

ICRISAT

Handbook

of

Style



International Crops Research Institute for the Semi-Arid Tropics

2003

ICRISAT **HANDBOOK** OF **STYLE**



ICRISAT

International Crops Research Institute for the Semi-Arid Tropics
Patancheru 502 324, Andhra Pradesh, India

Welcome to the 2003 edition of the *ICRISAT Handbook of Style*

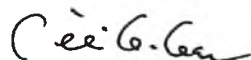
ICRISAT staff produce hundreds of reports and other documents every year. Consistent adherence to ICRISAT policies on style and format will simplify our reporting process and accelerate our activities.

The *Handbook* focuses on guidelines applicable to most types of reports.

This 2003 *Handbook* is the first update to be published since 1985. Eighteen years is a long time to wait for such a useful and important document. A number of changes to the previous guidelines have been incorporated, and we have adopted an alphabetical Table of Contents for convenient use. I encourage all staff and editorial consultants to become familiar with this edition. Staff of the Communications Unit of the Project Development and Marketing Office are available to answer specific questions on style and usage as well as to offer general advice on good writing.

It is hoped that the *Handbook* will enhance the communication of our research results and expand the breadth of the knowledge base, not only in the semi-arid tropics, but throughout the world.

The *ICRISAT Handbook of Style* is approved by Management.



William D Dar
Director General

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Abbreviations/acronyms

Write out each term to be abbreviated at first appearance and give the term's abbreviation in parentheses. Thereafter, use only the abbreviation.

Excessive use of abbreviations makes text cumbersome to read. Avoid starting sentences with an abbreviation. Do not use periods in abbreviations or at the end of headings.

An abbreviation should be introduced only if the term appears more than twice in the document, the term is very long or the term is very common (eg, GDP).

Write all abbreviations, except weights and measures, in capital letters. But in their written-out form, only proper nouns are capitalized (this also applies to lists of acronyms). As far as possible spell out the name of the country. Do not abbreviate the names of governments.

The plural of an abbreviation has a lower case 's'. Do not use an apostrophe. Apostrophes are used only for possessives.

Do not use a period in abbreviations for names of authors, countries, organizations, institutions, government ministries or agencies.

Both ie and eg are followed by commas, but do not require periods. Omit the articles in lists of more than two countries, agencies, institutions or organizations.

Abbreviate all standard units of measure preceded by numerals except where clarity requires use of complete word.

Abbreviations are also lowercase except for those derived from proper names.

Abstracts

Abstracts should be as short as possible. Use of abbreviations is discouraged. Abstracts consist of a single paragraph, are italicized and are indented both left and right.

Exception: Abbreviations must also be spelled out in each table, but the spelled-out forms may be either inside the table at the terms' first appearance, or directly below the table in alphabetical order.

The People's Republic of China at first reference. Thereafter, China, not PRC.

GNPs and not GNP's

US, not U.S.
MCS Bantilan, not M.C.S.
Bantilan

ie, and not i.e.,

kg, km, lb, kph
but Hz (hertz) and Pa (pascal)

Appendixes

'Appendices' is no longer the preferred spelling. Content in appendixes must be related to the document and must not reproduce the main text.

Spell out every term, and then give the abbreviation in parentheses at first appearance in each appendix and in each table, even if the term is already spelled out in the main text.

All appendixes must be cited in the main text and numbered consecutively in the order in which they are cited. If there is only one appendix, use 'Appendix' rather than 'Appendix 1'.

Do not include attachments or annexes. If there is supplementary material, incorporate it in an existing appendix or create a new appendix.

Authors

The name and designation of the author should be given below the title. The font size should be smaller than the title.

Designations and addresses should be rendered as footnotes. Superscript indicator numbers should be used for multiple authors.

British vs American English

ICRISAT uses American English.

There is a substantial difference between English as written and spoken in America and English as used in Britain and other Commonwealth countries. Sometimes the same word has taken on different meanings creating an opportunity for misunderstanding.

This also applies to figures of speech.

The word *homely* means simple or informal in British English, but plain or unattractive in American English.

It went like a bomb in British English means it was a great success; it bombed in American English means it was a disaster.

Some words are spelled (spelt) differently; the spellings are sufficiently similar to identify the word, but the unfamiliar form may still disturb the reader. It may be better to use a synonym than to take this risk, although sometimes it cannot be avoided.

Words generally acceptable in both British and American English:

ambience	not	ambiance
among	not	amongst
annex	not	annexe
backward	not	backwards
burned	not	burnt
dispatch	not	despatch
encyclopedia	not	encyclopaedia
learned	not	learnt
unspoiled	not	unspoilt

Exception: ICRISAT uses the English word grey instead of the American gray.

All-figure writing of dates mean quite different things on either side of the Atlantic. For instance, 5/10/82 to an American stands for tenth day of May in the year 1982, but to an Englishman or an Indian it means the fifth day of October. To avoid confusion, always use letters to indicate the month: 5 Oct 1982, 27 Feb 2003.

Note that the abbreviations AM and PM (*ante* and *post meridiem*) are written with no space between them in American style. British practice is to use lowercase – a.m. and p.m.

It is not necessary to write hours after time.

Bullets

Do not punctuate the end of each bullet in a list unless the items are complete sentences.

Use standard bullets. Avoid using special or unusual bullets, as these may distract or annoy the reader. If ‘sub-bullets’ are required, use a different style and indent them.

The Grey to Green Revolution

In this case ICRISAT adopts the British style.

ICRISAT prefers the 24-hour clock, which obviates the terms. Thus, 8:30 PM is written 2030.

0830 not 0830 hours
or 0830 hr
or 0830 h

Capitalization

Uniformity in text will be lost if there is unnecessary capitalization. ICRISAT follows the principles of capitalization found in the Merriam Webster's Collegiate Dictionary, 10th edition, pp 1541–45.

Use lower case when the term is generic or when the term refers to more than one distinct item at a time.

But capitalize names of specific places or geographic features when the terms are part of the formal name.

Certain abbreviations, when expanded, should not be capitalized. If the term is not a proper noun, do not use upper case. This holds true for lists of acronyms.

Capitalize professional titles when followed by the individual's names. Use lower case for other titles.

Capitalize titles of heads of state.

Capitalize Government or State when they refer to central (federal) level. For lower government levels or units use lowercase.

Projects when they are part of the formal name and when used as a noun should be capitalized. But projects when used as an adjective need not be capitalized. If the proper name is British spelling eg System-wide Livestock Programme then in the text refer to Programme.

Do not capitalize 'the' before the name of institutions.

Captions

All figures, tables, images and photographs in ICRISAT publications should have captions. Captions are printed in italics. Use end punctuation and left justification.

East Africa and Southeast Asia, but eastern Africa and southeastern Asia

The mountains of Tibet, the Central Asian republics

The Ganges River, the Bay of Bengal, the Tropic of Cancer

NARS means national agricultural research system, not National Agricultural Research System

Director General Dar spoke at the meeting.
The sorghum breeders met yesterday.

The President of India addressed Parliament.

The Government of Nepal.
The ICRISAT team visited various district government offices.

the Adarsha Watershed Project
project consultants, project implementation

Exceptions: The Rockefeller Foundation
The University of Reading

Exceptions: If the caption includes words that should be italicized (eg, Latin binomials), these words should appear in Roman (standard) font to set them off from the rest of the caption.

Case

Lower case is easier to read THAN UPPER CASE.

Columns

In general, two columns are easier to read than a single column in 8x11 size paper.

Contents

The table of contents is the first page of a document. It shows preliminary matter, titles of chapters, main sections and appendixes. The page should not include list of tables, figures, graphs or charts.

When a main topic has several sub topics, list them under the main topic with corresponding page numbers.

Crop names

All Latin binomials must be italicized. ICRISAT follows the rules governing biological nomenclature as laid down in the International Code of Botanical Nomenclature, the International Code of Nomenclature of Bacteria and the International Code of Zoological Nomenclature.

Authorities – eg, (L.) Moench – must never be rendered in italics. Similarly, the punctuation of authorities must never be altered. Authorities should be used at the first mention only.

Cereals

barley	<i>Hordeum vulgare</i> L.
barnyard millet	<i>Echinochola crusgalli</i> (L.) Beauv.
browntop millet	<i>Brachiaria ramosa</i> (L.) Stapf
finger millet	<i>Eleusine coracana</i> (L.) Gaertn.
fonio, hungry rice	<i>Digitaria exilis</i> Stapf, <i>D. iburua</i> Stapf
Job's tears	<i>Coix lacryma-jobi</i> L.
kodo millet	<i>Paspalum scrobiculatum</i> L.
little millet	<i>Panicum sumatrense</i> Roth ex Roem. & Schult.
maize	<i>Zea mays</i> L.
oats	<i>Avena sativa</i> L.
pearl millet	<i>Pennisetum glaucum</i> (L.) R.Br.
proso millet	<i>Panicum miliaceum</i> L.
rice	<i>Oryza sativa</i> L.
rye	<i>Secale cereale</i> L.
sorghum	<i>Sorghum bicolor</i> (L.) Moench
teff	<i>Eragrostis tef</i> (Zucc.) Trotter

wheat, bread
wheat, macaroni

Triticum aestivum L.
Triticum durum Desf.

Pulses

bambara groundnut
black gram, urd
chickpea, bengal gram
cowpea
faba, broad, or horse bean
common bean
grass pea
green gram, mung bean
lentil
moth bean
pigeonpea, red gram
rice bean

Vigna (earlier Voandzeia) subterranean (L.) Verdc.
Vigna mungo (L.) Hepper
Cicer arietinum L.
Vigna unguiculata (L.) Walp.
Vicia faba L.
Phaseolus vulgaris L.
Lathyrus sativus L.
Vigna radiata (L.) Wilczek
Lens culinaris Medic.
Vigna aconitifolia (Jacq.) Marechal
Cajanus cajan (L.) Millsp.
Vigna umbellata (Thunb.) Ohwi & Ohashi

Oil crops

groundnut
soybean

Arachis hypogaea L.
Glycine max (L.) Merr.

After first use of a Latin binomial, you may abbreviate the genus with a capital letter and a period, followed by the name of the species.

Biotica (crops, plants, insects, birds, mammals, etc) should generally be identified by their scientific names when the English term is first used.

All biocides and other organic compounds must be identified by their Geneva names when first used in the text. Active ingredients of all formulations should likewise be identified.

For chemical nomenclature, the conventions of the International Union of Pure and Applied Chemistry and the official recommendations of the IUPAC-IUB Combined Commission on Biochemical Nomenclature should be followed.

Cross references

Always minimize the use of cross references. Cross references may either be written into the text or appear in parentheses.

Do not use footnotes to cross reference material elsewhere in the report.

First use: *Pennisetum glaucum*

Second use: *P. glaucum*

The proposed soil management is illustrated in Table 3.

Modus operandi of the project is shown in Figure 2. Cost estimates for the final phase (Table 5) take into account...

Currencies

When giving an amount in figures, always precede the number with the symbol of the currency.

Insert a space between the currency abbreviation and the amount unless a symbol is used to denote currency. When discussing the currency in general, write it out in lower case.

Prefer \$100 to US\$100 in text that makes frequent reference to financial figures. If necessary for clarity, insert a note in the cover verso specifying that '\$' refers to USD.

If a distinction has to be made between sums of money in two currencies employing the same symbol for the monetary unit, a prefix is used.

Dates

Write dates in day-month-year order, without punctuation. When space is limited (as in tables) use the form dd/mm/yy. Include a zero before single-digit dates only when necessary to improve appearance in tables or columns.

Spell out the names of months. Where space is limited (as in tables or lists), abbreviate the months to three letters each, with no period.

Disease names

Name of disease	Causal organism
Chickpea	
Ascochyta blight	<i>Ascochyta rabiei</i> (Pass.) Labr.
Botrytis gray mold	<i>Botrytis cinerea</i> Pers. ex Fr.
Fusarium wilt	<i>Fusarium oxysporum</i> Schlect. emend Snyder & Hans. f sp <i>ciceris</i> (Padwick) Matuo & Sato
Collar rot	<i>Sclerotium rolfsii</i> Sacc.
Dry root rot	<i>Rhizoctonia bataticola</i> (Taub.) Butler
Chickpea stunt	<i>Luteovirus</i>

\$7,000 (no space between \$ and 7)

Rs 2,000 (space between Rs and 2)

In Canada the current quotation was C\$2.23 (US\$1.67) a pound.

Correct:

6 March 2003
4-10 March 2003
4 March to 3 April 2003
6/3/03 (for tables)

Incorrect:

March 6, 2003
March 4 to April 3, 2003
Jan, Feb, Mar, Apr, May, Jun,
Jul, Aug, Sep, Oct, Nov, Dec

Pigeonpea

Phytophthora blight	<i>Phytophthora drechsleri</i> Tucker f sp <i>cajani</i> (Pal et al.) Kannaiyan et al.
Fusarium wilt	<i>Fusarium udum</i> Butler
Anthracnose	<i>Colletotrichum cajani</i> Rangel
Rust	<i>Uredo cajani</i> Sydow
Botrytis gray mold	<i>Botrytis cinerea</i> Pers. ex Fr.

Groundnut

Early leaf spot	<i>Cercospora arachidicola</i> Hori
Late leaf spot	<i>Phaeoisariopsis personata</i> (Berk. & Curt.) v. Arx
Rust	<i>Puccinia arachidis</i> Speg.
Bacterial wilt	<i>Pseudomonas solanacearum</i> (Smith) Smith

Pearl millet

Pearl millet downy mildew	<i>Sclerospora graminicola</i> (Sacc.) Schroet.
Ergot	<i>Claviceps fusiformis</i> Loveless
Smut	<i>Moesziomyces penicillariae</i> (Bref.) K. Vanky [Syn. <i>Tolyposporium penicillariae</i> (Bref.)]
Rust	<i>Puccinia penniseti</i> Zimm.

Sorghum

Sorghum downy mildew	<i>Peronosclerospora sorghi</i> (Weston & Uppal) C.G. Shaw
Leaf blight	<i>Exserohilum turcicum</i> (Pass.) K.J. Leonard & E.G. Suggs
Rust	<i>Puccinia purpurea</i> Cooke.
Anthracnose and red rot	<i>Colletotrichum graminicola</i> (Cesati) G.W. Wilson
Ergot	<i>Claviceps sorghi</i> McRae <i>Claviceps africana</i> Frederickson, Mantle & de Milliano
Grain molds	Several fungi (eg, <i>Fusarium</i> spp., <i>Curvularia</i> spp., and others)

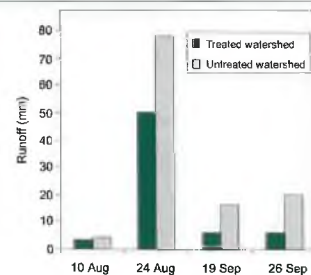
Viruses

Name	Abbreviation
Peanut stripe virus	PStV
Peanut clump virus	PCV
Peanut bud necrosis virus	PBNV
Peanut mottle virus	PMV
Peanut rosette virus	PRV
Peanut stem necrosis virus	PSNV
Pigeonpea sterility mosaic virus	PSMV
Pigeonpea yellow mosaic virus	PYMV

Figures

Use a figure only when it amplifies and illustrates the discussion presented in the text. Place a figure near the text in which it is cited.

Insert the source flush left below the figure. Images and photographs require captions. Captions require full stops, are flush left and italicized.



*Watershed management model:
Adarsha Watershed, Kothapally, India.*

Footnotes

Minimize the use of footnotes, as they tend to distract the readers attention. Keep all footnotes brief.

Separate footnotes from the main text by leaving a small gap and decrease the font size. Footnote numbers should be flush left and superscript. Use numerals, not letters or asterisks, to indicate footnotes.

Footnotes in tables or figures should use superscript numerals, not asterisks or letters.

If a footnote number appears next to punctuation, place after the punctuation mark.

Exception: Place it before a dash.

Foreign terms

As far as possible refrain from using non-English terms. If there is no appropriate English term, then give the term in italics and in brackets give its English equivalent or definition.

During *kharif* (rainy season) the farmers spray weekly. Chickpea is sometimes preferred to *boro* (postrainy-season) rice.

Do not italicize the names of institutions or agencies. If the term appears in Webster do not italicize it.

Eliminate accent marks from non-English terms that have become common in English usage.

When the dictionary allows more than one spelling for the plural form of a word, use the first one given.

appendixes not appendices
formulas not formulae
forums not fora

Gender references

Use gender-neutral language unless it is impractical or interferes with clear and concise communication.

Avoid	Prefer
Chairman	Chair, chairperson
male nurse, lady doctor, doctor (Mrs)	nurse, doctor
to man	to staff, to operate, to run, to manage
sister organization	organization, partner organization, peer organization
manpower	human resources, labor, personnel, staff, workers
fishermen	fishers, fisherfolk

If the gender of an individual is known, the title may be specified.

Sometimes rewriting a sentence is a best way to ensure gender-neutral language.

Chairman Mokwunye opened the meeting.

Instead of	Try
Every farmer must tend his own field.	All farmers must tend their own fields.
Each officer presented his findings.	Findings were presented by each officer.
Everyone is responsible for his own health.	One is responsible for one's own health.
Each manager contributed his suggestion.	Each manager contributed a suggestion.
The director will make his recommendations to the President.	The director will make recommendations to the President

Glossary

In a technical manual, all technical terms and significant non-English terms should be included in a glossary. Place the glossary before the appendixes.

Grammar

Use the active voice except where you have a good reason to use the passive. The active is the natural voice, the one in which people usually speak and write, and its use is less likely to lead to wordiness and ambiguity.

Avoid the 'passive of modesty', a device of writers who shun the first-person singular. 'I discovered' is shorter and less likely to be ambiguous than 'it was discovered'.

Passive voice has proper uses in scientific writing. It is preferred when the agent of action is irrelevant in the context. The passive voice can be used to emphasize something or someone other than the agent.

Use *that* when a phrase is restrictive or essential to the sentence, and *which* when it is nonrestrictive or not essential.

Avoid using the terms *firstly*, *secondly* and *respectively* in the running text. They often are less clear and take more space than simply repeating words.

I wrote the paper.

NOT

The paper was written by me.

Note: personalization is to be avoided in journal articles.

Pencillin was discovered in 1929.

Darwin's *Origin of Species* was published in 1859.

The varieties that she sowed last year

NOT

The varieties which she sowed last year

Headings

The main headline should be the largest font size.

All the subheads should be flush left. If there is only one subhead in the text, run the text without any subheads.

Do not use colons at the end of headings or of sub heads.

Hyphenation

ICRISAT follows the principles of hyphenation found in Merriam Webster's Collegiate Dictionary, 10th Edition, pp 1537-38.

The general rule in naming diseases and pests is that plant parts, used adjectively, followed by insect or disorder nouns, are typed as separate words.

Exceptions: ICRISAT does not hyphenate chickpea, pigeonpea, soybean, armyworm, genebank or germplasm.

Stem borer, stem blight, leaf roller, leaf spot, pod fly, root rot

Common terms used in ICRISAT documents

With hyphen

agro-industrial
agri-business
crude-fiber content
cross-sectional (adj)
damping-off disease
decision-making (adj)
early-formed pods
field-grown
full-time occupation (adj)
grain-filling stage
intra-annual
kabuli-type
labor-saving nature
long-term solution
nitrogen-fixing bacteria
off-season
part-time role (adj)
policy-making
rain-guage station
a short-listed candidate
year-round, by year-end,
a year-end report

Without hyphen

agroclimatic
chickpea
cross section (n)
dry farming (n)
decision maker
earworm
fieldwork
full time (n)
three quarters
intraseasonal
kg equivalent
landrace
long term (n)
nonfood crop
off farm (n)
part time (n)
policy maker
postrainy
runoff
shortlist, longlist
by year's end, by the
end of the year

Inside front covers (cover versos)

Inside front covers of formal publications should have citations. A citation includes author names and the complete title of the book. After the citation an abstract of 150–200 words is included. Special notes may also be inserted (eg, ‘In this report \$ refers to US dollars’).

Justification

Left, rather than full, justification provides a superior appearance to most documents and makes text easier to read.

Latin in text

ICRISAT does not italicize certain common terms and abbreviations in text. These are listed in the right margin.

Note: Never start a sentence with an abbreviation.

Numbers, ratios and fractions

Do not hyphenate fractions when used as nouns. But when used as an adjective preceding a noun, fractions should be hyphenated.

Use a slash to indicate ratios in words. Use a colon to express ratios in figures.

In documents, the numbers must be accurate and consistent. Spell out numbers from one to nine except in tables, ranges, currencies and percentages and except when the numbers are presented in a series for purposes of comparison or consistency. If numbers appear at the beginning of a sentence spell them out.

Very large numbers can be expressed in numerals followed by million or billion. Insert a comma every three digits. Do not use lakh/crore numerology.

Decimals are to be written with a period and not a comma. Round off numbers to one or two decimal places. In a table, be consistent.

et al. (note the full stop)
ie
eg
ex-ante
ex-post
ibid
etc
per se
verbatim

a two-thirds majority
two thirds of the people

The teacher/student ratio
70:30

The project involved 5 agronomists, 2 irrigation experts and 14 environmental impact specialists. Twelve project members were locals.

2.55 becomes 2.6
2.54 becomes 2.5

Paragraphs

No indent should be given to the first paragraph in a section of text or following a heading.

Subsequent paragraphs can start with either an indent or two hard returns, but not both. In general, paragraphs should be left justified.

Photographs

Photographs should be of good resolution, clear and pertain to the text. All photographs should have captions. Captions are italicized, terminate with a period and are left justified.

Plant material names

For named plant materials, use hyphens only between consecutive numbers or letters, not between a letter and a number or a letter. ICRISAT-approved plant material names indicate the type of material to which they refer. For instance, in ICMV 1, IC is an abbreviation for ICRISAT, M for millet and V for variety. Identify varieties, hybrids and breeding lines correctly. ICSH is a hybrid, and should not be called a variety.

The ICRISAT Plant Materials Release Committee is responsible for naming ICRISAT plant material. Follow its guidance and refer to material only by approved names. This avoids confusion and helps standardize nomenclature.

Posters

Posters should not contain lengthy text. Use short sentences and bullet points. Images will enhance the visual effect of the poster.

Power Point presentations (PPPs)

For a lasting impression, make use of attractive visuals.

Avoid overkill with too many colors. Use the official ICRISAT templates available on the Intranet.

WC-C75	ICSV-R
Robut 33-1	E 35-1
J 11	ICPL 267

To make your PPPs lively, highlight important points. Avoid details. Good pictures and diagrams are better than filling your image with words.

Avoid using pictures downloaded from the internet. Picture resolution should be excellent and cropped to improve clarity.

Templates for PPPs can be accessed from the Intranet. For accessing the templates, double click on the bottom right icon *Downloads* on the home page. Again double click on the first icon *Power Point Templates*. Save the desired background to the PC by right clicking on the color template and clicking *Save target as*.

Avoid excessive use of bullets and sub-bullets. Maintain uniformity in bullets. If you need more bullets than the space allows, continue on succeeding slides. If you use more than eight bullets, use numerals for clarity. Numerals are also used to indicate priority or chronology.

When presenting your PPP, do not insult your audience by simply reading it to them verbatim. Use eye contact with your audience. Avoid overusing laser pointers, as this can be annoying to the viewer.

Pullouts

Pullouts – salient phrases taken from the text and inserted in the margins – can enhance reports and lengthy presentations. Graphs and tables will also highlight important points in a flyer.

Punctuation

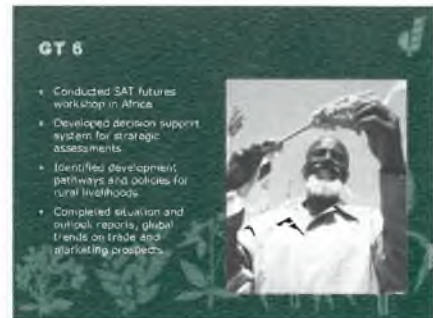
Use commas to separate items in a series. If one item in the series already contains a comma use a semicolon to separate the items. Do not be afraid to use plenty of periods. Keep sentences short.

Approved templates (various colors are available)

Title slide



Running slide



Ending slide



Use brackets within parentheses. If the whole sentence is within brackets, put the period inside.

Quotation marks should be placed after end punctuation or commas, but before every other kind of punctuation.

Exception: If quotation marks are used to set off a word or term, the end punctuation comes after the quotation marks.

Logic governs placement of other punctuation marks. Footnote references go outside punctuation.

A colon can be used before a list if the sentence comes to a stop. If the items listed form part of the sentence, then omit the colon.

In general, ICRISAT follows the guidelines appearing in Merriam Webster's Collegiate Dictionary, 10th Edition.

Exception: Use en dash (–) instead of em dash (—) or double hyphen (--). Use a space before and after each en dash.

Avoid using a comma before 'and' in a series, except to avoid confusion when the items in the series consist of several words.

Use ellipses (...) to indicate that words have been deleted in a quotation. Ellipses consist of three full stops. Only use a fourth full stop if the sentence ends. In such a case, the fourth dot is a full stop, not part of the ellipse.

Ranges

[the economic internal rate of return (EIRR)]

Use single quotation marks except for directly reported speech.

She insisted on using the term 'inter-regional'.

The postrainy season – *rabi* – lasts from June to September.

Our mandate crops are sorghum, pearl millet, chickpea, pigeonpea and groundnut.

Incorrect	Correct
from \$8 to \$9 million (This means from 8 dollars to 9 million dollars.)	from \$8 million to \$9 million or \$8–9 million
from 27-29 June	27–29 June from 27 to 29 June
from 1 August – 4 September	from 1 August to 4 September
20% to 30%	20–30% from 20 to 30%
between 12-16 scientists	between 12 and 16 scientists

References

In-text references to entries in the reference list should follow the author-date system with no comma.

The reference list should be alphabetized and not numbered.

General rules for citation

Initials follow the surname. Initials are not separated by periods or spaces.

The title of the document should be transcribed exactly as it appears in the original publication. Punctuation may be added to distinguish a title from a subtitle or extended title.

The place of publication is important for ordering purposes. A complete postal address should therefore be included.

The abbreviation 'et al.' is correctly used for citing multiple authors in the text, but it should not be used in the list of references, where all authors or editors should be listed.

Examples

Articles and books

Mallikarjuna N. 2001. Prospects of using *Cicer canariense* for chickpea improvement. International Chickpea and Pigeonpea Newsletter 8:22–24.

Rosolem CA, Nakagwa J and Machado JR, Jr. 1980. [Effect of top dressing fertilizing for grain sorghum on two oxisols.] Adubacao em cobertura para sorgogranifero em dois latossolos (In Pt, Summary in En.) Revista Brasileira de Ciencia do Solo 4(1):44–49. 12 refs.

Freeman HA. 2001. Comparison of farmer-participatory research methodologies: Case studies in Malawi and Zimbabwe. Working paper series no 10. Nairobi, PO Box 39063, Kenya: International Crops Research Institute for the Semi-Arid Tropics. 28 pp.

Brown (1985) reported that...
The study (Brown et al. 1983)
found that

Note that authors' names are in boldface, but the word 'and' is not.

Ananda Vadivelu G, Wani SP, Bhole LM, Pathak P and Pande AB. 2001. An empirical analysis of the relationship between land size, ownership and soyabean productivity – new evidence from the semi-arid tropical region in Madhya Pradesh, India. Natural Resource Management Program Report no. 4. Patancheru 502 324, Andhra Pradesh, India: International Crops Research Institute for the Semi-Arid Tropics; and Manila, Philippines: Asian Development Bank. 50 pp.

Book chapters

Bantilan MCS, Deb UK and Nigam SN. 2003. Impacts of genetic improvement in groundnut. Pages 293–313 *in* Crop variety improvement and its effect on productivity; the impact of international agricultural research (Evenson R and Gollin D, eds.). Wallingford, UK: CAB International.

Conference papers

Jagdish Kumar and Dua RP. 2001. Breeding for resistance to abiotic stresses in chickpea. [Abstract] Pages 15–16 *in* Proceedings of National Symposium on Pulses for Sustainable Agriculture and Nutritional Security, 17–19 April 2001, Indian Council of Agricultural Research, New Delhi, India. Kanpur, Uttar Pradesh, India: Indian Society of Pulses Research and Development.

Newsletters

ICRISAT. 2001. International Arachis Newsletter no. 21. Patancheru 502 324, Andhra Pradesh, India: ICRISAT. 68 pp.

Spelling

In ICRISAT documents, American spellings are used. Reference for spelling is Merriam Webster's Collegiate Dictionary, 10th Edition. When Webster gives more than one acceptable meaning for a given word, use the first one listed.

When citing documents, or books or referring to established titles, use whichever spelling occurs in the original.

Before finalizing any document or sending it for editing run the American English version of the computer's spell-check.

If a report is submitted to a donor or partner who prefers British spelling (FAO, UNDP, UNEP, DFID, ICAR), employ British spelling and usage as a courtesy.

Standard error

Standard errors (SEs) not least significant differences (LSDs) should in general be reported when presenting estimates of the magnitudes of effects or differences, whether or not they reach significance. If authors follow this rule, they will have given all that most readers need for judging the precision of results and the reality of apparent effects. They will also have ensured that even their statistically nonsignificant results can be properly evaluated.

Always attach the sign \pm to a standard error. If the estimate of the standard error is based on fewer than 10 degrees of freedom for error, give the number of degrees in a footnote. The rule is always to give the standard error of the values being presented.

Style

When submitting papers to journals, it is imperative to follow the exact style given by the journal, book or conference proceedings. This is particularly important for reference citations that vary widely between journals and publishers. Failure to conform to the required style is a valid reason to reject a paper.

Tables

Place a table near the text in which it is cited.

Confine a table to a single page. If a table is too large for one page, consider editing it down or splitting it into more than one table.

Use a consistent format for all tables throughout a report, including those in appendixes.

Use numerals, not letters or asterisks, for footnotes.

Farmers' income with improved crop production practices in Adarsha Watershed, Kothapally, 1999–2000.

Cropping systems	Total productivity (kg ha ⁻¹)	Cost of cultivation (Rs ha ⁻¹)	Total income (Rs ha ⁻¹)	Profit (Rs ha ⁻¹)	Benefit-cost ratio
Improved					
Maize/pigeonpea	3300	5900	20500	14600	2.47
Sorghum/pigeonpea	1570	6000	15100	9100	1.51
Traditional					
Cotton	900	13250	20000 ¹	6750	0.50
Sorghum/pigeonpea	900	4900	10700	5800	1.18
Mung bean	600	4700 ²	9000	4300	0.91

1. Figure taken from 1998.

2. Estimated.

Usage

postrainy is one word.

Seed are *sown*, not *planted*. (Unless the crop is already germinated, in which case *planted* is correct, although *transplanted* is preferred).

Prefer *smallholder* or *small-scale farmers* to *small farmers*.

Trade names if used should be followed by ® superscript.

Describe experiments in logical sequence.

Do NOT use underlining.

Weights and measures

It is not necessary to define commonly known weights and measures on the inside front cover, eg, hectare, ton.

More specialized units (eg, decibels, gigawatt hours, deadweight tons) must be defined on the inside front cover.

If there are only three or fewer units to be defined, it is not necessary to create a special weights and measures section. These can be included in the Abbreviations section.

If a unit of weight or measure is used frequently in a report, spell it out at first use and give the abbreviation in parentheses. Thereafter, use only the abbreviated form.

Use only the singular form when abbreviating a unit. Do not use a period with the abbreviated form.

The material was washed, dried, and weighed.

NOT

The material was weighed after it had been washed and dried.

Note: ICRISAT's tons are always metric tons. Thus, there is no need to use the spelling *tonnes*.

600 kilowatts (kW)

22 kg, not 22 kgs
5.4 mm, not 5.4 mm.

Years

The expression of years should be consistent throughout a report and consistent with the intended meaning of the years given.

Example	Meaning
1995–1996	Two full calendar years
1993	period from 1 January to 31 December 1993
1995/96	an undefined period usually lasting 12 months that does not coincide with the calendar year
FY1998	A 12-month fiscal year ending at some point in 1998
CY1998	A 12-month crop year ending at some point in 1998
SY1998	A 12-month school year ending at some point in 1988
1990–1999	a decade
1990–2000	an 11-year period
1980s	the decade 1980-1989

Note: never use an apostrophe with years (the 1980s, not the 1980's). Also, never refer to the 80s without the 19.



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