	Bhutan	Chile	
Austria	Bolivia	China	
Azerbaijan	Bosnia and Herzegovina	Colombia	
	Botswana	Comoros	
	Brazil	Congo	
	Brunei Darussalam	Cook Islands	
	Bulgaria	Costa Rica	
	Burkina Faso	Croatia	
	Burundi	Cuba	
		Cyprus	
		Czech Republic	
E	F	G	H
Ecuador	Faroe Islands (Associate	Gabon	Haiti
Egypt	Member)	Gambia	Honduras
El Salvador	Fiji	Georgia	Hungary
Equatorial Guinea	Finland	Germany	
Eritrea	France	Ghana	
Estonia		Greece	
Ethiopia		Grenada	
		Guatemala	
		Guinea	
		Guinea-Bissau	
		Guyana	
I	J	K	L
Iceland	Jamaica	Kazakhstan	Lao
India	Japan	Kenya	Latvia

Indonesia	Jordan	Kiribati	Lebanon
Iran		Kuwait	Lesotho
Iraq		Kyrgyzstan	Liberia
Ireland			Libya
Israel			Lithuania
Italy			Luxembourg
M	N	O	P
Madagascar	Namibia	Oman	Pakistan
Malawi	Nauru		Palau
Malaysia	Nepal		Panama
Maldives	Netherlands		Papua New Guinea
Mali	New Zealand		Paraguay
Malta	Nicaragua		Peru
Marshall Islands	Niger		Philippines
Mauritania	Nigeria		Poland
Mauritius	Niue		Portugal
Mexico	Norway		
Micronesia			
Monaco			
Mongolia			
Montenegro			
Morocco			
Mozambique			
Myanmar			
Q	R	S	T
Qatar	Republic of Korea	Saint Kitts and Nevis	Tajikistan
	Republic of Moldova	Saint Lucia	Tanzania
	Romania	Saint Vincent and the	Thailand
	Russian Federation	Grenadines	The former Yugoslav
	Rwanda	Samoa	Republic of Macedonia
		San Marino	Timor-Leste
		Saudi Arabia	Togo
		São Tomé e Príncipe	Tokelau (Associate
		Senegal	Member)
		Serbia	Tonga
		Seychelles	Trinidad and Tobago
		Sierra Leone	Tunisia
		Singapore	Turkey
		Slovakia	Turkmenistan
		Slovenia	Tuvalu

		Solomon Islands	
		Somalia	
		South Africa	
		South Sudan	
		Spain	
		Sri Lanka	
		Sudan	
		Suriname	
		Swaziland	
		Sweden	
		Switzerland	
		Syria	
U	V	Y	Z
Uganda	Vanuatu	Yemen	Zambia
Ukraine	Venezuela		Zimbabwe
United Arab Emirates	Viet Nam		
United Kingdom			
United States of America			
Uruguay			
Uzbekistan			

Format of Reference Lists and Bibliographies

The information that each entry includes, and the order in which it is included, varies according to the type of publication.

Please try to include the DOI address, if available.

Published Books, Reports, Papers, Monographs, and Technical Guides

Example	Rule
<u>One Author</u> Díaz-Bonilla, E. 2015. <i>Macroeconomics, Agriculture, and Food Security: A Guide to Policy Analysis in Developing Countries</i>. Washington, DC: International Food Policy Research Institute.	<u>One Author</u> Last name, first initial. Date. Italicize title. Location and then publisher.
<u>Multiple Authors</u> Haggblade, S., and P. B. R. Hazell. 2010. <i>Successes in African Agriculture</i>. Baltimore: Johns Hopkins University Press for the International Food Policy Research Institute.	<u>Multiple Authors</u> Second author (and subsequent authors) – first initial, and then last name.
von Grebmer, K., M. Torero, T. Olofinbiyi, H. Fritschel, D. Wiesmann, Y. Yohannes, I. Schofield, and C. von Oppeln. 2011. <i>2011 Global Hunger Index: The Challenge of Hunger: Taming Price Spikes and Excessive Food Price Volatility</i>. Bonn, Germany: Welthungerhilfe; Washington, DC: International Food Policy Research Institute; Dublin, Ireland: Concern Worldwide.	All authors listed.
<u>Editor as “author”</u> Spielman, D., and R. Pandya-Lorch, eds. 2009. <i>Proven Successes in Agricultural Development: A Technical Compendium to Millions Fed</i>. IFPRI 2020 Book. Washington, DC: International Food Policy Research Institute.	<u>Editor as “author”</u> The abbreviation “ed.” follows author. A book with an editor in place of an author includes the abbreviation <i>ed.</i> (for more than one editor, use <i>eds.</i>).

Example	Rule
<u>Chapter</u> Pedolsky, A., and L. McCoy. 2010. "Crossing Barriers of Language and Culture." In <i>Is Gender and Diversity in Agricultural NGOs Important?</i> edited by T. Carter, and C. Garber, 91–113. Evanston, IL, US: Northwestern University Press. Hosegood, V., and I. M. Timaeus. 2005. "Household Composition and Dynamics in KwaZulu Natal, South Africa: Mirroring Social Reality in Longitudinal Data Collection." In <i>African Households: Censuses and Surveys</i>, edited by E. Van de Walle, 58–77. Armonk, NY, US: M. E. Sharpe. <u>Title in a multivolume work</u> Dasgupta, P. 2009. "The Place of Nature in Economic Development." In <i>Handbook of Development Economics</i>. Vol. 5, edited by D. Dodrik and M. R. Rosenzweig, 4977–5047. Amsterdam: eSocialSciences.org. <u>Title in a series</u> Deaton, A., and S. Zaidi. 2002. <i>Guidelines for Constructing Consumption Aggregates for Welfare Analysis</i>. Living Standards Measurement Survey Working Paper 135. Washington, DC: World Bank. Wauchope, Robert. <i>A Tentative Sequence of Pre-Classic Ceramics in Middle America</i>. Middle American Research Records, vol. 1, no. 14. New Orleans, LA: Tulane University, 1950.	<u>Chapter</u> Last name, first initial, first initial and last name. Date. Title in quotation marks, followed by a period. Capitalize the word "In" then add the title of publication (italicized) followed by a comma (unless title ends with a question mark/exclamation mark). If it is an edited publication, write "edited by" and then first initial followed by last name. Page number. End with location and publisher. Do not use "No. _____" or "#_" to denote the publication number unless it helps readers decide whether to pursue a reference. If it can be located without the series title, it may be omitted to save space. The number (if any) follows the series title with no intervening comma unless <i>vol.</i> or <i>no.</i> is used.

Example	Rule
<u>Journals</u> Bernard, T., and D. J. Spielman. 2009. “Reaching the Rural Poor through Rural Producer Organizations? A Study of Agricultural Marketing Cooperatives in Ethiopia.” <i>Food Policy</i> 34 (1): 60–69.	Italicize journal title; and include volume number, issue number inside of parentheses, colon, and page number (en-dash between page numbers). Do not use “p” or “pp” to denote page.
<u>Magazine article</u> Chu, A., and A. St. Thomas. 2010. “Frugal Families: Making It Work during a Recession.” <i>Simple Living</i>, July 8, 29–30.	Quotation marks around title. Italicized title of magazine, comma, month and day, then page numbers.
<u>Newspaper article (byline)</u> Faiola, A. 2008. “Where Every Meal Is a Sacrifice.” <i>Washington Post</i>, April 28.	Quotation marks around title of newspaper article. Italicized title of newspaper followed by a comma and the month and day.
<u>Unsigned article or editorial</u> <i>Washington Post</i>. 2010. “The Coming Tax Debate.” April 19. <i>Economist</i>. 2013. “Defining Boundaries.” January 5.	Italicized publication. Year. Title of article or editorial in quotation marks. Month and day.
<u>Proceedings/paper delivered at a conference (published material)</u> A paper included in published proceedings follows the reference format for a book chapter.	
<u>Proceedings/paper delivered at a conference (unpublished material)</u> Brady, H. E. 2002. “Models of Causal Inference: Going beyond the Neyman-Rubin- Holland Theory.” Paper presented at the annual meeting of the Political Methodology Group, Seattle, WA, US, July 20.	Quotation marks around title of paper. Location (written as paper presented at [the name of the conference]) and then geographical location. Month and day.

Example	Rule
Fritschel, H. 2012. "IFPRI Style Manual Highlights." Presentation at the annual meeting of RISE, Washington, DC, February 28.	If presentation is other than paper, write the type of presentation (PowerPoint presentation) or simply write "presentation of..."

Digital Material

Example	Rule
<u>Printed Material Online</u> Nelson, G. C., M. W. Rosegrant, A. Palazzo, I. Gray, C. Ingersoll, R. Robertson, S. Tokgoz, T. Zhu, T. B. Sulser, C. Ringler, S. Msangi, and L. You. 2010. <i>Food Security, Farming, and Climate Change to 2050: Scenarios, Results, Policy Options</i>. Washington, DC: International Food Policy Research Institute. http://dx.doi.org/10.2499/9780896291867. Spielman, D. J., and R. Pandya-Lorch. 2009. <i>Millions Fed: Proven Successes in Agricultural Development</i>. Washington, DC: International Food Policy Research Institute. www.ifpri.org/sites/default/files/publications/oc64.pdf.	Reference is the same as print version, but include DOI or URL. If the URL or DOI for a print publication that is available online leads simply to a log-in page (as in the case of certain journal articles, for example), however, leave the URL or DOI out and treat the source solely as a print publication. A link to a log-in page should be used only for a publication that is available exclusively online.

Example

Web Page

Oxfam International. 2010. "Issues: Agriculture."
Accessed October 20, 2011.

www.oxfam.org/en/about/issues/agriculture.
Economist. 2013. "Infrastructure in Brazil:
Daylight Piracy." Accessed January 30, 2013.
www.economist.com/news/americas/21569395-plan-fix-ports-daylight-piracy.

Gaddy, C. G., and B. W. Ickes. 2014.
"Ukraine, NATO Enlargement, and the
Geithner Doctrine." Brookings. Accessed
June 12, 2014.
[http://www.brookings.edu/research/articles/
2014/06/10-ukraine-nato-geithner-
doctrine-gaddy-ickes](http://www.brookings.edu/research/articles/2014/06/10-ukraine-nato-geithner-doctrine-gaddy-ickes).

The National Chicken Council. 2013.
"Americans to Eat 1.23 Billion Chicken
Wings Super Bowl Weekend." Accessed
January 28, 2013.
[www.nationalchickencouncil.org/americans
-to-eat-1-23-billion-chicken-wings-super-
bowl-weekend/](http://www.nationalchickencouncil.org/americans-to-eat-1-23-billion-chicken-wings-super-bowl-weekend/).

Weblog (Blog)

Agricultural Biodiversity Weblog. 2013.
"Agroforestry and Conservation." Accessed
February 12, 2013.
[http://agro.biodiver.se/2013/01/agroforest
ry-and-conservation/](http://agro.biodiver.se/2013/01/agroforestry-and-conservation/).

47 Japanese Farms. 2012. Accessed April 17,
2013.
<http://47japanesefarms.com/2012/12/>.

The Social Silo. 2013. "How to Keep Kale Fresh
in the Freezer." Accessed March 10, 2013.
[www.thesocialsilo.com/2013/01/29
/keeping-kale-fresh/](http://www.thesocialsilo.com/2013/01/29/keeping-kale-fresh/).

Rule

<http://> is not necessary if the URL
begins with www.
Include date (month, date, and
year) you accessed the page. If you
do not know the original date you
gathered information from the
page, you can simply put today's
date, as long as the URL or DOI still
works and the page has not
changed since the date of original
access

Webpage title does include
quotation marks to distinguish it
from a database or a CD-ROM.

If you need to mention the larger
website that a webpage is part of,
however, the overall website name
should not be in quotation marks.

If the blog post's URL is not
obviously dated, please include
access date.

Example**Databases or datasets**

FAO (Food and Agriculture Organization of the United Nations). 2012. FAOSTAT database. Accessed on September 4, 2012. <http://faostat.fao.org>.

World Bank. 2012. World Development Indicators database. Accessed on March 30, 2013. <http://databank.worldbank.org/data/views/variableSelection/selectvariables.aspx?source=world-development-indicators>.

BMGF (Bill & Melinda Gates Foundation). 2012. Awarded Grants online database. Accessed October 2012. www.gatesfoundation.org/How-We-Work/Quick-Links/Grants-Database.

FAO (Food and Agriculture Organization of the United Nations). 2013. FAOSTAT database. <http://faostat.fao.org>

CD-ROM

CAPRI (Collective Action and Property Rights). 2006. CAPRI 1995–2006. Washington, DC: International Food Policy Research Institute. CD-ROM.

Rule

Include “accessed on” date in reference. Because databases often change over time, providing the original date when you gathered information from a database is important. When consulting databases such as FAOSTAT or World Development Indicators, be sure to note your date of access.

If you do not have the precise access date, provide as much information as you can, whether it’s month and year or simply the year.

Unpublished Material

References for unpublished material must contain a date, organization, place, and information about the form in which the material exists. If more specific information about the form of an unpublished paper is not available, simply use the term “unpublished.” Note that the name and location of the organization responsible for unpublished material is presented differently in references from the same information for published material.

Example	Rule
<u>Paper</u> Breisinger, C., and C. McCool. 2009. “A 2007 Social Accounting Matrix for Yemen.” Unpublished, International Food Policy Research Institute, Washington, DC.	
<u>Thesis/Dissertation</u> DePauw, K. 2009. “Labour Market Policy and Poverty: Exploring the Macro-Micro Linkages of Minimum Wages and Wage Subsidies.” PhD dissertation, School of Economics, University of Cape Town, South Africa.	
<u>Pending Publication</u> Stansbury, G. 2013. <i>Editorial Responsibility</i> . Cambridge, MA, US: Harvard University Press, forthcoming.	If a manuscript has been accepted for publication with an announced publication date but has yet to be published, add “forthcoming” to the end of the entry.

Miscellaneous Material

Example	Rule
<u>Book Review</u> Berthelstein, J. 2009. “Feeding the Billions,” review of <i>Millions Fed</i> , edited by D. J. Spielman and R. Pandya-Lorch. <i>Asia Sentinel</i> , November 23.	Follow the style in the example.
<u>Edition Other than First</u> Perkins, D. H., S. Radelt, and D. L. Lindauer. 2006. <i>Economics of Development</i> , 6th ed. New York: W. W. Norton & Company.	Follow the style in the example.

Example

Foreign Work

Cheung, S. N. S. 2008. *Zhongguo de Jingji Zhidu*. Hong Kong: Huaqianshu Press.

Trigo, E., G. Traxler, C. Pray, and R. Echeverria. 2002. "Biotechnología Agrícola y Desarrollo Rural en América Latina y el Caribe." In *Informe Técnico SDS*, 117–163. Washington, DC: Inter-American Development Bank.

Government publication, bulletin, or other public document

Citation: (USDA 2013)

Reference: USDA (US Department of Agriculture), Foreign Agricultural Service. 2013. *Foreign Agriculture*, November.

Citation: (Ghana, Ministry of Food and Agriculture 2009)

Reference: Ghana, Ministry of Food and Agriculture. 2009. *Agriculture in Ghana: Facts and Figures*. Accra, Ghana: Ministry of Food and Agriculture, Statistics, Research, and Information Directorate.

Citation: (KwaZulu Natal, Department of Education 2009)

Reference: KwaZulu Natal, Department of Education. 2009. *Planning and Developing Effective Schools*. Pietermaritzburg, South Africa.

Rule

Do not translate when citing a foreign work. The place of publication, however, should be in English (Florence, Italy, not Firenze, Italia).

Before an agency, ministry, or department name, these are the only acceptable abbreviations: EU, UK, UN, or US. Provide the full name for any other country/group.

This entry should *not* be "Ghana, Government of" or "Government of Ghana."

If the government agency responsible for a publication is not a national government agency but a state or local agency instead, do not provide the country name at the beginning of the reference or citation. The region, state, or province name should be sufficient.

Personal Communication

(Marie Ruel, personal communication, March 6, 2013). Ruel is director of the Poverty, Hunger, and Nutrition Division at the International Food Policy Research Institute.

(Marie Ruel, International Food Policy Research Institute, personal communication, March 6, 2013)

To cite an email, telephone call, or the like, use a parenthetical in-text citation giving the person's name, the term "personal communication," and the date, if possible. The communication does not need to be listed in the reference list, but the person cited should be identified elsewhere in the text.

In text: When the person is not mentioned elsewhere in the text, then provide their institutional affiliation in the citation, after their name."

AUTHOR BIOGRAPHIES

Author biography style differs depending on whether a biography appears in shorter publications such as briefs or discussion papers or in longer ones such as books or technical guides.

Bios in Short Publications

A biography should include the author's name, email address, job title, institutional affiliation, and the institution's location.

Mr. Aly Abousabaa (a.abousabaa@cgiar.org) is director general of the International Center for Agricultural Research in the Dry Areas (ICARDA).

Although an author's professional title should not be capitalized, the names of the institution and any units/departments within it should be capitalized.

If the author's institution/agency is written out in full and a subsequent author is from that same institution, you should use the acronym in the subsequent author's bio.

Atef Swelam (a.swelam@cgiar.org) is senior scientist at the International Center for Agricultural Research in the Dry Areas (ICARDA), Cairo, Egypt.

Usman Khalid Awad (u.k.awad@cgiar.org) is groundwater hydrologist at ICARDA, Cairo, Egypt.

If the author's institution contains part of the location in its name, then that part of the location does not need to be included separately.

Dawit Kelemework Mekonnen (dawitk@uga.edu) is a PhD candidate in the Department of Agricultural and Applied Economics at the University of Georgia, Athens, US.

If an author has moved to a different institution after working on the publication, the author's biography should reflect this:

Angelino C. G. Viceisza was a research fellow in the Markets, Trade and Institutions Division of the International Food Policy Research Institute, Washington, DC, when he wrote this work. He is currently an assistant professor in the Department of Economics of Spelman College, Atlanta.

Bios in Long Publications

In long publications, an author biography will generally appear in two places: in the back matter at the end of a publication and on the back cover or flap of a book cover or jacket. A biography that appears on the cover or jacket should follow the same style as a biography in a short publication. A back-matter biography should contain the same information as a cover or jacket biography. In some cases, including additional information such as some of the author's significant publications on similar topics might also be appropriate.

[Cover version]

Chandrashekhar Biradar (c.biradar@cgiar.org) is principal agro-ecosystems scientist at the International Center for Agricultural Research in the Dry Areas (ICARDA) in Cairo, Egypt.

[Back-matter version]

Chandrashekhar Biradar (c.biradar@cgiar.org) is principal agro-ecosystems scientist at the International Center for Agricultural Research in the Dry Areas (ICARDA) in Cairo, Egypt. He leads the Geospatial Science, Technology and Application research for ICARDA. He received his Ph.D. in remote sensing and environmental sciences from the Indian Institute of Remote Sensing, University of Pune, India.

APPENDIX A: COMMONLY USED ABBREVIATIONS, ACRONYMS, AND INITIALISMS

Rules

The general rule for handling acronyms is to spell out an acronym upon first use and use only the acronym thereafter. Sometimes exceptions to the rule should be made, however.

In an edited volume, spell out the acronym when it first appears in each chapter. Acronyms can also be spelled out on first use in other sections of the text that are relatively self-contained, such as author bios or graphics (boxes, figures, tables), even if they have been introduced elsewhere.

Spell out acronyms in main and sub-headings, as use of acronyms in headings should be avoided.

A4NH	Agriculture for Nutrition and Health
AAEA	American Agricultural Economics Association
ABC	Agricultural Bank of China
ACC/SCN	Administrative Committee on Coordination/Sub-Committee on Nutrition
ACIAR	Australian Centre for International Agricultural Research
AFSED	Arab Fund for Social Economic Development
APEC	Asia-Pacific Economic Cooperation
ARI	Advanced Research Institution
ASARECA	Association for Strengthening Agricultural Research in East and Central Africa (Uganda)
BID	Banco Interamericano de Desarrollo <i>In English</i> : Inter-American Development Bank (IDB) ¹
BMZ	German Federal Ministry for Economic Cooperation
BRAC	BRAC (not the Bangladesh Rural Advancement Committee)
CAADP	Comprehensive Africa Agriculture Development Programme
CAAS	Chinese Academy of Agricultural Sciences and Technology
CAPri	Collective Action and Property Rights

¹ Use the English acronym and organization name.

CGE	computable general equilibrium
CGIAR	CGIAR (not “ <u>the</u> CGIAR”; not “the Consultative Group on International Agricultural Research”) (Appendix B)
CIAT	Centro Internacional de Agricultura Tropical
CIDA	Canadian International Development Agency
CIFOR	Center for International Forestry Research
CILSS	Comité Permanent Inter-Etats de Lutte Contre La Sécheresse dans le Sahel
CIMMYT	Centro Internacional de Mejoramiento de Maíz y Trigo <i>In English: International Maize and Wheat Improvement Center</i> ²
CIP	Centro Internacional de la Papa <i>In English: International Potato Center</i> ²
CIRAD	Centre de coopération internationale en recherche agronomique pour le développement
CMEA/COMECON	Council for Mutual Economic Assistance
COMESA	Common Market for Eastern and Southern Africa
CORAF	Conference of African and French Leaders of Agricultural Research Institutes
CPAF	Centro de Pesquisa Agroflorestal <i>In English: Center for Agroforestry Research</i> ²
CRIDA	Central Research Institute for Dryland Agriculture
Danida	Danish International Development Assistance
DFID	Department for International Development (UK)
DSE	Deutsche Stiftung für internationale Entwicklung <i>In English: German Foundation for International Development</i> ²
EC	European Commission
ECAPAPA	Eastern and Central Africa Program for Agricultural Policy Analysis
ECOWAS	Economic Community of West African States
Embrapa	Empresa Brasileira de Pesquisa Agropecuaria <i>In English: Brazilian Agricultural Research Corporation</i> ²
ERS	Economic Research Service (of the USDA)
EU	European Union
FAO	Food and Agriculture Organization of the United Nations

² Use the English organization name.

FDI	foreign direct investment
G8	Group of Eight
G20	Group of 20
GATT	General Agreement on Tariffs and Trade
GDP	gross domestic product
GHG	greenhouse gas
GIS	geographic information system
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit <i>In English: German Agency for International Cooperation</i> ²
GNP	gross national product
GPS	global positioning system
HYV	high-yielding variety
IARC	international agricultural research center
IBRD	International Bank for Reconstruction and Development (of the World Bank)
ICAR	Indian Council of Agricultural Research
ICARDA	International Center for Agricultural Research in the Dry Areas
ICRAF	International Centre for Research in Agroforestry
ICRW	International Center for Research on Women
IDB	Inter-American Development Bank (IDB) (See BID above.)
IDRC	International Development Research Centre
IDS	Institute of Development Studies
IFAD	International Fund for Agricultural Development
IFDC	International Fertilizer Development Center
IFPRI	International Food Policy Research Institute
IICA	Instituto Interamericano de Cooperación para la Agricultura <i>In English: Inter-American Institute for Cooperation on Agriculture</i>
IIE	Institute of International Economics
IITA	International Institute of Tropical Agriculture
ILO	International Labour Organisation
ILRI	International Livestock Research Institute
IMF	International Monetary Fund

IMPACT	International Model for Policy Analysis of Agricultural Commodities and Trade
IPGRI	Bioversity International (formerly International Plant Genetic Resources Institute)
IRRI	International Rice Research Institute
IWMI	International Water Management Institute
LAPC	Land and Agriculture Policy Centre
M&E	monitoring and evaluation
MDGs	Millennium Development Goals
MDG1	First Millennium Development Goal
NARS	National Agricultural Research System
NEPAD	New Partnership for Africa's Development
NGO	nongovernmental organization
ODA	official development assistance
OECD	Organisation for Economic Co-operation and Development
PBS	Program on Biosafety
PVO	private voluntary organization
R&D	research and development
SACU	Southern African Customs Union
SADA	Southern African Development Community
SADAOC	Securité Alimentaire Durable en Afrique de l'Ouest Centrale <i>In English:</i> Foundation for Sustainable Food Security in Central West Africa ²
Sida	Swedish International Development Authority
TSBF	Tropical Soil, Biology, and Fertility Program
UDEAC	Central African Customs and Economic Union
UEMDA	West African Economic and Monetary Union
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme

UNFPA	United Nations Fund for Population Activities
UNICEF	UNICEF
UNIDO	United Nations Industrial Development Organization
USAID	United States Agency for International Development
USDA	United States Department of Agriculture
WARDA	West Africa Rice Development Association
WECARD	West and Central African Council for Agricultural Research and Development
WFC	World Food Council
WFP	World Food Programme
WHO	World Health Organization
WRI	World Resources Institute
WTO	World Trade Organization
ZEF	Zentrum für Entwicklungsforschung <i>In English: Center for Development Research</i>

APPENDIX B: CGIAR

These guidelines seek to clarify the linkages between the components of the CGIAR system and raise the profile of CGIAR and its members. They enable us to speak with a consistent voice, while retaining the established branding of the Centers. A coordinated set of logos and standardized references to CGIAR are an important element of a unified CGIAR brand. All CGIAR system components—the members of CGIAR (Centers), the Fund, the Independent Science and Partnership Council (ISPC) and the Independent Evaluation Arrangement (IEA)—should use CGIAR branding consistently, as described.

The core branding tenets are as follows:

- CGIAR will speak with one voice.
- CGIAR is a name, not an acronym.
- CGIAR is a global research partnership for a food secure future.
- The CGIAR logo (wheat symbol) will be retained.
- All CGIAR organizations will use a coordinated set of logos and standardized references to CGIAR.
- Centers will retain their individual brands yet demonstrate their relationship to CGIAR through consistent use of CGIAR branding.
- CGIAR Research Programs will be recognized as programs of CGIAR through unified logos and titles.
- CGIAR partners will be recognized through co-branding.

The name “CGIAR”

“CGIAR” is the official name and will remain so for the foreseeable future. However, following recent institutional reforms, CGIAR ceased to be a consultative group. Therefore, “CGIAR” is no longer an acronym that stands for the “Consultative Group on International Agricultural Research.” Consequently, “CGIAR” should never be spelled out or translated, but promoted as a recognizable name in itself. It no longer requires the definitive article: it is “CGIAR” not “the CGIAR.” “CGIAR” should always be uppercase. Period marks after each letter should not be used. The use of “CGIAR” as a name may generate questions on its meaning. It is recommended that the following descriptor text is used when necessary to describe CGIAR.

“CGIAR” was originally the acronym for the “Consultative Group on International Agricultural Research.” In 2008, CGIAR redefined itself as a global partnership. To reflect this transformation and yet retain its roots, “CGIAR” was retained as a name. CGIAR is now a global research partnership for a food secure future. Any abbreviation of the name is discouraged. While referring to CGIAR as “the CG” is acceptable in conversation, in writing it should always appear as “CGIAR.”

“CGIAR” should feature in glossaries along with the descriptor text, never the old extended name.

To those unfamiliar with it, the name “CGIAR” does not convey what the organization is or does. Now that “CGIAR” is a name (and no longer an acronym), a short descriptive phrase can be used in standard text to encapsulate what CGIAR is. The descriptor should not be confused with the tagline, which is used to evoke CGIAR’s essential mission.

The phrase to be used to describe CGIAR is:

CGIAR is a global research partnership for a food secure future.

When the descriptor is used in a text where the adjacent text would make the sentence awkward or redundant, this can be shortened to:

CGIAR is a global agriculture research partnership.

The descriptor can also appear in a text band located at the top or bottom or running down the side of the publication.

Tagline

CGIAR’s tagline expresses the organization’s global vision. By means of an extensive consultation process, the tagline “*Science for a food secure future*” was chosen. The tagline should be used as often as possible to reinforce the brand. When the tagline is used independently of the logo:

- The tagline should be set in italics and can be typeset on a single line or on multiple lines. It should be in sentence case: “*Science for a food secure future*” (**not** “*Science for a Food Secure Future*”).
- The phrase “food secure” should not be hyphenated in the tagline or boilerplate text.
- When the tagline is used, language in adjacent text should be adjusted to prevent redundancy in key words and phrasings.

CGIAR Research Programs

CGIAR Research Program on Grain Legumes and Dryland Cereals

Please use the full name of the program (above) the first time it is mentioned in a document or output. Afterward, the program acronym, GLDC, may be used instead.

Please do not use the abbreviations 'CRP' when referring to the program.

CGIAR Research Program on Wheat

Please use the full name of the program the first time it is mentioned in a document or output. Further into the text, the name may be shortened to 'CRP Wheat.'

Please do not use the abbreviations 'CRP' when referring to the program.

CGIAR Research Program on Dryland Systems (closed)

Please use the full name of the program the first time it is mentioned in a document or output. Further into the text, the name may be shortened to 'CRP Dryland Systems.'

Please do not use the abbreviations 'CRP' when referring to the program.

APPENDIX C:

GENDER TERMINOLOGY AND USAGE AT ICARDA

Gender is a cross-cutting theme at ICARDA. Most researchers at some point will discuss gender in their work. When writing and speaking about gender, there are several terms and meanings to keep in mind. The guide below offers suggestions on how to discuss gender in publications and presentations.

“Women’s Empowerment” is correct terminology. Do not use “gender empowerment.” Refer to “women’s empowerment” or “gender equality/equity.”

Below are terms that often arise when writing and discussing gender-related issues. These terms should be distinguished from one another:

“Gender”

- means *socially constructed relationships*/differences between men and women; and
- includes the roles, responsibilities, and opportunities associated with being male or female in a given culture—characteristics that vary among cultures and change over time.

Gender ≠ Sex

- Gender = social relations/differences between women and men
- Sex = biological differences between males and females (animals and *homo sapiens*)

Gender ≠ Women

- Men are also included in the concept of gender

“Male” and “Female”

- These are adjectives that are used to describe something. For example, a female cat, a male turkey.

“Men” and “Women”

- These are nouns that are used to refer to adult people.

“Gender analysis”

- A set of tools for uncovering gender differences between men and women in order to ensure that our research produces policy recommendations that are appropriate to the needs of **both** men and women.

If you are unsure of terminology and need advice, please contact the communications team.

APPENDIX D: SPELLING AND WORD USAGE

In general, the rule is to hyphenate compound adjectives to reduce the chance of misinterpretation.

Chicago Manual of Style states the following: Compounds formed with prefixes are normally closed, whether they are nouns, verbs, adjectives, or adverbs. A hyphen should appear, however, (1) before a capitalized word or a numeral, such as sub-Saharan, pre-1950; (2) before a compound term, such as non-self-sustaining, pre-Vietnam War (before an open compound, an en dash is used; see 6.80); (3) to separate two i's, two a's, and other combinations of letters or syllables that might cause misreading, such as anti-intellectual, extra-alkaline, pro-life; (4) to separate the repeated terms in a double prefix, such as sub-subentry; (5) when a prefix or combining form stands alone, such as over- and underused, macro- and microeconomics. The spellings shown below conform largely to Merriam-Webster's Collegiate Dictionary. Compounds formed with combining forms not listed here, such as auto, tri, and para, follow the same pattern.

AB	CD	EF
acknowledgment, not acknowledgement	cash crop (n., adj.)	e.g., use "for example"
ad hoc (no hyphen)	central Africa	East Africa
ad valorem (italicize)	childcare	eastern Africa
added-value (n., adj.)	clayey	economywide
adviser, not advisor	coauthor	email, not e-mail end user
afterward, not afterwards	coedit	et al. (not italicized, period after "al.")
agribiotech	coexist	ex post (not italicized)
agribusiness	cofinance cohost	extrafine
agrifood	Cold War	farmgate
agroclimatic	co-lead, co-leader	farmworker
agroecological	co-led	feedgrain fieldwork
agroforestry	Communist	first, second, not firstly, secondly
agro-industrial	continentwide cookstove	floodwater
agro-industry agro- production	co-opt	food crop (n.)
agro-processing	cosponsor	food insecure (adj.)
among, not amongst	cost-benefit ratio	food secure (adj.)
antenatal	cost-effectiveness (n., adj.)	food-for-education program
anti-inflammatory	Côte d'Ivoire, not Ivory Coast	food-for-work program
anti-intellectual	counterfactual	food grain (n.)
antipoverty	cropland	foodborne
appendixes, not appendices/not annexes	cross-section (n., adj.)	for example, not e.g.
	cut-off(s) (n., adj.)	forums, not fora
	database	fuelwood
	dataset	
	decision maker (n), decision- making (adj.)	
	de facto (not italicized)	

bachelor's degree
 basinwide
 Bill & Melinda Gates
 Foundation (note
 ampersand and not
 "and")
 biannual
 binomial
 bioecology
 biodiesel
 bioenergy
 bioethanol
 biofortify
 biofuel
 biogas
 biomass
 biosafety
 biotechnology
 business-as-usual (adj.)
 bylaw
 by-product

GH

germplasm
 Green Revolution
 greenhouse gas (n. adj)
 groundwater
 healthcare
 highlands
 HIV and AIDS

MN

macroeconomic
 macro price (s)
 macro structure
 maquila
 master's degree

de jure (*italicized*)
 developed-country (adj.)
 developing-country (adj.)
 diarrhea
 drylands

IJ

i.e., use "that is"
 iddir
 indexes, not indices
 infrastructure
 in situ (*not italicized*)
 institutewide
 interlinkages
 Internet (*capitalize*)
 interregional
 intersectoral
 intracounty, intracountry
 intrahousehold
 judgment, not judgement

OP

oil crops
 oilseeds
 on-farm online
 overarching
 overconsumption
 overnutrition

fundraising

KL

labeling
 landholder, landholding
 landowner, landownership
 lifelong (adj.)
 life cycle (n), life-cycle (adj.)
 long term (n.), long-term
 (adj.)
 longer term (n.), longer-term
 (adj.)
 lowlands

QR

rainfed
 re-elect, re-election
 roadmap

matrixes, not matrices	overproductive
microcredit	overpumping
microeconomic	overrepresented
microfinance	panchayat
microlevel	palak chaat
micronutrients	per capita (adj.) percent
midcentury midcourse	peri-urban
midregion	PhD
mid-1990s	policy maker (n), policy-making (adj.)
minisymposium	postconflict
modeled	postdoctoral
modeling	postglobalization
multicountry	postgraduate
multidimensional	postharvest
multidisciplinary	postliberalization
multilayered	postnatal
multipurpose	postreform
multisectoral	postwar
multistakeholder	preconference
neonatal	preharvest
nonagricultural	preshock
noneconomic	preventive (not preventative)
nonessential	private-sector (adj.)
nonexistent	proactive
nonfarm	pro-poor
nongovernmental	public-sector (adj.)
nonindustrial	
nonirrigated	
nonstaple	
nontraditional	
nonviolent	
ST	UVW
sectorwide	UK (for United Kingdom)
semiannual	ultra poor, ultra poverty
semiarid	ultraviolet
semiautonomous	underdeveloped
semi-illiterate, semi-literate	underfunding
semi-independent	undernutrition
sharable	underrepresented
short term (n.), short-term (adj.)	underused
shorter term(n.), shorter- term (adj.)	US (for United States) (adj.)
smallholder	value-added (n., adj.)
sociocultural	value chain (n.), value-chain (adj.)
socioeconomic	vector-borne
sociopolitical	

southern Africa, but South Africa	Viet Nam (per UN Style)
stakeholder	waterborne
sub-area	website
sub-indicator	well-being
subnational	western Africa, but West Africa
subregion	wetlands
subsector	while, not whilst
subtheme	willingness-to-pay
sub-unit	win-win (adj.)
sugar beet	worldwide
sugarcane	
supranational	
sweet potato	
switchgrass	
systemwide	
that is, not i.e.	
toward, not towards	
tradable	
trade-off (n.)	
transaction cost, not transactions cost	
transnational	

APPENDIX E:

UN MEMBER STATE LISTS

ICARDA uses the United Nations Member State List as its guide and reference for writing country names. Please use the country name as listed.

The list on the next page is from the United Nations (<http://www.un.org/en/member-states/index.html>) and includes some country names followed by an asterisk. If you would like information about why a country includes this symbol, please go to the website and click on that country where you will learn particular history that might explain a name change. Where ICARDA differs from the UN Member State List:

ICARDA COUNTRY LIST	UN MEMBER STATE LIST
Bolivia	Bolivia (Plurinational State of)
Côte d'Ivoire (Note: remember the circumflex over the "o").	Côte d'Ivoire
(North Korea) Democratic People's Republic of Korea OR Dem. People's Rep of Korea (if abbreviation is necessary for space. Be consistent throughout).	Democratic People's Republic of Korea
Democratic Republic of the Congo OR DRC or DR Congo (if abbreviation is necessary for space. Be consistent throughout).	Democratic Republic of the Congo
Gambia (Note that ICARDA follows the UN and the word "The" does <u>not</u> precede "Gambia")	Gambia
Iran	Iran (Islamic Republic of)
Lao People's Democratic Republic OR Lao People's Dem. Rep OR Lao PDR (if abbreviation is necessary for space. Be consistent throughout)	Lao People's Democratic Republic
Micronesia	Micronesia (Federated States of)
(South Korea) Republic of Korea (abbreviated as KOR, so alphabetize the acronym accordingly).	Republic of Korea
Republic of Moldova (abbreviated as MDA, so be sure to alphabetize the acronym accordingly).	
Sao Tome and Principe (note that this contains no accents of any kind).	Sao Tome and Principe
The former Yugoslav Republic of Macedonia OR The FYR Macedonia	The former Yugoslav Republic of Macedonia OR MKD
United Kingdom	United Kingdom of Great Britain and Northern Ireland
United Republic of Tanzania OR United Rep of Tanzania	
United States	United States of America

Venezuela	Venezuela (Boliviarian Republic of)
Viet Nam (note this is not spelled Vietnam); ICARDA no longer spells this as one word	Viet Nam

UNITED NATIONS MEMBER STATE LIST – 2016
<http://www.un.org/en/member-states/index.html>

Country or area name	ISO ALPHA-3 code
Afghanistan	AFG
Åland Islands	ALA
Albania	ALB
Algeria	DZA
American Samoa	ASM
Andorra	AND
Angola	AGO
Anguilla	AIA
Antigua and Barbuda	ATG
Argentina	ARG
Armenia	ARM
Aruba	ABW
Australia	AUS
Austria	AUT
Azerbaijan	AZE
Bahamas	BHS
Bahrain	BHR
Bangladesh	BGD
Barbados	BRB
Belarus*	BLR
Belgium	BEL
Belize	BLZ
Benin	BEN
Bermuda	BMU
Bhutan	BTN
Bolivia (Plurinational State of)	BOL
Bonaire, Sint Eustatius and Saba	BES
Bosnia and Herzegovina*	BIH
Botswana	BWA
Brazil	BRA
British Virgin Islands	VGB
Brunei Darussalam	BRN
Bulgaria	BGR

Burkina Faso	BFA
Burundi	BDI
Cabo Verde	CPV
Cambodia	KHM
Cameroon	CMR
Canada	CAN
Cayman Islands	CYM
Central African Republic	CAF
Chad	TCD
Channel Islands	
Chile	CHL
China	CHN
China, Hong Kong Special Administrative Region	HKG
China, Macao Special Administrative Region	MAC
Colombia	COL
Comoros	COM
Congo	COG
Cook Islands	COK
Costa Rica	CRI
Côte d'Ivoire	CIV
Croatia*	HRV
Cuba	CUB
Curaçao	CUW
Cyprus	CYP
Czech Republic*	CZE
Democratic People's Republic of Korea	PRK
Democratic Republic of the Congo	COD
Denmark	DNK
Djibouti	DJI
Dominica	DMA
Dominican Republic	DOM
Ecuador	ECU
Egypt*	EGY
El Salvador	SLV
Equatorial Guinea	GNQ
Eritrea	ERI

Estonia	EST
Ethiopia	ETH
Faeroe Islands	FRO
Falkland Islands (Malvinas)	FLK
Fiji	FJI
Finland	FIN
France	FRA
French Guiana	GUF
French Polynesia	PYF
Gabon	GAB
Gambia	GMB
Georgia	GEO
Germany*	DEU
Ghana	GHA
Gibraltar	GIB
Greece	GRC
Greenland	GRL
Grenada	GRD
Guadeloupe	GLP
Guam	GUM
Guatemala	GTM
Guernsey	GGY
Guinea	GIN
Guinea-Bissau	GNB
Guyana	GUY
Haiti	HTI
Holy See	VAT
Honduras	HND
Hungary	HUN
Iceland	ISL
India	IND
Indonesia*	IDN
Iran (Islamic Republic of)	IRN
Iraq	IRQ
Ireland	IRL
Isle of Man	IMN
Israel	ISR
Italy	ITA
Jamaica	JAM
Japan	JPN

Jersey	JEY
Jordan	JOR
Kazakhstan	KAZ
Kenya	KEN
Kiribati	KIR
Kuwait	KWT
Kyrgyzstan	KGZ
Lao People's Democratic Republic	LAO
Latvia	LVA
Lebanon	LBN
Lesotho	LSO
Liberia	LBR
Libya	LBY
Liechtenstein	LIE
Lithuania	LTU
Luxembourg	LUX
Madagascar	MDG
Malawi	MWI
Malaysia*	MYS
Maldives	MDV
Mali	MLI
Malta	MLT
Marshall Islands	MHL
Martinique	MTQ
Mauritania	MRT
Mauritius	MUS
Mayotte	MYT
Mexico	MEX
Micronesia (Federated States of)	FSM
Monaco	MCO
Mongolia	MNG
Montenegro*	MNE
Montserrat	MSR
Morocco	MAR
Mozambique	MOZ
Myanmar	MMR
Namibia	NAM
Nauru	NRU

Nepal	NPL
Netherlands	NLD
New Caledonia	NCL
New Zealand	NZL
Nicaragua	NIC
Niger	NER
Nigeria	NGA
Niue	NIU
Norfolk Island	NFK
Northern Mariana Islands	MNP
Norway	NOR
Oman	OMN
Pakistan	PAK
Palau	PLW
Panama	PAN
Papua New Guinea	PNG
Paraguay	PRY
Peru	PER
Philippines	PHL
Pitcairn	PCN
Poland	POL
Portugal	PRT
Puerto Rico	PRI
Qatar	QAT
Republic of Korea	KOR
Republic of Moldova	MDA
Réunion	REU
Romania	ROU
Russian Federation*	RUS
Rwanda	RWA
Saint Barthélemy	BLM
Saint Helena	SHN
Saint Kitts and Nevis	KNA
Saint Lucia	LCA
Saint Martin (French part)	MAF
Saint Pierre and Miquelon	SPM
Saint Vincent and the Grenadines	VCT
Samoa	WSM
San Marino	SMR

Sao Tome and Principe	STP
Sark	
Saudi Arabia	SAU
Senegal	SEN
Serbia	SRB
Seychelles	SYC
Sierra Leone	SLE
Singapore*	SGP
Sint Maarten (Dutch part)	SXM
Slovakia*	SVK
Slovenia*	SVN
Solomon Islands	SLB
Somalia	SOM
South Africa	ZAF
South Sudan	SSD
Spain	ESP
Sri Lanka	LKA
State of Palestine	PSE
Sudan	SDN
Suriname	SUR
Svalbard and Jan Mayen Islands	SJM
Swaziland	SWZ
Sweden	SWE
Switzerland	CHE
Syrian Arab Republic*	SYR
Tajikistan	TJK
Thailand	THA
The former Yugoslav Republic of Macedonia	MKD
Timor-Leste	TLS
Togo	TGO
Tokelau	TKL
Tonga	TON
Trinidad and Tobago	TTO
Tunisia	TUN
Turkey	TUR
Turkmenistan	TKM
Turks and Caicos Islands	TCA
Tuvalu	TUV

Uganda	UGA
Ukraine	UKR
United Arab Emirates	ARE
United Kingdom of Great Britain and Northern Ireland	GBR
United Republic of Tanzania	TZA
United States of America	USA
United States Virgin Islands	VIR
Uruguay	URY
Uzbekistan	UZB
Vanuatu	VUT
Venezuela (Bolivarian Republic of)	VEN
Viet Nam	VNM
Wallis and Futuna Islands	WLF
Western Sahara	ESH
Yemen	YEM
Zambia	ZMB
Zimbabwe	ZWE

a/ The designations employed and the presentation of country or area names in this list do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. The user of any particular dataset should consult the dataset documentation to determine the exact coverage of statistics for the country or area entities in the dataset. Various datasets may or may not include coverage of outlying and overseas areas, depending on the type of data and source.

APPENDIX F: OUTLINE OF DIVISIONS AND PARTS OF A BOOK

<i>Front Matter</i>		
About ICARDA		recto
blank		
Title Page		
Copyright page		verso
Table of Contents		recto
Table of Contents for Tables, Figures, and Boxes		recto
Abbreviations and Acronyms		recto
Currency (if necessary)		recto
Foreword		recto
Preface ¹		recto
Acknowledgments		recto
 <i>Text</i>		
Blank		verso
First text page (Introduction or Overview or Chapter 1)	Begin Arabic numeral "1"	
Each new chapter (title and text)		recto
 <i>Back Matter</i>		
Appendixes		recto
Glossary ¹		
Author-date bibliography/References ²		recto
Author bios/Contributors' bios		recto
Index		recto

¹ It is rare that an ICARDA book will contain a preface or glossary, but in the event that one or both is necessary, it is placed in the manuscript as described above.

² If a book is an edited volume with each chapter written by different contributors, the references will go at the end of each chapter as opposed to the book's back matter and do not have to start on a recto page.

APPENDIX G: HOW TO DIVIDE A URL ADDRESS

Sometimes an entire URL will not fit on one line. Here is a guide that helps you know where to separate a URL at the end of a line. Note: You are not adding characters, but dividing a URL that contains characters.

Break after:

A colon

A double slash

Break before:

A single slash

A tilde

A period

A comma

A hyphen

An underline

A question mark

A number sign

A percent symbol

Break before or after:

An equals sign

An ampersand

APPENDIX H: HELPFUL RESOURCES

Grammar Girl:

<http://grammar.quickanddirtytips.com/>

Grammar Book:

<http://www.grammarbook.com>

The Oatmeal: How to use a semicolon: The most feared punctuation on earth!

“I gnaw on old car tires; it strengthens my jaw so I’ll be better conditioned for bear combat.”

<http://theoatmeal.com/comics/semicolon>

10 Word Mix-Ups to Avoid

https://www.buzzfeed.com/emmyf/10-word-mix-ups-to-avoid-presented-by-bunnies?utm_term=.baWlwrVr7#.gm2KZ1B1J

Weird Al Yankovic’s “Word Crimes” (2014)