ABOUT FAOSTYLE

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

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

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

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

WHO SHOULD USE FAOSTYLE?

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

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

I. SPELLING AND PUNCTUATION ................................. 4
II. TERMINOLOGY AND NAMES ................................. 6
III. LISTS ........................................................... 9
IV. ABBREVIATIONS AND ACRONYMS ....................... 10
V. CAPITALIZATION ............................................... 11
VI. ITALICS ........................................................ 12
VII. NUMBERS, UNITS, TIME AND DATES .................... 13
VIII. BIBLIOGRAPHIC STYLE AND REFERENCES ............. 16
IX. QUOTATIONS .................................................. 24
X. FAO RECOMMENDED WORD LIST ......................... 25
I. SPELLING AND PUNCTUATION

________ SPELLING

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

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

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

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

Write **an FAO regulation** [not a FAO …].

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

________ PUNCTUATION

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

— **Commas**

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

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

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

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

— **En rules (en dashes):**

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

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

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

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

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

_______ TERMINOLOGY

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

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

Do not use the ‘s form of possessive with FAO. Instead of FAO’s programme use The FAO programme.

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

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

FAO headquarters does not take a capital h.

_______ NAMES

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

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

Pay attention to sensitive political issues. Use caution statements and FAO’s standard disclaimers.
— Reminder on official names of countries

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

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

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

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>SHORT NAME</th>
<th>SHORT NAME FOR LIST AND TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>the Plurinational State of Bolivia</td>
<td>Bolivia (Plurinational State of)</td>
<td>Bolivia (Plurinational State of)</td>
</tr>
<tr>
<td>the Democratic Republic of the Congo</td>
<td>the Democratic Republic of the Congo</td>
<td>Democratic Republic of the Congo</td>
</tr>
<tr>
<td>the Republic of the Congo</td>
<td>the Congo</td>
<td>Congo</td>
</tr>
<tr>
<td>the United Arab Emirates</td>
<td>the United Arab Emirates</td>
<td>United Arab Emirates</td>
</tr>
<tr>
<td>the United States of America</td>
<td>the United States of America</td>
<td>United States of America</td>
</tr>
<tr>
<td>The former Yugoslav Republic of Macedonia</td>
<td>The former Yugoslav Republic of Macedonia</td>
<td>The former Yugoslav Republic of Macedonia</td>
</tr>
<tr>
<td>the Islamic Republic of Iran</td>
<td>Iran (Islamic Republic of)</td>
<td>Iran (Islamic Republic of)</td>
</tr>
<tr>
<td>the United Republic of Tanzania</td>
<td>United Republic of Tanzania</td>
<td>United Republic of Tanzania</td>
</tr>
<tr>
<td>the Bolivarian Republic of Venezuela</td>
<td>Venezuela (Bolivarian Republic of)</td>
<td>Venezuela (Bolivarian Republic of)</td>
</tr>
</tbody>
</table>

— Titles and proper names

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

— Do not use honorifics or titles, such as Mr, Mrs, Ms, Sir, Professor, Dr and U Thant. In general, people should be referred to by their names, not their titles.
— **Alphabetization of names** (for Reference sections and indexes):

- **Chinese and Vietnamese names**: alphabetize according to the first (family) name, e.g. *Kim Thanh, C*.

- **Arabic names**: the particles *Al* and *El* are not taken into account when ordering reference lists and indexes, e.g. *Al-Hamadan* is listed under *H* and not under *A*.

- **Burmese names**: move the honorific (*U, Naw, Saw*) to the end before alphabetizing.

- **Spanish surnames**: where there are two surnames, alphabetize according to the first surname e.g. *Ángel Martínez Espinosa* is listed under *Martínez Espinosa*.

- **Portuguese names**: where there are two or more surnames, the entry is usually alphabetized according to the last surname. Words like Filho, Junior, Neto, Netto, Sobrinho are treated as part of the last surname: *Paulino Ricardo do Rosario Gomes Filho* is indexed as *Gomes Filho*. Note however that *José Graziano da Silva* is listed under *G*.

- The particles *van, de*, etc. are taken into account for the alphabetical ordering of the list, e.g. *de María* is listed under *D* and not under *M*.

— **Scientific names**

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

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

—— **FOREIGN LANGUAGES**

— **Foreign words and phrases**

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

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

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

— **Foreign titles and proper names**

Foreign proper nouns, people’s names and the names of currencies are not italicized.
II. TERMINOLOGY AND NAMES

— Transliteration

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

LANGUAGE RESOURCES

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

– AGROVOC - The FAO Thesaurus serves as a controlled vocabulary for the indexing of publications in agricultural science and technology.

– FAO Biotechnology Glossary

– IATE – The European Union terminology database

– UNTERM – The United Nations terminology database


III. LISTS

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

Available audiovisual equipment includes:

• radios
• televisions
• cameras.

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

The process will consist of:

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

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

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

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

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

IV. ABBREVIATIONS AND ACRONYMS

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

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

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

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

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

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

Avoid excessive use of capital letters in text.

Titles and headings have specific rules:

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

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

Capitals are used to distinguish the specific from the generic:

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

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

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

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

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

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

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

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

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

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

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

VI. ITALICS

Italic is used for:

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

Do not italicize text between quotation marks, unless part of the original quotation.
VII. NUMBERS, UNITS, TIME AND DATES

NUMBERS

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

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

• spell out any number above ten that begins a sentence, e.g. Fifteen NGOs were present;

• use numerals where a number accompanies a unit, e.g. 5 cm, 7 percent, US$2;

• use numerals when numbers from both groups are used consecutively, e.g. The number of replies varied, ranging between 2 and 12 per group.

For decimals:

• use a point (a full stop, not a comma), e.g. 14.36;

• use a zero before the decimal point for numbers smaller than 1, e.g. 0.23;

• use the plural for any decimal number above 1.0, e.g. 1.5.

For large numbers:

• Use spaces, not full stops or commas, to denote thousands, etc. (e.g. 10 000) in main text and tables. Use hard (non-breaking) spaces to avoid awkward number divisions at the end of lines (press CTRL+SHIFT+SPACEBAR, or ALT+SHIFT+SPACEBAR for Macintosh). Do not use spaces, however, for years (e.g. 2007) or page numbers (e.g. p. 1402).

• For millions, use numerals separated by non-breaking spaces (e.g. 150 324 399) unless the last six numerals are zeroes, in which case express these digits as million (e.g. 150 000 000 would be written as 150 million). The same principle holds for billions, trillions, etc. Note, however, that data is in general reported to three significant figures.

• FAO uses the short scale for billions and trillions: 1 billion = a thousand millions or 1 000 000 000 (10^9); 1 trillion = a million millions or 1 000 000 000 000 (10^12), etc. Be aware of similar terms in other languages, such as milliard (10^9) used in French or millón (10^9) used in Spanish.

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

Avoid the use of roman numerals except in established terminology (e.g. Type II error).
Avoid the use of adverbial ordinal numbers (firstly, secondly, thirdly etc.), as subsequent numbers sound awkward. Replace these with first, second, third, etc.

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

_______  UNITS

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

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

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

Do not abbreviate the words litre and tonne.

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

_______  PERCENTAGES

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

_______  DATES

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

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

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

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

Do not abbreviate years, i.e. use 1990, not ‘90. Decades are referred to in numerals (e.g. the 1990s, not the nineties).
A range of dates is normally indicated thus: e.g. **2015–2016** or **from 2015 to 2016**. This implies the whole period from the beginning of 2015 to the end of 2016 inclusive, whereas **2015/16** implies one crop or fiscal year of 12 months starting in 2015 and ending in 2016. Note that, when used in tables, three-year averages may take a hyphen to denote the three-year period and an en rule between the two sets, e.g. **1997–99–2015–16**.

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

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

### TIME

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

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

### CURRENCIES

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

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

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

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

### MATHEMATICS AND EQUATIONS

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

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

GENERAL INDICATIONS

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

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

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

In-text references should be presented as follows:

- one work, one author
  ... *as demonstrated by Sanders (2008)* ...
  ... *as it has been demonstrated (Sanders, 2008)* ...

- one work, up to three authors
  ... *according to a recent report (Sanders, Cohen and Bolbol, 2010)* ...

- one work, more than three authors
  ... *as stated in a recent survey (Sanders et al., 2011)* ...

- more than one work by different authors
  ... *as various studies demonstrate (Sanders, 2008; Murguía, 2010)* ...
  ... *as various studies demonstrate (Sanders, 2008; Murguía, 2010; Bekele et al., 2007)*

- more than one work by the same author
  *(Sanders, 2009a, b)*

- authors with the same surname
  *(Sanders, J., 2009; Sanders, B., 1999)*

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

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

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

REFERENCE LISTS AND BIBLIOGRAPHIES

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

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

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

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

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

- The place (city) of publication comes before the publisher. When the city is the capital, the country is normally omitted. In references the United States and United Kingdom may be abbreviated to USA and UK.
Forthcoming publications, i.e. works that have not yet been published at the time of writing, should be referenced as follows:

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

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

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

EXAMPLES OF BIBLIOGRAPHIC STYLE

Books, articles and other text-based products

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


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

More than one publisher

Edited book

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


Works in languages other than English


Chapters in a book
Articles in journals
Journal titles should be abbreviated according to agreed standards, which are based on the ISSN List of Title Word Abbreviations. The following databases also contain comprehensive lists of journal title abbreviations:
- http://cassi.cas.org/search.jsp


Serial publications

Meeting papers, poster presentations


Conference papers

Conference proceedings

Internal documents and papers

Codes and other legal documents, declarations, treaties


Newsletters, bulletins, policy briefs

Theses and dissertations


Unpublished material
Brochures, flyers, pamphlets, booklets

Audiovisual documents
CD-ROM and DVD

Presentation slides

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

Webpages


Articles in online newspapers and blogs


Wikipedia entries


Video or audio documents, podcasts


Messages posted in electronic bulletin boards, discussion groups, communities

Datasets, graphic representation of data


IX. QUOTATIONS

It is Harvard style that should be used.

For words or short sentences, use quotation marks:

McKinsey and Company (2009) state that “in forestry and agriculture, both costs and investments are relatively low”.

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

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

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

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
</tr>
</thead>
<tbody>
<tr>
<td>above-mentioned</td>
<td>abridgement <em>not</em> abridgment</td>
<td>abscise <em>not</em> absciss</td>
<td>access (v.) (computer term)</td>
<td>accommodation <em>not</em> accommodations</td>
<td>accoutrement <em>not</em> accouterment</td>
<td>acknowledgement <em>not</em> acknowledgment</td>
<td>adaptor</td>
<td>addendum, pl. addenda <em>not</em> italicized</td>
<td>ad hoc <em>not</em> italicized</td>
<td>ad lib <em>not</em> italicized</td>
</tr>
<tr>
<td>advice (n.), advise (v.)</td>
<td>adviser <em>not</em> advisor, but note advisory</td>
<td>aeon</td>
<td>aerial</td>
<td>aerodrome, aerofoil</td>
<td>aeroplane <em>but</em> note aircraft, airliner</td>
<td>aetiology <em>not</em> etiology</td>
<td>affect (v.) to have an effect on, cf. effect</td>
<td>afforestation where previous land type/use was not forestry</td>
<td>affranchise</td>
<td>aflatoxin</td>
</tr>
</tbody>
</table>
aforementioned, aforesaid
after-care, after-effect
afterwards (adv.) not afterward
ageing
age group
agenda, pl. agendas
agribusiness
agriculturist not agriculturalist
agrifood
agro- compounds closed up except before vowel, e.g. agro-ecology, agro-ecosystem, agro-industry, agroforestry, agrometeorology, agrosilvicultural, agrosilvipastoral
aide-mémoire, pl. aides-mémoire airborne
air cargo
air-conditioning, air-conditioned
aircraft, airdrop
air-dried (adj.), air-dry (v.)
airfield
air freight
airhole, airlift, airliner
airplane – use aeroplane
airtight
alfalfa
algae, pl. algae
alkaline, alkalinization
alley cropping
all right not alright
all-time (adj.)
along with – together with preferred
alternate(ly), alternative(ly) the first means “by turns”, which can be remembered by thinking of the verb “to alternate”, or take turns. The second implies a choice between alternatives. An alternate method is one to be used every second time; an alternative method is one that can be chosen instead of some other method
aluminium not aluminum
American – United States preferred, except in references to the American continent or the Americas
amid not amidst
amino acid
among not amongst
anaemia not anemia
analogue not analog
analyse not analyze
and/or – a simple “or” will usually suffice
anglophone – English-speaking preferred
antenna, pl. antennae (zool.), antennas (aerials)
anthelmintic
anti-erosion
antinutrient, antinutritional, antipollution
appendix, pl. appendices (anat. or zool.), appendixes (books)
apprise
aquaculture, aquaculturist
Arabian Gulf – avoid; see Persian Gulf
armyworm
artefact not artifact
artisan (n.), artisanal (adj.)
Asia and the Pacific region
assist + in + gerund or noun not assist + inf.
audiocassette, audiotape, audiovisual
Australasia – use Oceania
automobile – use vehicle or car
autumn not fall; lower case
axle-hole
axletree

B
Bachelor of Arts degree (BA)
Bachelor of Science degree (B.Sc.)
backcross (n., v.), backlog
back-reef
backscatter (radar term)
backstop (v.) – support, etc. preferred
backup (n., adj.), back up (v.)
backward (adj.), backwards (adv.)
balance sheet
band-saw
bandwidth
barefoot, barefooted
bare-handed
baseline
basis, pl. bases
Bedouin
beehive
beekeeper, beekeeping
beeswax
behaviour not behavior
benchmark
benefited, benefiting
berseem (fodder crop)
biiannual twice a year
biased
biennial every second year
biennium, pl. biennia period of two years
bilateral
billion 1 000 million
bimonthly twice a month or every two months – best to specify (similarly biweekly: twice a week or every two weeks)
bio- compounds closed up, except before some vowels, e.g. bio-available, bio-assay, but bioelectricity, bioenergy
biological diversity or biodiversity follow the author
birth date
birthplace
birth rate, birth weight
bivalve
black gram
blackleg (sheep and cattle disease)
black tongue (disease of dogs)
bluetongue (disease of sheep), bluetongue lizard
boatbuilder, boatbuilding, boatmaker, boatmaking
boatyard
boll-rot
boll weevil
bollworm
bona fides (n.), bona fide (adj., adv.) not italicized
bookkeeping
borehole
bottle-feed, bottle-feeding
bottleneck
breadfruit
breakdown (n.), break down (v.)
breakthrough (n.), break through (v.)
breastfeed, breastfeeding
breastmilk
briquette, briquetting
broad bean preferred to fava bean
broadleaf (n.)
broad-leaved
brood fish, brood hen
broodstock
brush fire
Brussels sprouts
budgeted, budgeting
bud rot
bud-take
budwood
buffalo, pl. buffaloes
buildup (n.), build up (v.)
built-in (adj.), built-up (adj.)
bulletin board
bureau, pl. bureaus
burn, burnt (past participle)
buses, busing not busses, bussing
bush fire
bushmeat
butterfat
bycatch
by-law
bypass
by-product
byte (computer term)
C

cacao virus
cadastral, cadastre
calibre not caliber
Calorie (with upper-case C) –1 000 calories, but kilocalorie (abbrev. kcal) preferred
calorie – when not used as a measure, food energy preferred, e.g. Groundnuts can
contribute food energy to a diet, not Groundnuts can contribute calories ...
camel-hair
can, canning or tin, tinning be consistent
cancellation
cancelled, cancelling
candour not candor
cantaloupe
car not automobile
carburettor not carburetter, carburetor
carcass, pl. carcasses
carryover (n., adj.), carry over (v.)
case study
cash crop (n., v.)
cash flow
cashew nut
castor seed preferred to castor bean
catalogue not catalog
catalyse not catalyze
cattle herd of cattle, e.g. 12 head of cattle, not 12 cattle
cattle breeder, cattle feed, cattle hide (but cowhide), cattle owner
CEC Commission of the European Communities (see also EC, EU)
Celsius, centigrade (abbrev. C) two names for the same system of measuring temperature,
the first being that of its inventor. Always give temperature in Celsius. The formulae for
converting from Fahrenheit to centigrade and vice versa are: F = [(9 × C) ÷ 5] + 32; C =
5(F – 32) ÷ 9. Note that temperatures are written with a space between the number and the
unit, e.g. 35 °C
central capitalize when part of a proper name of a recognized place or region, e.g. Central
America, Central African Republic; lower case when it refers to direction or geographical
division (the central part of an area), e.g. central Africa, central Europe
centre (n., v.) not center (United States form only if quoted or part of a proper name)
centrepiece
centuries spell out the names of centuries, e.g. the twenty-first century
cf. (abbrev.) compare
cchainsaw
chalkboard
changeover (n.), change over (v.)
channelled, channelling
chastise
check dam
checklist
checkup (n.), check up (v.)
cheese-maker, cheese-making
cheque not check (mode of payment)
chequerboard, chequers not checkerboard, checkers
chickpea
child-bearing (adj.)
childbirth
child care
chilli, chillies or chili, chilies be consistent
chiselled not chiseled
circumcise
clamorous
clamour
classmate, classroom
clayey
clear-cutting (n.), clear-cut (adj.) evident, clear-cut (v.) to cut all trees in a stand
clear-eyed
clear-fell, clear-felling
clear-headed
clearinghouse
clear-out (n.), clear out (v.)
clear-sighted
clipboard
clone selection not clonal selection
co- most compounds closed up, but note co-author, co-chair, co-investor, co-worker
coal mining
coco, coconut coco is the name of a palm tree, coconut its seed
cocoa bean not cacao bean
cold chain, cold store, cold storage
collective nouns may take either a singular or a plural verb, according to sense. The
number of books ordered is large. A large number of books have been ordered
coloration
colour not color
colourable
colourless
combated, combating
committed, commitment
committee capitalize only when part of a name
common market not an official name on its own; use lower case
compare use compare with not compare to, in comparison with not in comparison to
complement something that completes
compliment expression of praise
comprise not comprised of, e.g. the strategy comprises three elements
compromise
computer terms follow manufacturer’s spelling for hardware and software names, e.g. QuarkXpress. Many ordinary English words also have a specific computer sense, e.g. access (v.), add-in (n., adj.), database, data file, debug, format (formatting, formatter), hard copy; hard code; hard-wired, input (v.), log on (v.), online, offline, program (programming, programmer), real time (n.), real-time (adj.)
concurrence preferred to co-occurrence
connection not connexion
cont. (abbrev.) continued
continual going on for a long time, recurring at intervals, seeming never to come to an end
continuous uninterrupted
convenor not convener
cooperate, cooperation, cooperative
co-opt
coordinate, coordination
corn – maize, grain or cereal preferred, depending on the particular case, but corn on the cob, sweet corn
cornerstone
corrigendum, pl. corrigenda
cost-effectiveness (n.), cost-effective (adj.), cost effective (adv.)
cottonseed, cottonseed oil
council (n.) administrative body
councillor council member
counsel (n., v.) advice, to advise
counsellor adviser
counter- compounds closed up
cowhide, cowpea
cow’s milk as opposed to breastmilk; cow milk as a commodity (also goat milk)
crisis, pl. crises
criss-cross
criterion, pl. criteria
cropland
cross-breed (n., v.) cross-breeding, cross-bred (adj.)
cross-check, cross-fertilization, cross-pollination, cross-reference, cross-section
curriculum, pl. curricula
cutback (n.), cut back (v.)
cutoff (n.), cut off (v.)

D

data always use as plural. The rarely found singular is datum (as in datum line)
data bank
database
data file, data sheet
date-palm
day care (n., adj.)
day labourer
day length (n.) but day-length sensitive
daylight, daytime
day-to-day (adj.), but from day to day
death rate
debug (computer term)
decades use figures, e.g. the 1960s, not the sixties and not the 1960’s
decision-maker, decision-making
deep-freeze, deep-frozen
deep-sea fishing
de facto not italicized
defence not defense (United States form only if quoted or proper name)
deflection not deflexion
deforest, deforestation
defleafing
demand-driven (adj.)
dendro-energy wood-based energy
dependant (n.), dependent (adj.)
desktop publishing (abbrev. DTP)
despatch – dispatch preferred
deworm
dialogue not dialog
diameter not diametre
diamondback moth
diarrhoea not diarrhea
dieback (n.), die back (v.)
different from, not different than or different to
digester, e.g. biogas digester
dioecious not diecious
dipnet
Director-General, pl. Directors-General (and Assistant Directors-General)
disc (all uses except computers)
discoloration
discolour
discreet tactful
discrete individually distinct, separate
disenfranchise preferred to disfranchise
disk (computers only)
dispatch
doctorate (Ph.D.)
dolorous, dolour not dolor
downtime, downtrend
downward (adj.), downwards (adv.)
draft a draft proposal, rough draft, to draft a report, bank draft
draught for traction (as in draught animals)
drawback (n.), draw back (v.)
drier (n., adj.) or dryer (n.) but be consistent
driftnet
drinking-water
drop-off (n.), drop off (v.)
dry farming (n.), dry farm (v.)
dry land (n.), dryland (adj.)
dry rot
due should only be attached to a noun or pronoun, often with the verb “to be”, e.g. Crop
failure was due to drought. **Owing to** is used with a verb, e.g. The crops failed owing to drought. (Not The crops failed due to drought.) Both **due** and **owing** are financial terms and tend to be overused. It is better to substitute **result from**, **because**, etc., e.g. Crop failure resulted from drought, or The crops failed because of drought

**dyke** not dike

E

earthwork
East Coast fever
east, eastern capitalized when part of a proper name or political grouping, e.g. East Africa, Eastern Europe (political), Near East, Far East, Eastern customs, Eastern Hemisphere; lower case for direction or geographical grouping, e.g. eastern Africa, eastern Europe (geographical)
eastward (adj.), eastwards (adv.)
echograph
echo sounder, echo sounding
eco- compounds closed up, e.g. ecoclimate
economic, economical economic is the adjective for economics, economical for economy. “An economic rent is one in the fixing of which the laws of supply and demand have had free play; an economical rent is one that is not extravagant” (Fowler)
EC European Community (supersedes previous EEC), community within the EU (see also EU, CEC; for full explanation consult *Yearbook of International Organizations* in the David Lubin Library)
effect (v.), not effectuate; to bring about, cf. affect
e.g. not italicized, not followed by a comma and not used with etc.
egGPLant
e-mail
empanel, empanelled
encase not incase
encyclopaedia
end use, end user
depend
depth
enfranchise
enquire, enquiry not inquire, inquiry
enrol, enrolled, enrolment
ensilage, **silage** silage is the product of the process of ensilage
**ensure** to make sure cf. **insure**
**enterprise**
eon – **aeon** preferred
**equalled, equalling**
**equator, equatorial** lower case except as part of an official proper name, e.g. Equatorial Current, but equatorial Africa. See also central, east, north, south, west
**erodible**
**erratum, pl. errata**
**Eskimos** but **Inuits** preferred in North American contexts
esophagus – use **oesophagus**
estrous, estrum, estrus – use **oestrous, oestrum, oestrus**
et al. italicized; only use for references within a text when there are more than three authors; never use in a bibliography (unless it it impossible to find all the authors’ names)
etc. not italicized; redundant after lists preceded by: for example, including, such as, or like, since these expressions mean, without ambiguity, that the list that follows is not complete etiology – use **aetiology**
et seq. italicized
**EU** European Union (for full explanation see *Yearbook of International Organizations* in the David Lubin Library)
**evapotranspiration**
**ex ante** italicized
**excise**
**exercise**
**explant**
ex post, **ex post facto** italicized
**ex situ** italicized
**extra-** compounds closed up, except when followed by “a” or a proper noun, e.g. extra-atmospheric, extra-Community trade

**F**

**fact sheet**
**faeces not feces**
fall – **autumn** preferred for the season
**falloff** (n.)
**fan-leaf**
**FAO headquarters**
farmgate
farm hand
farmhouse, farmland
farm worker
farmyard

farther, further use farther for literal distances, further for everything else, e.g. We must travel two kilometres farther. I can go no further with this project; a farther planet, a farther journey, a further consideration, a further effort

fast food
fava bean – broad bean preferred
favour, favourable, favourite not favor-
feedback, feedlot
feedgrain(s) and feedstuffs for animal consumption, foodgrains and foodstuffs for human consumption
fermenter
ferruginous, not ferrugineous
fertilizer not fertiliser
fewer, less use fewer for countable items, less for amounts, e.g. fewer horses, less rice

fibre
fibreboard, fibreglass
fieldbook
field guide
field test (n.), field-test (v.)
field trial
fieldwork, field worker
filmstrip
filter paper
fine tuning (n.), fine-tune (v.)
finfish(es)
finger millet
firebreak
fire crew
firefighter
firewood – avoid, use fuelwood
First World – avoid, use industrialized countries
first, second, etc. not firstly, secondly, etc.
first aid, first-aid kit
first-hand, second-hand, third-hand ... (adj.), but at first hand
first-rate (adj.)
fish, pl. fish unless referring to more than one species of fish
fish culture
fish farm, fish farming, fish farmer
fishing gear, fishing tackle
fish-liver oil
fishmeal, fishnet
fish oil, fish pond, fish seed, fish stocks
five-year plan
fledgling
flier – preferred to flyer
flip chart
floodgate, floodplain
flood tide
floodwall, floodwater
flow chart
flyer – flier preferred
focused, focuses, focusing
foetus not fetus
-fold compounds closed up, e.g. twofold, twentyfold
follow-up (adj., n), follow up (v.)
food-borne
food crops not foodcrops
food for work (n.), food-for-work (adj.)
foodgrain(s) (for human consumption), feedgrain(s) (for animal consumption)
foodstuff(s), feedstuff(s) as above
foot-and-mouth disease (abbrev. FMD)
forego to precede, but forgo to go without
forest land
forest-tree
forklift
format, formatted, formatting, formatter
formula, pl. formulae (math., chem.) but formulas (methods)
forum, pl. fora
foreword (of book) not forword or forward
forward (adj., v.), forwards (adv.)
Fourth World – use least-developed countries
fractions always hyphenated, e.g. three-quarters
franchise
francophone – **French-speaking** preferred
-free compounds hyphenated, e.g. disease-free, germ-free
freelance
freeze-dried, freeze-drier, freeze-dry
freshwater (n., adj.)
fruit fly
fruit-set (n.), set fruit (v.)
fruit-tree
fuelwood **not** firewood
fulfil, fulfillable, fulfilled, fulfiller, fulfilling, fulfilment
full-scale (adj.), but **at full scale**
full time (n., adv.) **full-time** (adj.),
fundraiser (n.), fundraising (n., adj.) but **raise funds** (v.)
further see **farther**

G
gene bank, gene flow, gene pool
gioprobe, geothermic
germ cell, germ line
germplasm
gigabyte (computer term), (abbrev. GB)
gillnet
glasshouse – **greenhouse** preferred
glycerine **not** glycerin
goatskin
goodbye, pl. goodbyes
governing bodies
government lower case when general; upper case when a specific government is named, e.g. the Government of Italy, the Italian Government **but** the government passed anti-inflationary measures
grain-fed
gram (abbrev. g) **not** gramme
grapefruit, grapevine
graph paper
grasshopper
grassroots (n., adj.)
gravelled
green belt, green revolution
greenhouse
grey not gray
ground cover
groundnut (Apios americana); peanut or common groundnut (Arachis hypogaea)
ground rent
groundwater, groundwork
guestimate – avoid; guess or estimate preferred
guidebook, guidelines
guinea fowl, guinea pig
Gulf, the Gulfs – see Persian Gulf

H

haemo- not hemo, e.g. haemoglobin
hair coat
half a dozen, half-dozen
half-blood, half-brother
half moon
handbook
hand-delivered
handicraft (n.), handcraft (v.)
handline (fishing term)
handout
hand-pollination (n.), hand-pollinate (v.)
handsaw
hand sprayer (n.), hand-spray (v.)
hand tools, hand weeding
hardback
hard cover
hardpan (soil term)
hard-wired (computer term)
hard-working
hazelnut
headquarters not HQ
health care
health services not health care services
heartwood
heat-resistant
heavy-duty (adj.)
hectare (abbrev. ha)
herdowner
herdsman – herder preferred
heterogeneous composed of parts of different kinds; mixed
heterogenous having origin in an outside source
high-yielding varieties (abbrev. HYVs)
hillside, hilltop
historic, historical not to be used interchangeably. A historic event (NB not an historic event) is one that makes history even if it happened only ten minutes ago; a historical event is one that occurred in the past and has been recorded by historians
Holy See a see is a bishop’s jurisdiction, and the Holy See is the see of the Pope. It is not another name for the Vatican. It is the Holy See, not the Vatican, which has Permanent Observer status at FAO
home care
home-grown, home-made
home page
homespun
homoeopathic, homoeopathy
homogeneous consisting of parts all of the same kind
homogenous corresponding in structure because of common origin
honey bee
honeycomb, honeydew
honorary, honour, honourable the United States spelling, honorable, should be kept in United States titles
hoof, pl. hooves
-hopper compounds closed up, e.g. grasshopper, leafhopper, planthopper, ricehopper
horticulturist
hydro- compounds closed up
ibid. not italicized
-ics construe nouns ending in -ics (statistics, ethics, politics) as singular when they denote
an art or science, e.g. politics is the art of government. Construe them as plural when they
denote activities or practices, e.g. the senator’s politics are democratic
idem not italicized
i.e. not italicized, not followed by a comma
ill- hyphenate compounds used as adjectives, e.g. ill-gotten, ill-natured, ill-omened
immunoassay
impact (n.)
imperilled
imprest fund or account
improvise
inasmuch as
inbred, inbreeding
inbuilt
incise
in-country
in-depth
index, pl. indexes (indices when technical or statistical)
indispensable
infra-axillary
infrared (adj.)
infrastructure
in-house
innovate
inoculate
input (n., v.) (computer term)
inquire, inquiry – enquire, enquiry preferred
in-service
in situ italicized
install, installation, instalment
instil
insure for insurance policies only (cf. ensure)
in vitro italicized
in vivo italicized
inter- compounds closed up, e.g. interaction, intercountry, interdepartmental,
intergovernmental, interregional, interrelated
*inter alia* italicized
*intern* (n., v.) *not* interne
*Internet, the*
*intra-* compounds closed up, except before a vowel
*Intranet, the*
*invigorate*
*inward* (adj.), *inwards* (adv.)
*its* possessive, *it’s* it is

**J**

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

**K**

*kat* *not* khat or qat; an evergreen shrub of the Near East
*kharif* summer growing season in parts of Near East and South Asia
*kilobyte* (abbrev. KB), (computer term)
*kilocalorie* (abbrev. kcal) preferred to Calorie as a measure of food energy
*kilogram* (abbrev. kg) *not* kilogramme
*kilometre* (abbrev. km) *not* kilometer
*know-how* (n.) – *expertise, knowledge*, etc. preferred
*knowledgeable*
*kumquat* *not* cumquat
lakh *not* lac (of rupees)
lambskin, lambswool
landfill, landform
landholder, landholding
landlocked
landmark
land mass, land mine
landowner, landownership
land-poor
landrace, landslide
land use, land-use planning
large scale (n.), large-scale (adj.)
lastly – avoid
latitude, longitude correct ways of writing include 10°30’ north latitude; longitude 90° west; the zone from 10° to 40° north latitude (use the abbreviations N, E, W and S for latitude and longitude only in tables)
layout (n.), lay out (v.)
lead (n., pres. v.), led (past, past part.)
lead time
leaf blight, leaf curl
leafhopper, leafminer
leaf roll
leaf spot disease, leaf spotting
learned *not* learnt
leaseholder
least-developed countries (abbrev. LDCs)
lend (v.), but loan (n.)
liaise
licence (n.), license (v.)
licensee, licensor
life cycle
lifelong
life-saving
life span
lifestyle, lifetime
-like compounds usually hyphenated, e.g. business-like, but note lifelike
like, incorrect for *such as, as, as though, as if*
line drawing
liquefaction, liquefy
litchi not lichee, lychee, lichi
litre not liter; avoid abbreviating (unless combined with a prefix, e.g. ml for millilitre)
live weight (n.)
log-on (adj.), log on (v.)
longhorn
long-lasting
longline
longstanding (adj.)
long term (n.), long-term (adj.)
lookout (n.)
loose-leaf (adj.)
lucerne – alfalfa preferred

M

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

**medical terms** use lower case for names of diseases, syndromes, tests, etc., except for proper names contained therein (Hodgkin’s disease, Wasserman test). Names of diseases deriving from infectious organisms should be lower case and roman (trichinosis, streptococcus)

**medium term** (n.), **medium-term** (adj.)

megabyte (abbrev. MB)

**member countries** lower case

Member Governments

Member Nations

Members as in FAO Members

**Member States** – avoid with reference to FAO

**memorandum, pl. memoranda**

**merchandise** (n., v.)

meter, metre – the first is the object that measures, the second the unit of measure

**micro-** compounds closed up, e.g. microeconomics, but note **micro-organism**

**mid-** compounds: mid-1980s, mid-year, mid-point, mid-term, but midday, midnight, midsummer, midway, midweek

**middle age** (n.), **middle-aged** (adj.)

Middle East – use **Near East** (except in MINEADEP and other cases when specifically required) middle-sized – **medium-sized** preferred

middleman – use **intermediary**

**midway** (n., adj.)

**millennium**

**mini-** compounds closed up, e.g. minibus, minicassette

**minimum, pl. minima**

Minister for ..., **Ministry of ...**, as in Minister for Agriculture, Ministry of Agriculture, but Ministry for Foreign Affairs

**misadvice** (n.), **misadvise** (v.)

**mitre** *not* miter

mollusc

**mono-** compounds closed up except when followed by a vowel, e.g. mono-unsaturated

mortise *not* mortice

Moslem – use **Muslim**

mosquito-borne

motor area, motor bicycle

motorcycle, motorcyclist

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

N
nationwide
Near East not Middle East (except in MINEADEP and other cases when Middle East is specifically required)
eighbour
New World
newsletter
night-time
non- compounds usually hyphenated, but note nonconformity
no one
north, northeast, northeastern, northern capitalized when part of a proper name or political grouping, e.g. North Atlantic, North Africa, Northern Hemisphere; lower case for direction or geographical grouping, e.g. northern Africa
north temperate zone
northward (adj.), northwards (adv.)
northwest, northwestern see north, but note North-West Frontier Province, Pakistan
notebook
noticeable
nut-tree
occurrence, occurring
ochre
odoriferous
odorous, odour, odourless
oesophagus, pl. oesophagi; not esophagus
oestrus (n.), oestrous (adj.)
off-farm
offence but note offensive
office worker
offline
off-season
offset, offshoot, offshore
off-site
offtake
off-type non-standard plant variety
oilcake, oilmeal
oil-palm
oilseed
ongoing (adj.) no hyphen
online
onshore
on-site
onward (adj.), onwards (adv.)
op cit. not italicized
organize, organization unless part of an exceptional proper noun, e.g. Organisation for Economic Co-operation and Development
Organization (the) upper case only when referring to FAO
orient not orientate
out- compounds closed up
outside not outside of
outward (adj.), outwards (adv.)
over- compounds usually closed up
owing – see due
P

paddy rice
paddy-field
paediatric
paedo- not pedo-; compounds closed up
palaeo- not paleo-; compounds closed up, e.g. palaeocene, palaeoanthropology
palm oil
pan- if the second part of the compound is lower case, close up, e.g. pantheism; otherwise hyphenate, e.g. pan-American, pan-Germanism, pan-Hellenic, pan-Slavism
papaw use for Asimina triloba only
papaya use for Carica papaya only
paperback
para- compounds closed up
parallel, paralleled
paralyse
particle board
part-time (adj.), part time (adv.)
passionfruit
pastureland
peacekeeping
peanut use for Arachis hypogaea only, otherwise groundnut
peatmoss
pedagogue
pencilled
people’s participation
per annum italicized
per capita preferred to per caput; not italicized
percent not per cent; use % only in tabular matter, e.g. 3% (no space)
per diem not italicized
peri-urban
per se italicized
Persian – Iranian or of the Islamic Republic of Iran preferred
Persian Gulf is the standard geographical designation for the body of water lying between the Arabian Peninsula and the Islamic Republic of Iran; however, in documents, publications or statements emanating from a Member Government or intergovernmental organization, the original designation should be retained
person-day
Petri dish
Ph.D. Doctor of Philosophy
phosphorus (n.) the element, phosphorous (adj.) containing phosphorus
photo- compounds closed up, e.g. photoelectric, photocopier (n.), photocopy (n., v.)
phyto- compounds closed up
piece rate (n.), piece-rate (adj.)
piecework
pigeon pea
pig meat
pigskin
pigsty, (pl.) pigsties
pimento, (pl.) pimentos
pipeline
pisciculture
planthopper
plateau, pl. plateaus not plateaux
plough not plow
PO Box
pod borer
policy-maker, policy-making
poly- compounds closed up, e.g. polyunsaturated
polyethylene not polythene
post- compounds usually closed up except where confusion might arise, e.g. post-harvest
or when followed by t, e.g. post-translational
power-saw
p./pp. (sing. /pl.) referring to one specific page, e.g. p. 40, referring to a series of pages, e.g.
pp. 40-42, referring to a total number of pages, e.g. 40 pp.
practice (n.), practise (v.)
pre- compounds closed up except where confusion might arise, e.g. pre-empt, pre-set, pre-
test, pre-war
prefer, preferred, preferring
prescribe to recommend or impose a practice, etc.
presently – means soon; use at present or currently to mean now
pretence not pretense preventive not preventative
price fixing
prima facie not italicized
printout (n.), print out (v.)
print run
privilege
proactive
problematical – problematic preferred
pro forma
program, programmer (computer terms)
programme for all non-computer uses (but do not change if United States spelling used in a proper name)
-proof compounds usually closed up except where confusion might arise, e.g. acid-proof, failure-proof, gas-proof
propel, propeller
prophecy (n.), prophesy (v.)
pro-rated, pro-rating
proscribe to prevent or ban a practice, etc.
proved has (been) proved, but proven ability or case
prototype
provitamin A
pure-bred (n., adj.)
purse seine (n.), purse-seine (v.)

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

R
R&D (abbrev.) research and development
rabi winter growing season in parts of Near East and South Asia (opposite of kharif)
rachis, pl. rachides
rainfall, rainfed
rain forest
rainstorm, rainwater
-raising compounds hyphenated, e.g. cattle-raising
rangeland
rapeseed oil
re- compounds closed up except when followed by “e” or where necessary to distinguish meaning, e.g. recount/re-count, resort/re-sort, recover/re-cover, reform/re-form
realization, realize
real time (n.), real-time (adj.) (computer term)
record-keeping
recur, recurrence not reoccur or reoccurrence
reflection not reflexion
reforestation not reafforestation
regime no accent
regrettable
religions, religious groups capitalize the names of religions, churches and religious groups, but do not capitalize the word church (or order, movement, heresy, etc.), e.g. the Roman Catholic church. For places of worship, capitalize the word church, temple, mosque, etc. only if it is part of the name of the building or place
remote sensing
revoke but revocable
ringbark (v.)
ring spot
river bed
riverbank, riverside
roadside
root crop
root-knot nematode
root rot
rootstock
round table (n.), round-table (adj.)
roundwood
rumour not rumor
runoff
ryegrass
S

Sahara the Sahara, not the Sahara Desert
Sahel, the Sahelian zone
saltbush
salt-lick
saltwater (n., adj.)
sandbank
sand dune
sandstorm
sapwood
savannah preferred to savanna
sawdust, sawlogs, sawmill
sawntimber, sawnwood
sawpit, sawtimber
sceptical
schoolbooks
schoolchildren
school-leaver, school-leaving
schoolteacher
scoop net
screwworm, New World screwworm
sea bed, sea floor, sea freight, sea level
sea-moss
sea wall
seawater
Second World War
Secretariat upper case when referring to FAO
Secretary-General
sectoral not sectorial
seed bank, seed bed
seed-borne, seed-coat
seed lot
self- compounds all hyphenated
serosurveillance
setback (n.), set back (v.)
sewing machine
sharecropper, sharecropping
sheep meat, sheep pox
sheepskin
shelf-life
shelterbelt
ships names of ships italicized, but not the designations SS, HMS, etc.
shortfall
shorthorn
short-lived
short term (n.), short-term (adj.)
short wave (n.), short-wave (adj.)
shutdown (n.), shut-down (adj.), shut down (v.)
side-effect
sideline
silage, ensilage silage is the product of the process of ensilage
silkworm
silvi- compounds closed up unless followed by a vowel
siphon not syphon
sirrocco, pl. siroccos
sizeable
skilful not skillful
skimmed milk, skim milk (be consistent)
-skin compounds closed up, e.g. goatskin
slaughterhouse
slowdown (n.), slow down (v.)
smallholder, smallholding
small scale (n.), small-scale (adj.)
smoulder not smolder
socio- compounds usually closed up, but note socio-economic
sociometric, sociometry
soft cover
soil-borne
soja bean – use soybean
south, southeast, southeastern, southern capitalized when part of a proper name or political grouping, e.g. South America, South Temperate Zone, Southeast Asia, Southern Hemisphere; lower case for direction or geographical grouping, e.g. southern Europe
southward (adj.), southwards (adv.)
southwest, southwestern see south
soybean not soyabean or soja bean
speciality not specialty
spectre not specter
spelled preferred to spelt
spillover (n.), spill over (v.)
spreadsheet
St not St. (contraction for Saint)
staff a collective noun, which takes plural verb; for individuals, use staff members
stall-feed, stall-feeding
stalk borer
standby (n.), stand by (v.)
starting-point
state lower case when referring generally to nations or divisions of a nation; upper case when a specific state is named, e.g. State of New York; but state-owned enterprise, head of state
statewide
stationary not moving
stationery paper, pens, etc.
status quo not italicized
stem borer, stem rot
stockbreeder
stock owners
stockpile
stone-fruit
stopgap
storehouse, storeroom
storey, pl. storeys preferred spelling for floor(s) of a building
stratum, pl. strata
street food vendor
sub- compounds closed up unless followed by b, e.g. sub-basin; note sub-Saharan
subject matter
sugar beet (n.), sugar-beet (adj.)
sugar cane (n.), sugar-cane (adj.)
sugar-gum
sugar refinery
sulphur not sulfur
sun-dried (adj.), sun dry (v.)
sunflower seed (n.), sunflower-seed (adj.)
supersedeever supercede
supervise
surmise
surprise
symposium, pl. symposia
syphon use siphon
synthesis, pl. syntheses
system-wide

T

T&V (abbrev.) training and visit
takeoff (n.), take off (v.)
takeover (n.), take over (v.)
tap-root, tap-water
tape recorder (n.); tape-record (v.)
target (v.), targeted (past part.)
task force
teamwork

televise
ten spell out all numbers up to ten in text, unless used with a measure, e.g. 5 percent
testcross (n., v.)
test run
test-tube
textbook
theatre
thiamine not thiamin
Third World – use developing countries
tick-borne
timberland, timberline
time frame, time lag, time limit
time-saving
time scale, time series
timetable
tiro not tyro
titration, titre
tobacco, pl. tobaccos
tonne – tonne refers to metric tonne; avoid ton unless referring to shipping vessel tons
top-down (adj.)
top-dressing (n.), top-dress (v.)
top-graft
topsoil
totalled, totalling
towards
tradable
trade-off
trafficking, trafficker
trans- compounds closed up
transferring
transhumance
transnational the correct word for a corporation that operates across international boundaries is transnational, not multinational, which implies ownership by more than one nationality
transship, transshipment
travelled, traveller
trawl-line
trawlnet
treatise
tree fruit, tree line
trifurcate
tri-junction
troubleshoot, troubleshooter
trypanoprophylactic, not trypano-preventive
trypanosomiasis
trypanotolerance, trypanotolerant
tsetse fly
tubewell
turnaround
turnover
tyre (n.) not tire
U

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

V

valorize
valorous, valour not valor
value added (n.), value-added (adj.)
vaporific, vaporiform, vaporimeter
vaporize
vaporous, vapour not vapor
vapour-burner
Vatican see Holy See
vector-borne
vein banding, vein clearing
veldt
versus (abbrev. vs) not italicized
veterinarian
vice versa not italicized
vicuña
video camera
videocassette
video-display
video recorder
videotape
Viet Nam but Vietnamese
view-finder
viewpoint
vigorous, vigour
vis-à-vis italicized

W

wadi not italicized
wage-earner
-ward (adj.), -wards (adv.), e.g. an upward movement, moving upwards
Washington, DC
wastewater
waterbird, waterbody
water-borne
water buffalo
watercourse, waterfall
water-flea
waterfowl
water-hole
water level
waterline
watermark
watermelon
water-power
waterproof
water-soluble
water supply
water table
watertight
water-tower
waterway
water-weed
wavelength
webworm
Web site
weed-killer
weekday, weekend
well-being
well-water
west, western capitalized when part of a proper name or political grouping, e.g. the West, West Africa, Western Europe (political), Western Hemisphere, Western world; lower case for direction or geographical grouping, e.g. western Africa, western Europe (geographical)
wetlands
while not whilst
whiteboard, whitefly
wholemeal
-wide compounds: close up worldwide, countrywide, nationwide; hyphenate economy-wide, island-wide, organization-wide, system-wide
wide-ranging, wide-reaching
wide-scale (adj.), but on a wide scale
widespread
wildland, wildlife
wilful not willful
windbreak (n.)
wind-row
-wise compounds – avoid except in words such as clockwise
withhold
-wood compounds closed up, e.g. brushwood, budwood, cordwood, fuelwood, hardwood
wood ash
woodcutter, woodfuel, woodlot
wood stove
woodwork
woollen not woolen
workday, workbench, workforce, workload
workman – avoid; use worker
workplace
work plan
workroom, worksheet, workshop
work site
workstation, worktable
World War II – avoid; use Second World War
worldwide
World Wide Web when giving addresses, omit the initial http:// and start with www.
worthwhile (adj.), be worthwhile (v.)

Y

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

Z

zeros not zeroes