ICARDA

STYLE GUIDE

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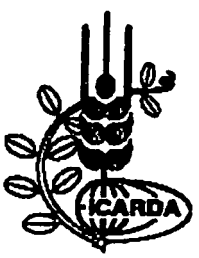

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ICARDA STYLE GUIDE
Draft (Nov 2002)

1. Numbers

1.1. Use a numeral or numerals:

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

3 g 18 mm 300 m^2

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

4 March 1983 the time is 08:15 page 218
37.8 g a magnification of 50 27%

c. For a number implying arithmetical manipulation:

18 multiplied by 2 a factor of 2

d. For numbers grouped for comparison (e.g. lists) or having statistical implications.

1.2. **a.** In most situations not mentioned above, use words for numbers one through nine and numerals for larger numbers:

seven plants two flowers 15 leaves 28 pods

b. In a series containing some numbers of 10 or more and some less than 10, use numerals for all:

Germplasm scientists collected 5 genotypes of chickpea, 25 of durum wheat, 19 of faba bean, and 7 of lentil from a village near Aleppo.

c. Do not begin a sentence with a numeral; spell out the number, or reword the sentence, or end the preceding sentence with a colon:

Right: Twenty-five seeds were sown in each pot.
Wrong: 25 seeds were sown in each pot.

d. If two related numbers occur at the beginning of a sentence, only the first need be spelled out:

Fifty or 60 seeds were sown in each pot.

e. Spell out numbers if confusion is likely to be caused by the use of numerals:

The inoculation experiments were conducted on 50 five-day-old plants.

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

1.6 million (*not* 1,600,000) 23 µg (*not* 0.000023 g)

1.4. Use numerals for all numbers referring to figures and tables.

1.5. Treat ordinal numbers as you would cardinal numbers:

third sixth ninth 10th 25th 33rd

1.6. In general, use the decimal system rather than fractions; however, when fractions are used in text without a unit of measure, spell them out: one-third, one-tenth, but use numerals in tables and in parentheses:

About one-third of the plants sprayed survived the disease.
All surviving plants (1/3 of those sprayed) were selected for further crossing.

2. Dates and time

2.1. Write the day, month and year in this form:

12 April 1980	2 June 1983
Not: April 12, 1980	June 2, 1983

Do not use st, nd, and th after figures in dates to indicate ordinals: 12 April not 12th April.

2.2. Periods or seasons extending over parts of two successive calendar years should be indicated by the use of a solidus (slash line):

the 1980/81 season winter 1979/80 fiscal year 1982/83

Use a hyphen to indicate continuing numbers—dates, time, or reference numbers:

1975-82	9:00-10:00 a.m.
April-May 1983	pp. 40-55

but: from 1975 to 1982 (*not* from 1975-82)
from 10:00 a.m. to 5:00 p.m.
from April to May
between 1975 and 1982 (*not* between 1975-82)

2.3. Spell out references to particular centuries:

Twentieth century

2.4. Use full number for decades:

1960s (*not* 60s, sixties)

2.5. Use numerals for expressing time of day, and a.m. and p.m. as required:

12:00 noon
7:30 a.m. (ante meridian) – before noon (i.e. morning)
4:30 p.m. (post meridian) – afternoon

In the 24-h system of expressing time, use a leading zero before hours 0-9 and a colon between hours and minutes:

04:15 from 09:30 to 11:00

3. Lists

3.1. Use bullets to mark items in a list when there is no particular significance to the order of arrangement. Use numbers when the items follow a particular sequence (e.g. steps in a process). Use letters when the items are alternatives (i.e. a *or* b *or* c).

3.2. Within paragraphs use (1), (2), (3), etc., or (a), (b), (c), etc.

3.3. If a list is set off vertically, use the following style:

1.		a.
2.	or	b.
3.		c.
etc.		etc.

3.4. If the item in the list is a complete sentence, use a period (full stop) at the end; if it is a short, incomplete sentence, do not use a period. If a complete sentence is broken (for some reason) so the list is set off, do not punctuate, or punctuate as you would a regular sentence:

7. He had, in effect, discovered a remarkable similarity among:
   a. strigiformes
   b. caprimulgiformes
   c. psittaciformes.

See also Joshi (1995) and van Loon (1995).

4. Abbreviations and symbols

4.1. Do not begin a sentence with an abbreviation.

4.2. No abbreviations should be used in the title of a paper/chapter.

4.3. Spell out non-metric units of measurement, if you must use them; otherwise use only the metric system, the metric abbreviations are understood in all parts of the world.

4.4. No periods should be used with abbreviations, except where an abbreviation would constitute a word or symbol (Fig., No., p.). Also do not use periods in abbreviations consisting of capital letters only, e.g. adenosine triphosphate, ATP *not* A.T.P., World Health Organization, WHO *not* W.H.O.

4.5. To avoid confusion use the spelling 'tonne' throughout, except when in combination with another metric unit of measure (e.g. t/ha) where the system used is obvious. Where you must refer to the short ton, write 'ton (short=2000 lb)' at first mention.

4.6. Abbreviations of:

a. Days (no period after): Mon, Tues, Wed, Thurs, Fri, Sat

b. Months (no period after): Jan, Feb, Mar, Apr, May, June, July, Aug, Sept, Oct, Nov, Dec

c. Languages: Use AGRIS abbreviations for languages wherever their use is extensive enough to publish a key in the work, such as in bibliographies. Elsewhere spell out the language name: (English summary).

AGRIS abbreviations
Language codes used in bibliographical entries

Af	Afrikaans	Ja	Japanese	Al	Albanian	Ko	Korean
Ar	Arabic	La	Latin	Be	Byelorussian	Li	Lithunian
Bg	Bulgarian	Lv	Latvian	Ch	Chinese	Ma	Macedonian
Cz	Czech	NI	Dutch	Da	Danish	No	Norwegian
De	German	Pe	Persian	Ee	Estonian	PI	Polish
En	English	Pt	Portugese	Es	Spanish	Ro	Romanian
Fi	Finnish	Ru	Russian	Fr	French	Sh	Serbo-Croat
Gr	Greek	Sk	Slovak	He	Hebrew	Sn	Slovenian
Hu	Hungarian	Sv	Swedish	In	Indonesian	Tr	Turkish
Is	Icelandic	Uk	Ukranian	It	Italian		

d. Some frequently used words in agriculture:

	Singular	Plural
cultivar	cv	cvs
variety	var	vars
species	sp.	spp.
subspecies	subsp. (*not* ssp.)	subspp.
subgenus	subg.	
forma	f.	
forma specialis	f.sp.	

versus = vs (no italics)
USA, UK, UAE
Least significant difference = LSD
Standard error = SE ±
Coefficient of variation = CV, CVs (plural)

4.7. Symbols: use the symbols %, ° (degree) with C (centigrade) or compass directions, and / (per) throughout the text with units of measure.

5. Units of measure

5.1. SI units and symbols

Units	Quantity	Name	Symbol
Base			
	Length	meter	m
	Mass	kilogram	kg
	Time	second	s
	Electric current	ampere	A
	Thermodynamic temperature	kelvin	K
	Amount of substance	mole	mol
	Luminous intensity	candela	cd
Supplementary			
	Plane angle	radian	rad
	Solid angle	steradian	sr

5.2. Multiples of these basic units can be denoted by the use of prefixes. The common prefixes are:

nano, n	10^{-9} or 0.000 000 001
micro, μ	10^{-6} or 0.000 001
milli, m	10^{-3} or 0.001
centi, c	10^{-2} or 0.01
kilo, k	10^{3} or 1000
mega, M	10^{6} or 1 000 000

Hence,

1 μs = 0.000 001 s
1 mM = 0.001 M
1 cm = 0.01 m
1 km = 1000 m

5.3. Acceptable *metric* units are °C and tonnes (*see* 4.5).

5.4. Common regional measurements should be converted into metric whenever possible:

1 dunum= 0.1 ha = 1000 m^2 = 0.001 km^2
1 quintal = 100 kg

6. Scientific nomenclature

Authors and editors are obligated to follow the rules governing nomenclature in the International Codes of Nomenclature (Botanical, Bacterial, Zoological).

6.1. A scientific name is a two-word combination, called a binomial or binomen, consisting of a generic name followed by a specific epithet — for example, *Cicer arietinum*. The generic name is always capitalized, the specific epithet is written in lowercase letters. All scientific names are differentiated from normal text by use of italics (underlined in typewritten copy); however, in an italicized heading, scientific names are put in roman.

6.2. The taxa above the rank of genus are always plural and therefore require a plural verb (The Leguminosae are...).

6.3. The person first publishing the scientific name for a species or any other taxon is, under the regulations of the Codes, its author. We recommend that the author name should be included with the scientific name at its first mention in the text—for example, *Lens culinaris* Medik.

6.4. In botany, when an epithet is transferred from its original position (for example, a specific epithet to another genus or an infraspecific epithet to another species) and when one epithet is changed in rank (for example, subspecies to species, genus to subgenus), put the name of the original author in parentheses followed by the name(s) of author(s) responsible for the change—for example, *Cyamopsis tetragonolaba* (L.) Taub. Zoology only uses the original authority in parentheses.

6.5. The Botanical Code recognizes several ranks subordinate to species, such as subspecies, varietas, subvarietas, forma and subforma. A scientific name with such subordinate ranks should be reduced to a trinomial based on the epithet lowest in rank:

Saxifraga aizoon var. *aizoon* subvar. *brevifolia* forma *multicaulis* subforma *surculosa*

should be written as:

Saxifraga aizoon subforma *surculosa*.

6.6. Names of cultivated varieties (cultivars) are given in roman type after the scientific name of species and are set off either with single quotes (*Sorghum bicolor* 'Lulu') or with the abbreviation 'cv' (*Triticum turgidum* subsp. *durum* cv Cham 5).

6.7. A scientific name should not be used loosely, as in the sentence "*Heliothis* is the crucial insect pest throughout the region." Write *Heliothis* sp., *Heliothis* spp., or name the species.

6.8. Common names for insect pests, such as aphid, mirid, and jassid, formed by anglicizing a generic, or higher order, name are written with a lower case initial letter and are not italicized (camellia for *Camellia*, chrysanthemum for *Chrysanthemum*).

The same rule applies to disease names: write ascochyta blight, alternaria leaf spot, fusarium wilt, etc.

6.9. A generic name that is followed by a specific epithet should be spelled out the first time it is used in the text; subsequently it may be abbreviated to its capitalized initial letter if the context makes the meaning clear—for example, *T. aestivum* for *Triticum aestivum*. If there are several generic names in the text with the same initial letter, the name should be spelled out on each occasion, or abbreviated using enough letters to avoid confusion (*Strep.* for *Streptococcus, Sal.* for *Salmonella, Sh.* for *Shigella*).

7. References

7.1. Textual references to entries in the reference list should follow the author-date system (Johnson 1978; Johnson and Jones 1975; Green et al. 1980) with no comma between author name and date.

7.2. Arrangement of entries in list

a. Follow the name/date (Harvard) system. Arrange reference entries alphabetically, with surname(s) of author(s) first:

Andrews, D.J. 1980.
Brues, A.M. 1972.
Tar, S.A.J. 1952.

b. The first author being the same in a set of entries with two, three, or more authors, arrange them in the following order:

Smith, R.P. and M.D. Clegg. 1962.
Smith, R.P. and G.T. York. 1950.
Smith, R.P., M.C. Saxena and O.D. Zilch. 1950.
Smith, R.P., J.G. Andrews, R.W. Judd and H. Johnson. 1952.
Smith, R.P., G.T. York and M.D. Clegg. 1970.

Note: Alphabetize two-author entries on surnames. Entries with three or more authors should be arranged chronologically regardless of the alphabetical order of the names of authors other than the first (since the names of other authors are not known when the text is being read), and regardless of the number of authors. A chronological order in such situations is more convenient to the reader in locating the entries in the reference list since all are refered to by "et al." in the text. In bibliographies, however, where cross-reference to text is not involved, a strict alphabetical order is more logical.

c. If two or more entries have the same author(s) in the same publication year, arrange chronologically if publication sequence is known, otherwise alphabetize the entries by title; use lowercase letters (a, b, c, etc.) to differentiate them.

Tahhan, O. and G. Harriri. 1982a. Chemical control of lentil pests ...
Tahhan, O. and G. Harriri. 1982b. Survey of lentil insects ...

7.3. Jounal articles

Author(s) name(s). Publication date. Title (only the initial letter of the first word is capitalized; no underlining except scientific names; not enclosed in quotes). Journal name in full (capitalize all important words, italicized) Volume number: beginning and ending page numbers (separated by hyphen).

Murphy, P.J., J.R. Witcombe, P.R. Shewry and B.J. Milfin. 1982. The origin of six-rowed 'wild' barley from the western Himalaya. *Euphytica* 31: 183–192.

Nicks, R.E. 1982. Early abortion of colonies of leaf rust, *Puccinia hordei,* in partially resistant barley seedlings. *Canadian Journal of Botany* 60: 714–723.

Note: Titles of published works, whether journal articles or others, are not edited; write them as they appear in the published form. For example, write 'sudan grass' one word or two as it appears in the published work. The recommendation to write journal names in full is to avoid inconsistency in their abbreviated forms.

7.4. Books

Brues, A.M. and G.A. Sacher. 1952. Mineral Cycling in South-eastern Ecosystems. Prentice-Hall, Englewood Cliffs, NJ, USA.

Rawson, Hugh. 1981. A Dictionary of Euphemisms and Other Doubletalk. Crown Publishers, New York.

Note: Generally omit Inc., Ltd, etc. Do not give the total number of pages in the book at the end of the entry. An author's own volume comes before his edited works.

7.5. Part of a book

Hastings, G. 1908 (reprinted 1966). *Cajanus indicus* (arhar). Pages 196–200 *in* The Farm Products of India (D.M. Rao and R.E. Murphy, ed.). Today and Tomorrow Printer and Publisher, New Delhi, India.

Note: Do not capitalize the chapter title, but capitalize the book title. Note the placement of editors' names.

7.6. Papers in workshop proceedings

Author(s). Date of publication. Title of paper (only capitalize initial letter of the first word). Pages 000 *in* (italic 'in') Proceedings (name of workshop with all important words capitalized) name of editor(s), if any, in parentheses, sponsor, date of workshop, place held. Publisher and publication town, country.

Saxena, M.C. and D.S. Yadav. 1975. Some agronomic considerations of pigeonpeas and chickpeas. Pages 31–61 *in* Proceedings, International Workshop on Grain Legumes, ICRISAT, 18 Jan 1974, Hyderabad, India. ICRISAT, Patancheru, AP, India.

Nene, Y.L., M.P. Haware and M.V. Reddy. 1980. International disease nurseries. Pages 43–44 *in* Proceedings, International Workshop on Chickpea Improvement, ICRISAT, 28 Feb to 2 Mar 1979, Patancheru, AP, India. ICRISAT.

Hawtin, G.C. 1982. The genetic improvement of faba bean. Pages 15–32 *in* Faba Bean Improvement: Proceedings of the Faba Bean Conference (G. Hawtin and C. Webb, ed.), ICARDA/IFAD Nile Valley Project, 7–11 Mar 1981, Egypt. Martinus Nijhoff Publishers, The Hague, The Netherlands.

Note: In second example there is no need to repeat the sponsor's address in publisher place as the sponsor's address and the location of workshop are the same and the sponsor is the publisher of the proceedings.

7.7. Entire proceedings

Hawtin, G. and C. Webb (ed.). 1982. Faba Bean Improvement: Proceedings of the Faba Bean Conference, ICARDA/IFAD Nile Valley Project, 7–11 May 1981, Cairo, Egypt. Martinus Nijhoff Publishers, The Hague, The Netherlands.

ICRISAT (International Crops Research Institute for the Semi-Arid Tropics). 1975. Proceedings of the International Workshop on Grain Legumes, ICRISAT, 18 Jan 1974, Hyderabad, India. ICRISAT, Patancheru, AP, India.

Note: The sponsoring institute takes the author place if there are no editors.

7.8. Annual reports

ICARDA (International Center for Agricultural Research in the Dry Areas). 1983. Annual Report 1982. Aleppo, Syria.

7.9. Part of report

ICARDA (International Center for Agricultural Research in the Dry Areas). 1983. Cereal improvement. Pages 59–106 *in* ICARDA Annual Report 1982. Aleppo, Syria.

7.10. Corporate authorship

Citing the publisher as a 'corporate author' is clearer than a long list of 'anon.' authors in the reference list.

USDA (US Department of Agriculture). 1975. Historical Statistics of the United States. Bicentennial edn. US Government Printing Office, Washington, DC.

FAO (Food and Agriculture Organization). 1987. FAO Production Year-book 1977. FAO Basic Data Unit, Statistics Division, Rome, Italy.

7.11. Unpublished works—avoid if possible

Rao, J.V. 1974. Studies on fertilizer management of wheat in 'maize–wheat' and 'arhar–wheat' cropping systems. PhD thesis. Indian Agricultural Research Institute, New Delhi.

7.12. Foreign titles

York, G.T., Jr and J.R. Smith. 1970. Le sorgho : cultures tropicales. *Agronomie Tropicale* 25: 451–457. [English summary.]

Note: At the end of the reference entry indicate the languages in which the paper has summaries.

Varadinov, C.B. 1976. [Sorghum investigations in desert area.] In Russian. *Isvestiya Akademii SSR Seriya Bibliogicheskikh Navk* 7: 30–34.

Note: If the title is the English translation of another language, put it in square brackets and write 'In Russian' or 'Translated from Russian' (or any other language as applicable) after the brackets.

7.13. Personal communications

Citations referring to communications which cannot be retrieved by readers should not be included in the reference list. Such communications should be described in the text as 'unpublished work' (not as 'in preparation') or as a 'personal communication' (not as a 'private communication') and the source should be included:

> ...as was found recently (J.B. Smithson, 1983, ICRISAT, Patancheru, India, personal communication)....

7.14. 'In press' works

Journal articles/book chapters accepted for publication may be included in reference lists but this fact should be indicated by the words 'In press' at the end of the entry. Works awaiting acceptance should not be included in reference list.

7.15. If there is to be no reference list, a reference may be given as an in-text reference in full:

> Use of 'Harvest Index' in improving the productivity of grain crops through selection has been much emphasized recently (Bhatt, G.M. 1976. Variation of harvest index in several wheat crosses. Euphytica 25: 41–50), so we initiated experiments ...

8. Proprietary names

Normally, a trade name should not be used. However, if the use of a trade name is necessary to identify the product, spell it out and capitalize as specified in the registration (Benlate, Manzeb, Vitavax, etc.); the generic (or common) name should still be given in parentheses at the first mention of the trade name, for example, Benlate (benomyl). The address of the manufacturer who owns the trade name should be provided as a footnote.

When trade names are used, it is important to include a trade name waiver on the copyright page of the publication, which may be worded thus:

'The use of trade names does not constitute endorsement of or discrimination against any product by ICARDA.'

9. Tables

9.1. Each table should be self-explanatory. The place and date experiment, where appropriate, must be included in table captions.

9.2. All tables should be numbered consecutively in arabic numerals throughout the manuscript.

9.3. All tables should be easily intelligible. Do not include undigested or indigestible data, or data which can be worked out from other columns. Include only what is relevant to the arguments and conclusions in the text. Columns that are to be compared should be put beside each other.

9.4. Do not use a dash or minus sign to indicate that data were lacking or could not be collected. Use na instead, and explain it in a footnote (na = not available, or data could not be collected). Enter zero reading as 0.

9.5. Repeat the table number and column heads on all pages to which a table is carried over.

9.6. Take a hard look at each table and drop any which are not essential. Tables are time-consuming to typeset.

10. Figures

10.1. Send original figures, not photocopies, with the manuscript.

10.2. All figures should be self-explanatory. The legend should include place and date of experiment, where appropriate.

10.3. Make sure that maps and photomicrographs have been provided with scales to determine the actual size of the area/object.

10.4. All figures should be numbered in arabic numerals in one consecutive series.

10.5. Consider consulting the editors/artists in CODIS when planning your figures.

11. Footnotes

A practical rule for footnote designations is the use of superior symbols with textual matter (including that in tables) and numerical data. This is to ensure that a letter does not become confounded with the word of the text it is used with, and a numeral with the figure of data:

One estimate† of the area of kabuli chickpea ...
3572† 5689‡ 4521§

Symbols follow the order: †, ‡, §, ¶, ††, ‡‡, ...

Note: avoid using asterisks, as these are reserved for statistical significance (see below).

12. Statistics

12.1. Rounding off numbers

In reporting data numerically, the number of significant digits should not suggest greater degree of precision than is actually the case. Use the following procedure for rounding off numbers in which, for example, four significant digits are to be retained:

a. If the digit to the right of the fourth digit is less than 5, leave the fourth digit unchanged:

4.1282 rounds to 4.128

b. If the digit to the right of the fourth digit is greater than 5, increase the fourth digit by 1:

4.1286 rounds to 4.129

c. If the digit to the right of the fourth digit is exactly 5, followed only by zeros, and the fourth digit is even, leave the fourth digit unchanged:

4.1285 rounds to 4.128

4.12850 also rounds to 4.128

If the fourth digit is odd, increase it (the fourth digit) by 1.

4.1275 rounds to 4.128
4.12750 also rounds to 4.128

d. If the digit to the right of the fourth digit is 5 and there is at least one digit other than 0 to the right of the 5, increase the fourth digit by 1:

4.12851 rounds to 4.129
4.12751 rounds to 4.128

12.2. Describe standard designs by size and name: 6 x 6 Latin square, 2 x 3 factorial, completely randomized, etc.

12.3. Present yields per unit area as yields per hectare (not per plot), but give plot size in the table caption, or footnote.

12.4. Use asterisks to denote levels of probability according to the international convention: * for $P \leq 0.05$, ** $P \leq 0.01$, and *** for $P \leq 0.001$.

13. Grammar

13.1. Spelling: Follow the *Webster's Ninth New Collegiate Dictionary.*

13.2. Punctuation: Use a comma before "and" in a series:

The nutrients N, P, and K...

13.3. Place commas and periods inside quotation marks; logic governs placement of other punctuation marks:

... where agricultural production "fluctuates widely," and crop failures because of bad weather and pest infestation lead to shortages that are "an ever-present threat to life."

Footnote references go outside punctuation:

Table 23. Chickpea insect pest species in and around Aleppo.†

13.4. Parallel construction: Watch that each item in a series of related items is grammatically consistent in structure. This includes similar levels of headings, itemized lists, and items of a series within a sentence:

For example, if most subheads include a gerund, there should be a gerund in every subhead:

a. Verifying classification
b. Data analysis
c. Calculating standard errors

Change b to read: Analyzing data

If there are items in a series separated by commas, they must be parallel:

Wrong: in spring, summer, and in winter
Right: in spring, summer, and winter
or
in spring, in summer, and in winter

13.5. Misplaced phrases/clauses

Wrong: In a liquid state we thought that this insecticide could be more effective.
Right: We thought that this insecticide could be more effective in a liquid state.

Watch for the placement of the word 'only.' Note how the meaning changes by shifting the word 'only' in the following sentences:

Only the technician calculated the value of x in the equation.
The technician *only* calculated the value of x in the equation.
The technician calculated *only* the value of x in the equation.
The technician calculated the *only* value of x in the equation.
The technician calculated the value of *only* x in the equation.
The technician calculated the value of x *only* in the equation.
The technician calculated the value of x in the *only* equation.
The technician calculated the value of x in the equation *only*.

13.6. 'That' and 'which' are the two most often confused subordinate conjunctions. Use 'that' when a phrase is restrictive, or essential to the sentence, and 'which' when it is nonrestrictive or not essential.

Wrong: All of the plants which developed ascochyta blight were removed and burnt.
Right: All of the plants that developed ascochyta blight were removed and burnt. (Clearly, all of the plants in the field did not develop the disease.)

13.7. The word 'comprise' does not take a preposition after it:

Wrong: The experiment comprised of 70 plants.
Right: The experiment comprised 70 plants.
or

The experiment consisted of 70 plants.

13.8. Tautology: A common weakness in scientific manuscripts is tautology, that is, "repetition of the same words or use of synonymous words in close succession."

Examples: Cooperate *together*
new *innovation*
return *back*

13.9. Modifying absolute terms: An even worse crime than simple tautology!

Examples:	actual fact	absolute minimum
	true fact	completely full
	quite unique	definitely proved
	exactly true	flat plateau
	very essential	

13.10. Long-windedness, or verbosity, hinders clear understanding and should be avoided.

13.11. The following phrases may be completely removed without affecting the meaning:

It is worth pointing out in this context that	It should be borne in mind in this connection that
It is significant to note the fact that	found to be
It is relevant to mention here	
Needless to say	
The results reported here demonstrate that	
It is known that	

13.12. Many long phrases may be reduced to a few words.

It is plainly demonstrable from the curves presented in Figure 2	Figure 2 shows
Recent	give date instead
Has been shown to be	Is
Proved to be	Were
It can be seen in Table 4 that	write '(Table 4)' after the statement

13.13. Each of the following should be reduced to one word:

all of	as to whether	period of time
both of	by means of	red in color
foot pedal	falling down	round in shape
given data	first of all	weather conditions
half of	in an exhausted state	would appear
in order to	join together	
very similar	large in size	

13.14. Keep the text compact, informative, and unpretentious. Ethics require that no direct attacks be made on the works of others. Heavy attempts at humor or irony are totally inappropriate in serious scientific writing.

Reference sources and suggested further reading

American Society for Testing and Materials. 1976. Standard for Metric Practice, ANSI/ASTM E380-76. American Society for Testing and Materials, Philadelphia.

CBE (Council of Biology Editors) Style Manual Committee. 1995. Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers, 6th Edn. CBE/Cambridge University Press, Cambridge, UK.

Day, Robert A. 1988. How to write and Publish a Scientific Paper, 3rd Edn. ISI Press, Philadelphia.

Fisher, R.A. and F. Yates. 1957. Statistical Tables for Biological, Agricultural and Medical Research, 5th Edn. Oliver and Boyd, London.

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