

IFPRI Style Manual

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1. INTRODUCTION

This manual is for those who write, edit, and format IFPRI manuscripts for publication. Since there are many reference books and websites on American grammar, we make no attempt here to explain all the rules, except in cases that consistently pose problems for IFPRI authors. *The Chicago Manual of Style, 16th Edition* (CMS) is IFPRI's standard reference guide. Spelling and hyphenation conform to *Merriam-Webster's Collegiate Dictionary, 11th edition* (<http://www.m-w.com/>). Both of these reference books are available in the IFPRI library. We also recommend consulting *Elements of Style* by William Strunk Jr. and E. B. White for composition principles, word-usage rules, and stylistic tips.

IFPRI documents are published in US English, which differs from British, Indian, and Australian English in spelling, punctuation, vocabulary, and verb agreement for collective nouns. When in doubt about the spelling, please consult *Merriam-Webster's*.

Because adhering to the guidelines in this manual makes the writing process more efficient, helps standardize IFPRI publications, and *significantly* reduces the time required to edit and produce them, the Communications Division urges all staff to consult the Style Manual when writing IFPRI documents. IFPRI's standard word-processing software is Microsoft Word; the standard software for producing data-generated figures is Microsoft Excel. All draft manuscripts should be submitted in these programs.

2. LANGUAGE AND VOICE

2.1—ACTIVE VERSUS PASSIVE VOICE

Voice indicates the relation of the subject to the action of the verb. When the verb is in the active voice, the subject acts; when it is in the passive voice, the subject is acted upon. Always use the active voice unless you have a good reason to use the passive. Eliminate the passive voice wherever possible. It is indirect, imprecise, and leads to wordiness.

The passive voice consists of any form of the verb “to be” (such as “was”) and a past participle (such as “hit”), and frequently requires a prepositional phrase beginning with “by.”

Example A was hit by B. (passive)
 The data were analyzed by the researchers. (passive)

 A hit B. (active)
 Researchers analyzed the data. (active)

There are two justifications for using the passive voice: either the doer of the action is unknown (The office was vandalized.) or less important than the action itself (John F. Kennedy was assassinated in Dallas.).

Use the active voice instead of passive constructions such as “there is” and “there are” wherever possible.

Example About 900 people attended the 2020 Conference.
 NOT
 There were about 900 people in attendance at the 2020 Conference. (This is not only passive, but wordy.)

2.2—FIRST PERSON

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

- Instead of “we find” or “we focus on,” use “the findings indicate” or “the research focuses on...”
- Instead of “we show the results in Table 3,” use “Table 3 illustrates the results.”

2.3—NONSEXIST LANGUAGE

Proper grammar in English and many other languages has traditionally used masculine pronouns to refer to all human beings. To deal with this linguistic inaccuracy, English speakers have spontaneously begun to use the pronouns “they” and “their” as neutral substitutes for the singular “her” and “his.” This is gradually being accepted and recognized as correct because it reflects common usage. Only the most orthodox of purists will take exception.

To avoid using the masculine pronoun when referring to individuals whose sex has not been identified without introducing new, awkward phrasing, such as the egalitarian but clumsy “he or she” and “his or her,” rephrase a sentence in the plural, where appropriate, and use “they.” Example: Each senator represents his or her constituency. Senators represent their constituencies.

Some writers also use feminine pronouns in the same way that masculine pronouns have traditionally been used, as the generic for all people, alternating the two within the same text (though not the same sentence or paragraph) for balance. As long as your meaning is clear and your usage consistent, there is room for creativity in this area of shifting usage.

2.4—PARALLEL CONSTRUCTION

The items in a list must have the same grammatical construction. If the first item in the list begins with an infinitive (a form of the verb preceded by “to”), all items in the list must repeat that structure and begin with infinitives; if the first item begins with a noun, all the items must begin with nouns—or prepositions, or articles, or gerunds, or pronouns, or conjunctions. They must all follow the same pattern. Here is an example of faulty construction:

The project’s objectives were *to collect* household-level data, an *analysis* of the results, and *mapping* them.

This list contains an infinitive (to collect), a noun (analysis), and a gerund (mapping). It does not follow a pattern. Because infinitives are strong and active, they are effective in lists of this sort. Here is the revised sentence using correct parallel construction:

The project’s objectives were *to collect* household-level data, *analyze* the results, and *map* them.

The Power of Parallel Construction

John F. Kennedy’s Inaugural Address:

“We shall *pay* any price, *bear* any burden, *meet* any hardship, *support* any friend, *oppose* any foe to assure the survival and the success of liberty.”

Abraham Lincoln’s Gettysburg Address:

“But in a larger sense, *we cannot dedicate, we cannot consecrate, we cannot hallow* this ground. The brave men, *living and dead*, who struggled here, have consecrated it far above our poor power to *add or detract*. The world will little note nor long remember *what we say here*, but it can never forget *what they did here*.”

Note that all of these examples use verb forms as the primary driving forces of their series, or lists, and all follow similar patterns. (For more on infinitives, see 3.9.)

3. PUNCTUATION, SPELLING, AND GRAMMAR

3.1—COLON

The colon (:) is a punctuation mark that alerts readers to the close connection between the first statement and what follows. Use a colon to precede a list introduced by an independent clause (a group of words with a subject and a predicate that can stand alone as a simple sentence, as in Example A). Do not use a colon between a verb and its objects (Example B). This rule applies to both run-in and bulleted or numbered lists.

- Examples*
- (A) Many countries have good beaches: France, Greece, and Portugal.
- (B) Among the countries with good beaches are
- > France
 - > Greece
 - > Portugal

3.2—COMMA

Use a “serial comma,” meaning a comma before “and” and “or” in a series of three or more words or phrases. (Also see 4.6.)

- Example* A physicist, a circus strongman, and an economist are stranded on a small island.

3.3—DASHES

Within the text, IFPRI uses a long dash *with no space before or after it*. This is called an em dash because it is the same width as the letter “m” in any font. You can generate an em dash in Microsoft Word by simultaneously pressing CTRL + ALT + minus sign (-), which is located on the right-hand number pad. Do not use spaces before or after an em dash.

- Example* Crustaceans from capture—most of which are marine shrimp—make up the smallest capture fisheries commodity group in terms of weight.

A shorter dash is used with numbers. This is called the en dash because it is the same width as the letter “n” in any font. *This is not the same as a hyphen.* (See 4.4.) You can generate an en dash in Microsoft Word by simultaneously pressing CTRL + minus sign (-), which is located on the right-hand number pad. Do not use spaces before or after an en dash.

- Examples* During 2007–2009, food prices fluctuated drastically.
The rainfall decreased by as much as 5–7 percent in some regions.

An en dash is also used to *indicate a relationship* between two people, organizations, or concepts. (For select word combinations that require an en dash, see Appendix D.)

- Examples* Supply–demand relationship
Cost–benefit analysis
Input–output coefficients

3.4—ELLIPSES

An ellipsis indicates that text has been omitted. You can generate an ellipsis in Microsoft Word by simultaneously pressing CTRL + ALT + period. If an ellipsis immediately follows a complete sentence, the period falls before the ellipsis points for a total of four points in a row. Do not use spaces on either side of an ellipsis (unless it immediately follows a complete sentence, in which case a space is required between the ellipsis and the next sentence.)

Example The reform in the foodgrain markets...has been impressive.... Earnings have increased this year.

3.5—QUOTATION MARKS

In general, use quotation marks for quotes; use italics (sparingly) for emphasis. (See 4.3.) In US English, double quotation marks are used except when quoting material that already contains a quote, in which case the inner quote takes single quotation marks. “Smart,” meaning curly, quotation marks should be used, as opposed to straight ones. Punctuation should be placed within the quotation marks.

Example “Capacity building is a long-term process with the payoffs several years down the line,” said the head of foundation’s agricultural science division.

3.6—PARENTHESES AND BRACKETS

Parentheses are used to set off material from surrounding text; they are stronger than a comma and similar to a dash. They are also used to set off in-text citations.

Note: Use [square brackets] instead of parentheses within parentheses.

Example (For further detail, see von Braun [2009] and Torero [2010].)

3.7—SPACING

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

3.8—SPELLING

IFPRI uses American spelling. For most words, follow *Merriam-Webster’s Collegiate Dictionary, 11th Edition*. The only exception is official names of organizations, such as the Organisation of Economic Co-operation, the Australian Centre for International Agricultural Research, or the United Nations World Food Programme.

See Appendix E for commonly used examples of preferred IFPRI spelling.

3.9—SPLIT INFINITIVES

An infinitive is the form of the verb preceded by “to” (to shop, to play, to garden). For many years, it was considered a grammatical sin to split an infinitive, meaning to place a word between the “to” and the rest of the verb. For the most part, split infinitives are no longer considered wrong, though in most cases they can easily be avoided, and should be. Sometimes, however, avoiding the split infinitive diminishes the sense or flow of the sentence. *The American Heritage Book of English Usage* notes that

“to go boldly where no one has gone before” isn’t quite as powerful as “to boldly go where no one has gone before.”

A common and overused split infinitive at IFPRI is to insert “better” or “best,” as in “how to best implement” a policy or “to better understand” an issue or problem. Most of the time, these words are superfluous, since usually people are understood to be trying their best rather than their worst to do something. When in doubt, leave it out.

4. WORD TREATMENT

4.1—ABBREVIATIONS

4.1.1 General

Avoid using abbreviations in the text, tables, and figures of a manuscript. Exceptions include well-known or frequently used acronyms (see 4.1.2) and abbreviations for currencies—such as US dollar (\$), British pound (£), and European euro (€), which should be used with specific amounts—and terms such as c.i.f. for cost, insurance, freight; log for logarithm; and GDP for gross domestic product. Other exceptions are the names of organizations or projects that are sure to be familiar to the reader in abbreviated form or that are used so often in the text as to make repetition of the full name cumbersome or unnecessary.

4.1.2 Acronyms and Initialisms

An acronym is an abbreviation that is formed by combining the first letters of several words. They are written without periods and may be pronounced as words.

Example International Food Policy Research Institute (IFPRI).

An initialism is similar to an acronym but each letter is pronounced separately.

Example for your information (FYI)

Overall, keep acronym and initialism use to a minimum. If it is necessary to use an acronym in place of a cumbersome or lengthy proper name that is repeated frequently within a document (for example, “IFPRI” in place of “International Food Policy Research Institute”), always spell out the proper name on first use, with the acronym following in parentheses.

If something is better known by its acronym or initialism than by its formal term, use the abbreviated form.

Examples CD-ROM, UNICEF

Write acronyms in capital letters without periods, except where the acronym has become accepted as a common noun.

Examples situation normal all fouled up (snafu), self-contained underwater breathing apparatus (scuba)

Form the plural of an acronym by adding “s.” *Use an apostrophe only to show the possessive case.*

Examples CD-ROMs, NGOs, LDCs

4.1.3 Country Names

The United States and the United Kingdom should be abbreviated *only when used as adjectives* and should be written as UK and US (no space or periods between the letters). The only exception to this is in a bibliography or reference list, where UK and US may be included in publishing details. (See 9.4.8.) The abbreviation for the European Union, EU, is acceptable in all cases.

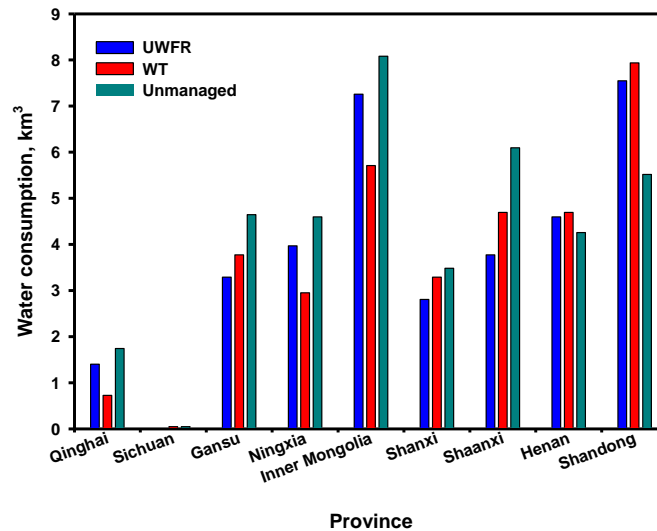
Examples

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

4.1.4 Use of Abbreviations in Tables and Figures

If abbreviations must be used in tables and figures because of a lack of space or because they are part of an equation, they must be spelled out in a note.

Figure 1—Water consumption under alternative allocation scenarios



Note: UWFR: Unified Water Flow Regulation. WT: water trading. Provinces are shown from upstream to downstream.

If a table or figure title contains an acronym or abbreviation and spelling it out would make the title too long or cumbersome, this acronym or abbreviation should also be spelled out in a note.

If an acronym or abbreviation used in a table or figure is of a non-English phrase, the note can simply provide the spelled-out English translation. For example, “CIMMYT” could be defined simply as “International Maize and Wheat Improvement Center.”

4.2—CAPITALIZATION

Editors call the capitalization of the first letter of a word an “initial cap.” A proper noun is the name of a specific person, place, or thing. All proper nouns are initial-capped, including each word in multiword names, such as the United Nations, European Union, or World Trade Organization. Adjectives derived from proper nouns are also initial-capped, such as Native American, Italian, and Catholic. Countries, states, provinces, and established regions are initial-capped: West Asia/North Africa, South Asia, Southeast Asia (regions); South Africa (country); Western Australia (state). In contrast, southern Africa, northern Australia, and central India are not capped; they are not states, countries, or established regions, just descriptions of geographical areas.

There are many other instances in English where an initial cap is required: specific institutions, organizations, and associations; historical events, such as the Great Depression, World War II, and the

Ming Dynasty; acronyms (see 4.1.2); words that designate holidays, months, or days; and personal, professional, and job titles, such as Queen Elizabeth, Senator Clinton, Professor Freud. Do not, however, capitalize such titles unless they immediately precede a proper name, so President Obama becomes “Barack Obama, president of the United States.”

Examples (job titles) Senior Research Fellow Ruth Meinzen-Dick spoke on collective action during the TedX meeting.

Shenggen Fan, director general of IFPRI, gave a keynote speech.

Senior Administrative Coordinator Beverly Abreu attended the meeting.

Proper nouns such as those denoting institutions, organizations, associations, foundations, banks, parliaments, congresses, cabinets, presidents, ministers, and ministries can be used in an abbreviated form after the first reference, but the abbreviated form should also be capitalized.

Examples (job titles abbrev.) Shenggen Fan, DG of IFPRI, gave a keynote speech.
SAC Beverly Abreu attended the meeting.

Examples (organizations) The International Food Policy Research Institute was founded in 1975.
The Institute is now 36 years old.

Examples (departments) John Hoddinott is a senior research fellow in and deputy division director of the Poverty, Health, and Nutrition Division of the International Food Policy Research Institute, Washington, DC.

Do not capitalize common nouns.

Examples Nonprofit *institutes* received tax exempt status.
The *president* has executive authority.

Titles, headings, and subheadings of documents follow *headline* style. See CMS 8.157–8.159. (For how to cite titles of works both in text and in a reference list, see 9.4.6.)

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

Titles, headings, and subheadings of tables and figures (including column or row headings) follow *sentence* style. See CMS 8.156. (For more details and examples, see 8.3 and 8.6.)

Example Growth rates in cereal production per capita, 1980–2001

4.3—EMPHASIS

Avoid using underlining, boldface, or quotations marks for emphasis in the text. If the important point of a sentence or paragraph is not apparent without the use of these devices, rephrase the sentence.

When emphasis is necessary, italics are preferred over underlining, boldface, or quotation marks. If you introduce a term that needs emphasis, do so on the first use only, and revert to normal formatting thereafter.

4.4—HYPHENATION

4.4.1 General

The hyphen (-) serves to both link and separate words and *is necessary in the following cases*:

prefix standing alone	as in over- and underused micro- and macroeconomics
prefix + hyphenated compound	non-English-speaking people
capital letters or numerals	mid-August early to mid-1900s pre-1990 micro-SAM mid-1900s macro-SAM
compound numbers	from twenty-one to ninety-nine
letter or number modifiers	L-shaped room, 50-cent token
awkward pronunciation	agro-industrial (not agroindustrial) co-led (not coled) pro-democracy (not prodemocracy)

Hyphenation is also used when repeating the *same* vowel. (While some of these words are not hyphenated in *Merriam-Webster's*, IFPRI's style preference is to hyphenate.)

anti-inflammatory	re-elect
anti-intellectual	re-evaluate
co-opt	re-examine
pre-empt	semi-illiterate
re-edit	semi-independent

Exceptions: *cooperate, cooperation*

When one element of a compound adjective is an open compound, an en dash (–) is used in place of a hyphen. For example, *post–World War II years* or *pre–Green Revolution era*. (See CMS 6.80.)

If in doubt about hyphenation, check the dictionary or CMS. If the word is not listed, hyphens should be used to avoid ambiguity and difficult reading, but if misreading is unlikely, the compound may be closed.

4.4.2 Prefixes and Suffixes

Over time, most common prefixes have come to form one word with the root (closed compounds) and *should not be hyphenated*. Here are some of the most common:

agri	agribusiness
agro	agroecological, agroforestry (but agro-industrial)
ante	antenatal
bi	binomial
bio	bioecology, biosafety, biotechnology
co	coauthor, coedit, cofinance, coleader, cooperate, coordinate, cosponsor (but co-led, co-opt)
counter	counterfactual
extra	extrafine
infra	infrastructure
inter	interregional, interlinkages, intersectoral
intra	intrahousehold
macro	macroclosure, macroeconomic
micro	microcredit, microeconomic, microfinance, micronutrient
mid	midcentury (but mid-nineteenth century), midcourse, midregion
mini	minisymposium
multi	multicountry, multipurpose, multistakeholder
neo	neonatal
non	nonagricultural, noneconomic, nongovernmental, nonviolent
over	overconsumption, overnutrition, overproductive, overpumping
post	postdoctoral, postgraduate, postharvest, postnatal, postwar
pre	preconference
re	reunify (but re-edit, re-elect, re-evaluate, re-examine)
semi	semiannual, semiarid, semiliterate (but semi-illiterate, semi-independent)
socio	sociocultural, socioeconomic, sociopolitical
sub	subnational, subregion, subtheme
supra	supranational
trans	transnational
ultra	ultraviolet
under	underdeveloped, underfunding, undernutrition, underutilized
wide	basinwide, economywide, systemwide, institutewide

4.4.3 Compound Modifiers

The hyphen also links two or more words to form a compound modifier. When a modifying phrase is used as an adjective before a noun, it is hyphenated.

Examples clear-cut decision, slash-and-burn agriculture, less-favored lands

However, when modifying phrases do not precede a noun, they are not hyphenated.

Examples It was a well-written report. The report was well written.
It was a clear-cut decision. The decision was clear cut.

The following are some terms commonly used at IFPRI that, based on IFPRI's style preferences, take a hyphen when they precede a noun:

cost-efficient	food-borne	long- and short-term
country-specific	fuel-efficient	thought-provoking
cross-country	interest-bearing	user-friendly
cross-referenced	labor-intensive	vector-borne
developing-country	large-scale	water-borne

The following are some words commonly used at IFPRI that, again, based on IFPRI's style preferences, *do not* take a hyphen and are written as one word:

childcare	germplasm	policymaker/policymaking
cropland	healthcare	smallholder/smallholding
database/dataset	interregional	sugarcane
decisionmaker/ decisionmaking	landholder	wetland
dryland	landowner	
feedcrop/foodcrop	multistakeholder	
	nonagricultural	

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

4.4.4 Words Ending in “ly”

Do not use a hyphen with compound modifiers that begin with a word ending in “ly” such as “newly minted coin” or “badly needed repair.”

4.5—ITALICS

Do not italicize or underline foreign words or phrases commonly used in English, such as *a priori*. But italics should be used for foreign words or phrases not commonly used in English. *Merriam-Webster's*

Collegiate Dictionary, 11th Edition, is a good guide; if a foreign word or phrase is included in the main part of the dictionary, there is no need to italicize it.

Unlike italics used for emphasis (see 4.3), foreign words (for example, *qat* or *maquila*) once italicized should be italicized throughout. Do not italicize the names of specific institutions or places. *Sic* (always enclosed in brackets, not parentheses) should be italicized. Do not, however, italicize *et al.*, *ex post*, *ex ante*, *in situ*, *de facto* (but DO italicize *de jure*).

4.6—LISTS

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

4.6.1 Displayed Lists

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

Example To sustain this level of growth, policymakers must

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

For a list preceded by an independent clause, in which list items are complete sentences, capitalize the first letter of each item and place a period at the end of each item.

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

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

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

Example Researchers are making substantial progress using these technologies:

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

4.6.2 Run-In Lists

It is not necessary to number a short series of items listed within a sentence. However, when numbered lists are placed within the text, put the numbers inside parentheses, with no period after the number: (1), (2), (3). Separate list items using commas or semicolons, according to normal usage.

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

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

5. WORD USAGE

5.1—CLARIFICATION OF TERMS

<u>Term</u>	<u>Explanation</u>
afterward, toward	USE: afterward, toward NOT: afterwards, towards
and/or	USE: option a or option b or both NOT: option a and/or option b
contrast	USE: in contrast NOT: by contrast
data	USE: Data are... NOT: Data is...
fewer (than)	USE: “Fewer than” with countable things. <i>A healthy diet can lead to fewer diseases. ...fewer than five times per day...</i>
less (than)	USE: “Less” or “less than” with amounts or mass nouns. <i>Less clean water can have numerous effects on households. The women had less clean water than their husbands.</i>
Impact	Do not use as a verb. USE: “affect,” “influence,” “change,” or another alternative, depending on the context
implications	USE: implications for NOT: implications to
less-developed country	USE: developing country
over	USE: more than NOT: over (except to mean “physically above”) <i>Yields increased by more than 50 percent.</i>
per annum	Do not use. USE: per year

<u>Term</u>	<u>Explanation</u>
sown	USE: sown with (a certain crop) NOTE: sown to
utilize	Do not use. USE: use
very	Use only sparingly.
whilst	Do not use. USE: while

5.2—MISUSED WORDS AND EXPRESSIONS

affect, effect	“Affect” is a verb that means to influence or have an effect upon. It is almost never used as a noun. “Effect” is most commonly used as a noun meaning “result.” As a verb, it means to accomplish, cause, or bring about.
as, since, because	When choosing a conjunction to denote a causal relationship, “because” is the best choice because it is the least ambiguous. “As” can indicate cause, but it can also mean “while.” “Since” can also mean “from the time that.” To avoid confusion, use “because.”
between, among	“Between” indicates one-to-one relationships, and “among” collective or undefined relationships. “Between” is appropriate for more than two objects if multiple one-to-one relationships are understood from the context (for example, “trade between members of the European Union” or “a treaty made between several countries”). USE: “among” or “amid” NOT: “amongst” or “amidst”
compare to, compare with	To <i>compare to</i> is to point out or imply resemblances between objects regarded as essentially of a <i>different</i> order; to <i>compare with</i> is mainly to point out differences between objects regarded as essentially of the <i>same</i> order. Thus, life has been compared <i>to</i> a pilgrimage, <i>to</i> a drama, <i>to</i> a battle; Congress may be <i>compared with</i> the British Parliament. Paris has been <i>compared to</i> ancient Athens; it may be compared with modern London.
comprise, compose	“Comprises” expresses the relation of the larger to the smaller, not the other way around. The whole comprises the parts; the parts compose the whole.

The team comprised two research fellows and two assistants.
The team is composed of two research fellows and two assistants.

continual, continuous	Continuous means uninterrupted; continual admits of a break.
different	One thing is “different from” another (not “different to” or “different than”).
discreet, discrete	“Discreet” means prudent; “discrete” means separate or distinct.
effect	See “affect, effect.”
ensure, insure, assure	To “insure” means to give or procure insurance. To “ensure” means to make certain or to guarantee. To “assure” means to set a person’s mind at ease.
farther, further	Use “farther” to indicate distance and “further” to indicate degree. <i>He ran farther than she did.</i> <i>We discussed the matter further.</i>
forgo, forego	“Forgo” means to do without. “Forego” means to go before. A foregone conclusion is one that is predetermined.
insure, ensure, assure	See “ensure, insure, assure.”
since	See “as, since, because.”
that, which	“That” is a restrictive pronoun; it introduces a phrase or clause that is essential to the meaning of the sentence. Restrictive clauses should not be separated from the rest of the sentence by commas. <i>Foundations that fund research are varied in scope.</i> <i>Economies that diversify have been shown to succeed.</i> “Which” is a nonrestrictive pronoun; it introduces a phrase or clause that can be removed without changing the meaning of a sentence. Nonrestrictive clauses should be separated by commas. <i>Cereals, which can be exported, are important to the economy.</i>

6. DATES, NUMBERS, AND UNITS OF MEASURE

6.1—DATES

6.1.1 General

Use American style for specific dates.

Example January 1, 1997 *not* 1 January 1997, or 1 January, 1997.

When specifying years or dates in text, the year should be set off in commas.

Example From January 1, 1997, until December 31, 2000, the program...

NOT: From January 1, 1997 until December 31, 2000 the program....

6.1.2 Time Periods

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

Example 1960s and 1970s, *not* 1960’s, sixties, or ’60s

Use an en dash when indicating time periods.

Examples 1999–2004, 2009–2015

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

Examples From 1995 to 1999...
Between 1999 and 2004...

6.1.3 Other

Lowercase “century” when a number precedes it. (Note: Microsoft Word will automatically superscript the “st” in the example below. Please manually correct to reflect standard baseline letter placement, or reject the superscript per menu options.)

Example 21st century

6.2—NUMBERS

6.2.1 Arabic Numbers

Spell out single-digit whole numbers (less than 10). Two-digit numbers (10 or more) should be expressed as Arabic numerals except when they appear at the beginning of a sentence. Numbers greater than 999 should contain commas to indicate thousands, except for dates and page numbers in references. Millions, billions, and trillions should be spelled out and preceded by an Arabic numeral.

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

There were 100,000 households in the sample.

This scheme is the least expensive, with a grain reserve of about 8 million tons.

Cormack (1980, 1482–1486)

When exact numbers of less than 10 are used in a series with numbers greater than 10, digits are used for all numbers. Treat numbers applicable to the same category alike throughout a paragraph.

Example Of the 12 countries in the region, 8 had deficits in 1975.

Use digits whenever a number (whether more or less than 10) is followed by a unit of measure. “Percent” is one such unit of measure (that is, “6 percent,” not “six percent”). However, when using units of time such as days, weeks, months, and years, spell out numbers less than 10 and use digits for higher numbers: two days, 18 months.

Example The study households obtained an average of 8 ounces of rice per capita per day during the six months.

Spell out numbers when referring to someone’s age: “five years old,” “eleven years of age,” “a thirty-year-old woman,” etc. Do not use numerals, unless the discussion of age appears in a sentence that uses numerals in another context:

Example The survey covered 12 groups of people in the 18-40 years of age category.

Use Arabic—not Roman—numerals for chapter numbers, volume numbers, and annex numbers.

6.2.2 Decimal Numbers

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

Examples 0.1; 0.25
probability of .05; R = .10

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

Example The increase of 42.34 percent over 2.0 years was greater than the earlier decrease of 46.29 percent over 2.5 years.

6.3—UNITS OF MEASURE

6.3.1 Currency

When all dollar figures in a given text are in US dollars, use the symbol US\$ on the first mention. Also, in tables and figures, always specify US\$. If a footnote is added (upon first usage) to explain that all dollars are US dollars, the symbol \$ can be used alone after the first reference. If the text refers to other currencies that use the \$ symbol, always specify the country. If the text refers to international dollars, always footnote this information (upon first usage) to avoid any reader confusion.

The International Organization for Standardization defines three-letter currency codes for most countries (for example, ETB for Ethiopian birr, YER for Yemeni rial). These should be defined on first reference within a document.

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

Examples These increases in duties would reduce world welfare by US\$353 billion.

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

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

6.3.2 Metric Measures

Whenever possible, nonmetric measures should be converted to the metric system. If all data are nonmetric, the metric equivalent of the measure should be footnoted the first time the measure is given.

If tons are metric tons throughout the text, this should be specified in a footnote the first time the measure is mentioned and the term “tons” used alone thereafter. But “metric tons” should always be used in tables or figures when applicable.

6.3.3 Percent

Always spell out “percent” (as one word, NOT “per cent”) in text rather than using the symbol (%). Use the symbol in tables and figures only if space limitations require it. In a numerical expression, use “percent.” Use “percentage” to suggest a portion of something.

Example A large *percentage* of the population was malnourished.

NOT: A large percent of the population was malnourished.

Always precede “percent” with Arabic numerals, whether or not the number is greater than 10.

Example “6 percent,” *not* “six percent”

6.3.4 Other

Refer to cows as “cattle.”

Example As a group: “400 cattle” or “400 head of cattle”

 As an individual: “head of cattle” or “x dollars per head of cattle”

7. EQUATIONS

7.1—GENERAL

All mathematical copy, including equations, should be in good sentence form, with punctuation, and should “read” as clearly and grammatically as any other kind of copy. The symbols are substitutes for words: $A + B = C$ reads “A plus B equals C.”

Note: Equations must be saved in the Word 2007 format (*.docx). Equations created and saved in the Word 2003 format (*.doc) are converted to a low-resolution image and must be re-created.

7.2—SINGLE-LINE EQUATIONS

One-line equations should be centered within the margin width, and the equation number should be right aligned.

Examples

$$X = \{14y + 3w[20a - 23b/6L - 2M^2(4k_2 - 4h + s2)]. \quad (1)$$

$$GDP_t^a = GDP_t^p + e_t \quad \forall t \in T, \quad (2)$$

where GDP_t^a is actual GDP in period t , and GDP_t^p is predicted GDP in period t .

$$K_t = (1 - \varphi)^t K_0 + \sum_{i=0}^{t-1} I_{t-i} (1 - \varphi)^i, \quad (3)$$

where K_0 is the initial capital stock, I_t is investment in period t , and φ is the rate of geometric decay.

7.3—MULTIPLE-LINE EQUATIONS

If an equation takes up more than one line, second and subsequent lines should be indented, and the operational signs (+, =, −, or ·) should begin each new line and be aligned beneath each other.

Example

$$\begin{aligned} 3f + 4p + 5r + 6i &= q + 2w + 3e + 4r \cdot 5t - 6y - f + 3s \cdot 5g + 7j \square - 8k \\ &+ 9L(2z + 4c - 9v + 8b) \square 7n + 6m. \end{aligned} \quad (4)$$

8. TABLES, FIGURES, AND BOXES

8.1—GENERAL

Tables and figures included in a manuscript should be significantly related to the text. Boxes may contain short additional background material or examples of interest to the target audience. Technical material of interest to a more limited audience (such as detailed methodologies) should be included separately in an appendix.

Tables and figures should only contain data essential to an understanding of the subject being discussed. Each table, figure, or box should be complete within itself, meaning the reader should be able to understand them without having to refer to the text.

8.2—CALL-OUTS

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

Example India and Southeast Asia are also large producers, accounting for a combined 15 percent of production in 1997 (Table 2.2).

8.3—NUMBERING AND TITLES

Tables, figures, and boxes should be numbered sequentially per chapter and include the chapter number (or where appropriate, the chapter number and appendix letter). Table, figure, or box numbers should be separated from their titles by an em-dash. Table, figure, and box titles *should use sentence capitalization*, be consistently worded throughout the manuscript, and include dates or time periods where appropriate at the end of the title, preceded by a comma.

Examples **Table 4.2—Fluctuations in annual rice prices, 1972/73–2001/02**
(Table 2 in Chapter 4)
Table 8A.1—Construction of the flood exposure index
(First table in Appendix A of Chapter 8)

8.4—SOURCES

Each table, figure, and box should cite a source, even if the source is the authors or unpublished data. Source lines should end with a period.

Examples Sources: Rosegrant 2001; Rosegrant and Cline 2002.
Source: Calculated by authors from FAO 2000.
Sources: Production data were calculated by authors from World Bank 1999a; consumption data are from FAO 2000.

8.5—NOTES

If notes are required, such as to spell out acronyms or explain units of measure, include a written note after the source. If necessary, you can also add specific notes in the table or figure, marked alphabetically. Notes should be sentence-style with concluding punctuation (likely, a period).

Example

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

Example

Table 1—Composition of expenditures and researchers in South African agricultural research and development, 2000

Agency	Total spending		Total researchers in field	Number of agencies in sample
	Million 1999 rand	1993 international dollars		
Public agencies				
Government				
Other federal	75.9	38.5	98.3	4
Provincial	47.4	24.1	70.1	8
Nonprofit institutions	60.7	30.8	68.0	4
Higher-education agencies	106.9	54.3	158.0	12
Subtotal	720.3	365.6	1,028.6	42
Business enterprises	20.5	10.4	32.5	8
Total	740.8	376.0	1,061.1	50

Source: Compiled by authors.

Notes: Data for total researchers include national and expatriate staff. See Appendix A for a list of the 16 agencies included in the sample.

8.6—COLUMN/ROW HEADINGS

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

Example

Table 2.5—Approximate unit values of IMPACT commodity groups, 1997

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

Source: Calculated by authors from FAO 2002a.

Notes: Import/export unit values reflect processed weight in a three-year average from 1996 to 1998, approximated by dividing aggregate value by quantity. IMPACT categories were approximated by aggregating detailed FAO “Production and Trade 1976–1998” categories.

9. REFERENCES

9.1—GENERAL

Many IFPRI publications use the parenthetical author-date system of references. In the author-date system, works are cited in the text by giving the author’s last name, the date of publication or completion, and, if appropriate, other details such as page numbers. This citation is keyed to an alphabetized list of references that appears at the end of a manuscript. The list should be called “References” if it contains only works cited in the text, tables, and figures, and “Bibliography” if it contains additional works.

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

9.2—PLACEMENT WITHIN BACK MATTER

References should be placed after any appendices and before an index. See the CMS 1.4 for the organization of book divisions and parts, including front matter and back matter.

Example Appendix A, Appendix B (etc.), References, Index

Do references belong at the end of each chapter or the end of the book? If the publication is an authored work—that is, a single author or groups of authors is credited for the entire work—then references should be presented in a single list at the end of the publication. If the publication is an edited work, in which different chapters are credited to different authors, then references should be presented at the end of each chapter.

9.3—TEXT CITATIONS

A reference cited in the text consists of the author’s last name and the year of publication or completion of the work (*without* a comma separating the two).

Examples (Jones 2010) *not* (Jones, 2010)
 (Bhalla et al. 2010) *not* (Bhalla et al., 2010) *nor* (Bhalla, et al. 2010) *nor*
 (Bhalla *et al.* 2010)

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

Examples In a recent study (Sen 2009), famines are found to be closely associated with loss of purchasing power.
 As Sen (2009) has pointed out, famines are often associated with loss of purchasing power.
 The close association of famines with loss of purchasing power is reported in Sen 2009.

If the citation is for a quotation, include the page number(s) for the quoted material after the year, separated by a comma (and insert both after the quotation).

Examples (Richardson 2006, 101) *not* (Richardson 2006, p. 101)
 Sen and Batliwala wrote "...” 2000, 17. *Not*
 Sen and Batliwala (2000) wrote "...” p.17.

The name given in a text citation is the name under which the work appears in the reference list. For each author-date citation in the text, there must be a matching entry in the reference list under the same name and date. It is the author’s responsibility to ensure such agreement as well as the accuracy of the reference. The name can refer either to an author or, when no author is given, to the organization or editor. With an editor or editors, the distinction is made by using “ed.” or “eds.” after the name, but only in the reference list or bibliography.

Examples (FAO 2000)
 (UNDP 2002, iv)
 (Cohen 2003, 14–16)

For a work with two or three authors, all names are given. For works with four or more authors, only the last name of the lead author is given, followed by “et al.” as written—without commas or italics. Note that “al.” is an abbreviation for alia and must have a period after it. Note that for works with four or more authors, up to seven authors may be listed in the references section. (See 9.5.1.)

Examples (Zietz and Valdés 1988)
 (Ruel, Dillon, and Gilligan 2009)
 (Bhalla et al. 2009)

When an organization is the “author,” its name may be abbreviated, but in that case the entry in the reference list must include, and be alphabetized by, the abbreviation and be followed by the full name in parentheses.

Example
Citation (FAO 2001)
Reference FAO (Food and Agriculture Organization of the United Nations).
 2001. Production yearbook. Rome. CD-ROM.

If several works by the same author are cited, the author’s name is not repeated, and a comma is used to separate each work. But when page numbers are given, semicolons are used and the name is repeated.

Example (Stone 1984a, 1984b, 1985); (Bardhan 1970, 54; Bardhan 1979)

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

Example (Timmer and Falcon 1975; Blanc 1969; Stone 1984a)

If both a volume number and a page number are given for a multivolume work, they are separated by a colon. If only a volume is cited, “vol.” is used for clarity.

Example (Martin 1977, 3:102); (Martin 1977, vol. 3)

If only one volume of a set appears in the reference list, there is no need to include the volume number in the citation.

9.4—ELEMENTS OF REFERENCES

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

9.4.1 Author Names and Publication Date

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

Examples Beintema, N. M.
 Rosegrant, M. W.

When there is more than one author, only the first author's name is inverted. Note the use of serial commas in the references (even when there are only two authors).

Examples Delgado, C., N. Wada, M. W. Rosegrant, and S. Meijer
 Beintema, N. M., and P. G. Pardey

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

Example Rosegrant, M. W., and S. Meijer. 2002.

When referencing multiple editions of an annual publication, write "Various years" as the publication date.

Example China, Ministry of Agriculture. Various years. *China Agricultural Development Report*. Beijing: Ministry of Agriculture.

When citing such sources in text, provide the relevant year(s).

Example (China, Ministry of Agriculture 2002, 2003)

9.4.2 Editor as Author

To indicate an edited, rather than authored, volume, add "ed." or "eds." after the name of the editor(s).

Example Clay, E. J., and O. Stokke, eds. 2009.

9.4.3 Organization as Author

An organization can appear as the author of a publication.

Example

Citation (World Health Organization 2009a)

Reference World Health Organization. 2009a. *World Health Statistics 2009*.
 Geneva: WHO Press.

Sometimes, however, it is more practical to abbreviate the names of organizations to reduce the length of citations in text. In this case, the abbreviation is used in the citation. It is also listed in the reference list followed by its spelled-out name. Note that in the below example, you would alphabetize under “WRI,” not “World.”

Example

Citation (WRI 2010)
Reference WRI (World Resources Institute). 2010. *2010 Global Ecolabel Monitor*. Washington, DC: WRI.

9.4.4 Multiple Entries per Author

When several works by one author are listed, the author’s name is given for the first entry only. For those that follow, the name is replaced by a 3-em dash (followed by a period or comma, depending on the presence of an abbreviation such as “ed.”). The works are placed in chronological order from oldest to newest, and those published in the same year are alphabetized by title and distinguished by lowercase letters (a, b, c) after the date. The articles “a,” “an,” and “the” are disregarded when alphabetizing.

Example World Bank. 2000.
 ———. 2001a.
 ———. 2001b.

When a number of coauthored works with the same first author are listed, works by two authors are placed before those with three authors, those with three authors are placed before those with four authors, and so on. All multiauthor works with the same first author and the same number of coauthors are alphabetized by the second author. If several works are coauthored by the same set of authors, whose names appear in the same order, the works should be arranged chronologically. In second and subsequent entries, the authors’ names are again replaced with three consecutive em dashes (————).

Example Fan, S. 2008.
 ———. 2009.
 Fan, S., X. Zhang, and X. Diao. 2008.
 ———. 2009.
 Fan, S., X. Zhang, X. Diao, and M. Johnson. 2008.

9.4.5 Alphabetizing Author Names with Particles

Personal names preceded by particles, such as foreign prepositions, should be alphabetized as is customary in the country of origin. Where no custom has been established, alphabetize them under the first letter of the particle. If the name is Arabic, alphabetize it under the first letter of the first word after the particle and keep the particle before the rest of the name in the bibliography. For further details, consult CMS 8.5 and 16.71 on alphabetizing personal names.

Examples de Gaulle, C. (French)
 Hindenburg, P. von (German)
 al-Rashid, H. (Arabic)

9.4.6 Titles

Titles are capitalized headline style (CMS 8.157), according to the following guidelines:

- Capitalize first letter in ALL major words of a title and subtitle. Lowercase “a,” “an,” and “the” (if the article is not the first word).
- Lowercase prepositions, except when they are used adverbially or adjectivally (“look up,” “turn down”).
- Lowercase the conjunctions “and,” “but,” “for,” “or,” and “nor.”
- Lowercase “to,” not only as a preposition, but also as an infinitive (“to Run,” “to Hide”).
- Lowercase parts of proper names that would normally be lowercased (“de,” “von”).
- Lowercase second part of a species name, even if it is the last word (*Acipenser fulvescens*).

Quotation marks should appear around chapter titles and article titles. Use italics for freestanding works such as books, briefs, discussion papers, food policy reports, working papers, and journal titles.

Examples

<i>Book</i>	Edgar, A. 2006. <i>Habermas: The Key Concepts</i> . London: Routledge.
<i>Brief</i>	Minot, N., and T. Benson. 2009. <i>Fertilizer Subsidies in Africa: Are Vouchers the Answer?</i> IFPRI Issue Brief 60. Washington, DC: International Food Policy Research Institute.
<i>Discussion Paper</i>	Dillon, A. 2008. <i>Access to Irrigation and the Escape from Poverty: Evidence from Northern Mali</i> . IFPRI Discussion Paper 782. Washington, DC: International Food Policy Research Institute.
<i>Working Paper</i>	Benson, C., and E. J. Clay. 2004. <i>Understanding the Economic and Financial Impacts of Natural Disasters</i> . Disaster Management Series, no. 4. Washington, DC: World Bank.
<i>Journal Article</i>	del Ninno, C., and P. A. Dorosh. 2001. “Averting a Food Crisis: Private Imports and Public Targeted Distribution in Bangladesh after the 1998 Flood.” <i>Agricultural Economics</i> 25 (1): 337–346.
<i>Chapter in a Book</i>	Hosegood, V., and I. M. Timaeus. 2005. “Household Composition and Dynamics in KwaZulu Natal, South Africa: Mirroring Social Reality in Longitudinal Data Collection.” In <i>African Households: Censuses and Surveys</i> , edited by E. Van de Walle, 58–77. Armonk, NY, US: M. E. Sharpe.

9.4.7 Publisher

If the author and publisher are the same organization (for example, IFPRI, the World Bank, etc.), the name of the organization need not be repeated as publisher.

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

If a work has multiple publishers, then the publisher names (and corresponding locations) should be separated by semicolons.

Example von Grebmer, K., B. Nestorova, A. Quisumbing, R. Fertziger, H. Fritschel,

R. Pandya-Lorch, and Y. Yohannes. 2009. *2009 Global Hunger Index: The Challenge of Hunger: Focus on Financial Crisis and Gender Inequality*. Bonn, Germany; Washington, DC; Dublin, Ireland: Deutsche Welthungerhilfe; International Food Policy Research Institute; Concern Worldwide.

9.4.8 Place of Publication

When giving the place of publication for a reference work, include the country name if the city is *not* included on either of the lists below. For US cities, include the postal state abbreviation followed by “US.” State abbreviations are provided in Appendix B. For Canadian cities, include the province name (no abbreviation) followed by “Canada.”

These United States cities can stand alone (i.e., no state name or “US” necessary): Atlanta, Baltimore, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Honolulu, Houston, Indianapolis, Las Vegas, Miami, Milwaukee, Minneapolis, New Orleans, New York, Oklahoma City, Philadelphia, Phoenix, Pittsburgh, St. Louis, Salt Lake City, San Antonio, San Diego, San Francisco, Seattle, and Washington, DC.

These foreign cities can stand alone (i.e., no country name necessary): Amsterdam, Beijing, Berlin, Djibouti, Geneva, Gibraltar, Guatemala City, Havana, Hong Kong, Jerusalem, Kuwait City, London, Luxembourg, Macau, Mexico City, Monaco, Montreal, Moscow, New Delhi, Ottawa, Paris, Quebec City, Rome, San Marino, Singapore, Tokyo, Toronto, and Vatican City.

Names of countries should not be abbreviated with the exception of “UK” and “US.” Note that, as nouns, UK and US should only be abbreviated in references, but spelled out as “United Kingdom” and “United States” in text. (See 4.1.3.)

Examples New York: Oxford University Press.
 Berkeley, CA, US: University of California Press.
 FAO (Food and Agriculture Organization of the United Nations). 2009.
 FAOSTAT Statistical Database. Rome.
 The Hague, the Netherlands: International Service for National Agricultural
 Research.

9.4.9 Page Numbers

Page numbers when required for references should be given in full.

Examples 746–749 (not 746–9 or 746–49)

9.5—FORMAT OF REFERENCE LISTS AND BIBLIOGRAPHIES

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

9.5.1 Published Books, Reports, Papers, Monographs

One author

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

Two to seven authors

Haggblade, S., and P. B. R. Hazell. 2010. *Successes in African Agriculture*. Baltimore: Johns Hopkins University Press for the International Food Policy Research Institute.

Ringler, C., A. K. Biswas, and S. Cline. 2010. *Global Change: Impacts on Water and Food Security*. New York: Springer.

More than seven authors

von Grebmer, K., M. T. Ruel, P. Menon, B. Nestorova, T. Olofinbiyi, H. Fritschel, Y. Yohannes, et al. 2010. *2010 Global Hunger Index: The Challenge of Hunger: Focus on the Crisis of Child Undernutrition*. Bonn, Germany; Washington, DC; Dublin, Ireland: Deutsche Welthungerhilfe; International Food Policy Research Institute; Concern Worldwide.

Editor as “author”

von Braun, J., R. Vargas Hill, and R. Pandya-Lorch, eds. 2009. *The Poorest and Hungry: Assessments, Analyses, and Actions*. Washington, DC: International Food Policy Research Institute.

Chapter

Achebe, N., and B. Teboh. 2007. “Dialoging Women.” In *Africa after Gender?*, edited by C. Cole, T. Manuh, and S. Miescher, 91–113. Bloomington, IN, US: Indiana University Press.

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

Collinson, M. A., S. M. Tollman, K. Kahn, S. J. Clark, and M. Garenne. 2006. “Highly Prevalent Circular Migration: Households, Mobility, and Economic Status in Rural South Africa.” In *Africa on the Move: African Migration and Urbanization in Comparative Perspective*, edited by M. Tienda, E. Preston-Whyte, S. E. Findley, and S. Tollman, 194–216. Johannesburg, South Africa: Witwatersrand University Press.

Title in a multivolume work

Dasgupta, P. 2009. “The Place of Nature in Economic Development.” In *Handbook of Development Economics*. Vol. 5, edited by D. Dodrik and M. R. Rosenzweig, 4977–5047. Amsterdam: North Holland.

Wright, B. D., P. G. Pardey, C. Nottenburg, and B. Koo. 2007. “Agricultural Innovations: Investments and Incentives.” In *Handbook of Agricultural Economics*. Vol. 4, *Agricultural Development: Farmers, Farm Production, and Farm Markets*, edited by R. Evenson and P. Pingali, 2533–2603. Amsterdam: North Holland.

Title in a series

Note that this category includes IFPRI research monographs and discussion papers.

Deaton, A., and S. Zaidi. 2002. *Guidelines for Constructing Consumption Aggregates for Welfare Analysis*. Living Standards Measurement Survey Working Paper 135. Washington, DC: World Bank.

Birur, D., T. Hertel, and W. Tyner. 2008. *Impact of Biofuel Production on World Agricultural Markets: A Computable General Equilibrium Analysis*. Center for Global Trade Analysis Working Paper No. 53. West Lafayette, IN, US: Purdue University.

9.5.2 Journals and Periodicals

Journal article

Bernard, T., and D. J. Spielman. 2009. “Reaching the Rural Poor through Rural Producer Organizations? A Study of Agricultural Marketing Cooperatives in Ethiopia.” *Food Policy* 34 (1): 60–69.

Francesconi, G. N., and R. Ruben. 2008. “The Life Cycle of Agricultural Cooperatives: Implications for Management and Governance in Ethiopia.” *Journal of Rural Cooperation* 36 (2): 115–130.

Magazine article

Chu, A., and A. St. Thomas. 2010. “Frugal Families: Competition in a Recession.” *Simple Living*, July 8, 29–30.

Newspaper article

Faiola, A. 2008. “Where Every Meal Is a Sacrifice.” *Washington Post*, April 28. An unsigned editorial takes the following form:

Washington Post. 2010. “The Coming Tax Debate.” April 19.

9.5.3 Conference Materials

Proceedings/paper delivered at a conference (published material)

A paper included in published proceedings would follow the reference format for a chapter in a book. (See 9.5.1, “Chapter.”)

Proceedings/paper delivered at a conference (unpublished material)

Brady, H. E. 2002. “Models of Causal Inference: Going Beyond the Neyman-Rubin-Holland Theory.” Paper presented at the annual meeting of the Political Methodology Group, Seattle, WA, US, July 20.

9.5.4 Computer-Related Material

Provide either a DOI (preferable) or URL at the end of online sources. If the source itself is undated, list the year of access as the source year and include the month and date before the DOI or URL. Only include “http://” if “www.” is *not* part of the URL.

Worldwide web

China Footwear Information Network. 2007. Wenzhou Xieye Ershi Nian Dashi Ji .
www.shoelib.com/xwh/xyjs/200709/t20070920_44179.html .

Oxfam International. 2010. “Issues: Agriculture.” Accessed October 20.
www.oxfam.org/en/about/issues/agriculture.

CD-ROM

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

Databases or datasets (accessed online)

EIA (Energy Information Administration). 2010. Weekly All Countries Spot Price FOB Weighted by Estimated Export Volume (Dollars per Barrel). Accessed October 8.
<http://tonto.eia.doe.gov/dnav/pet/hist/LeafHandler.ashx?n=PET&s=WTOTWORLD&f=W>.

FAPRI (Food and Agriculture Policy Research Institute). 2010. FAPRI 2010 US and World Agricultural Outlook. Accessed October 8. www.fapri.iastate.edu/outlook/2010.

Printed materials available online

Nelson, Gerald C. M. W. Rosegrant, A. Palazzo, I. Gray, C. Ingersoll, R. Robertson, S. Tokgoz, T. Zhu, T. B. Sulser, C. Ringler, S. Msangi and L. You (. 2010. *Food Security, Farming, and Climate Change to 2050: Scenarios, Results, Policy Options*. Washington, DC: International Food Policy Research Institute.
<http://dx.doi.org/10.2499/9780896291867>.

Spielman, D. J., and R. Pandya-Lorch. 2009. *Millions Fed: Proven Successes in Agricultural Development*. Washington, DC: International Food Policy Research Institute. www.ifpri.org/sites/default/files/publications/oc64.pdf.

9.5.5 Unpublished Material

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

Paper

Breisinger, C., and C. McCool. 2009. “A 2007 Social Accounting Matrix for Yemen.” Mimeo, International Food Policy Research Institute, Washington, DC.

Thesis

DePauw, K. 2009. “Labour Market Policy and Poverty: Exploring the Macro-Micro Linkages of Minimum Wages and Wage Subsidies.” PhD Thesis, School of Economics, University of Cape Town, South Africa.

9.5.6 Pending Publication

If a manuscript has been accepted for publication with an announced publication date but has yet to be published, add “forthcoming” to the end of the entry.

Stansbury, G. 2011. *Editorial Responsibility*. Cambridge, MA, US: Harvard University Press, forthcoming.

9.5.7 Miscellaneous Material

Book review

Berthelstein, J. 2009. “Feeding the Billions,” review of *Millions Fed*, edited by D. J. Spielman and R. Pandya-Lorch. *Asia Sentinel*, November 23.
http://asiasentinel.com/index.php?option=com_content&task=view&id=2158&Itemid=189.

Edition other than first

Perkins, D. H., S. Radelet, and D. L. Lindauer. 2006. *Economics of Development*, 6th ed. New York: W.W. Norton & Company.

Foreign work

Do not translate when citing a foreign work. The place of publication, however, should be in the English form (e.g., “Florence, Italy” instead of “Firenze, Italia”).

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

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

For IFPRI publications translated into a foreign language, IFPRI's name should be translated.

<i>French</i>	Institut International de Recherche sur les Politiques Alimentaires
<i>Spanish</i>	Instituto Internacional de Investigaciones sobre Políticas Alimentarias

Government publication, bulletin, or other public document

Citation (US Department of Agriculture 2010)

Reference US Department of Agriculture, Foreign Agricultural Service. 1978.
Foreign Agriculture, November 13.

Citation (Ghana, Ministry of Food and Agriculture 2009)

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

Note: This entry should *not* be “Ghana, Government of” or “Government of Ghana.”

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

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

Citation (KwaZulu Natal, Department of Education 2009)

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

Personal communication

In a parenthetical in-text citation, the term “personal communication” (or pers. comm.), unpublished data, and the like, may be used after the name of the person (s) concerned following a comma. Reference list entries are unneeded, but each person cited must be fully identified elsewhere in the text. Initials may be used for first names. The abbreviation et al. should be avoided in such citations.

(Marie Ruel, pers. comm.)

Citations from secondary sources

When citing the work of one author as quoted or discussed in the work of another, include both works in the reference list. If the discussion emphasizes the original work, list that work first. If the discussion emphasizes the use of the original source by the author of the secondary source, list the secondary source first.

Carter, T. 2009. “Agricultural Debate: Fast and Furious.” IFPRI Annual Report 2009–2010. Quoted in United States Department of Agriculture, *Foreign Agriculture* 27 (4): 4–9. 2010.

Note: For in-text references to referenced secondary sources, list the name of the primary source and the date of the primary publication. Thus, the examples above would be cited textually as

(Carter 2009).

10. AUTHOR BIOGRAPHIES

Author biographies—either at the end of a publication or the back cover/flap of a book cover/jacket—should include not only the institution with which the author is affiliated, but also the location of the institution. Thus, Regina Birner would be “a senior research fellow in the Development Strategy and Governance Division of the International Food Policy Research Institute, Washington, DC.”

Although an author’s professional title should not be capitalized (see 4.2), the names of the institution and any units/departments within it should be capitalized.

If the location is one of the well-known cities that the IFPRI Style Manual currently lists in its “Places of Publication” section (9.4.8.), provide only the name of the city. If the location is not one of those well-known cities, then country (and state or province, if appropriate) name should be included.

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

Examples

Stockholm University, Sweden

University of Michigan, Ann Arbor, US

APPENDIX A: COMMONLY USED ABBREVIATIONS AND ACRONYMS

AAEA	American Agricultural Economics Association
ABC	Agricultural Bank of China
ACC/SCN	Administrative Committee on Coordination/Sub-Committee on Nutrition
ACIAR	Australian Centre for International Agricultural Research
ADB	Asian Development Bank
AED	Academy for Educational Development
AFSED	Arab Fund for Social Economic Development
AFTA	ASEAN Free Trade Area
APC	Asian, Pacific, and Caribbean countries
APEC	Asia-Pacific Economic Cooperation
ARI	advanced research institution
ASARECA	Association for Strengthening Agricultural Research in East and Central Africa (Uganda)
ASB	alternatives to slash-and-burn
ASEAN	Association of Southeast Asian Nations
BID	Banco Interamericano de Desarrollo <i>In English: Inter-American Development Bank (IDB)</i>
BMZ	German Federal Ministry for Economic Cooperation
BRAC	Bangladesh Rural Advancement Committee
CAADP	Comprehensive Africa Agriculture Development Programme
CAAS	Chinese Academy of Agricultural Sciences and Technology
CGE	computable general equilibrium
CGIAR	Consultative Group on International Agricultural Research
CIAT	Centro Internacional de Agricultura Tropical
CIDA	Canadian International Development Agency
CIFOR	Center for International Forestry Research
CILSS	Comité Permanent Inter-Etats de Lutte Contre La Sécheresse dans le Sahel
CIMMYT	Centro Internacional de Mejoramiento de Maíz y Trigo <i>In English: International Center for Maize and Wheat Improvement</i>
CIP	Centro Internacional de la Papa <i>In English: International Potato Center</i>
CIRAD	Centre de coopération internationale en recherche agronomique pour le développement
CMEA/COMECON	Council for Mutual Economic Assistance
COMESA	Common Market for Eastern and Southern Africa
CPAF	Centro de Pesquisa Agroflorestal <i>In English: Center for Agroforestry Research</i>
CRIDA	Central Research Institute for Dryland Agriculture
Danida	Danish International Development Assistance
DFID	Department for International Development
DSE	Deutsche Stiftung für Internationale Entwicklung <i>In English: German Foundation International Development</i>
ECAPAPA	Eastern and Central Africa Program for Agricultural Policy Analysis
ECOWAS	Economic Community of West African States

Embrapa	Empresa Brasileira de Pesquisa Agropecuaria <i>In English: Brazilian Agricultural Research Corporation</i>
ERS	Economic Research Service (of the USDA)
EC	European Commission
EU	European Union
FAO	Food and Agriculture Organization of the United Nations
FDI	foreign direct investment
GATT	General Agreement on Tariffs and Trade
GDP	gross domestic product
GHG	greenhouse gas(es)
GIS	Geographic Information System
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit <i>In English: German Agency for International Cooperation</i>
GNP	gross national product
GPS	global position system
HYV	high-yielding variety
IARC	International Agricultural Research Center
IBRD	International Bank for Reconstruction and Development (of the World Bank)
IBSRAM	International Board for Soil Research and Management
ICAR	Indian Council of Agricultural Research
ICARDA	International Center for Agricultural Research in the Dry Areas
ICRAF	International Centre for Research in Agroforestry
ICRW	International Center for Research on Women
IDB	Inter-American Development Bank (IDB) (See BID above.)
IDRC	International Development Research Centre
IDS	Institute of Development Studies
IFAD	International Fund for Agricultural Development
IFDC	International Fertilizer Development Center
IICA	Instituto Interamericano de Cooperación para la Agricultura <i>In English: Inter-American Institute for Cooperation on Agriculture</i>
IIE	Institute of International Economics
IITA	International Institute of Tropical Agriculture
ILO	International Labour Organisation
ILRI	International Livestock Research Institute
IMF	International Monetary Fund
IMPACT	International Model for Policy Analysis of Agricultural Commodities and Trade
IPGRI	Bioversity International (formerly International Plant Genetic Resources Institute)
IRRI	International Rice Research Institute
ISNAR	International Service for National Agricultural Research
IWMI	International Water Management Institute
LAPC	Land and Agriculture Policy Centre
M&E	monitoring and evaluation
MDGs	Millennium Development Goals
MERCOSUR	Southern Cone Common Market
NAFTA	North American Free Trade Agreement
NARS	National Agricultural Research System
NEPAD	New Partnership for Africa's Development

NGO	nongovernmental organization
ODA	Overseas Development Administration or Official Development Assistance
OECD	Organization for Economic Cooperation and Development
PVO	private voluntary organization
SACU	Southern African Customs Union
SADA	Southern African Development Community
SADAOC	Securité Alimentaire Durable en Afrique de l'Ouest Centrale
SDR	Special Drawing Right
SGRP	Systemwide Genetic Resources Programme
Sida	Swedish International Development Authority
TSBF	Tropical Soil, Biology, and Fertility Program
UDEAC	Central African Customs and Economic Union
UEMDA	West African Economic and Monetary Union
UK	United Kingdom
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFPA	United Nations Fund for Population Activities
UNICEF	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organization
USAID	United States Agency for International Development
USDA	United States Department of Agriculture
WARDA	West Africa Rice Development Association
WFC	World Food Council
WFP	World Food Programme
WHO	World Health Organization
WRI	World Resources Institute
WTO	World Trade Organization
ZEF	Zentrum für Entwicklungsforschung <i>In English: Center for Development Research</i>

APPENDIX B: US STATE POSTAL ABBREVIATIONS

State	Abbreviation	State	Abbreviation
Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
Arizona	AZ	Nebraska	NE
Arkansas	AR	Nevada	NV
California	CA	New Hampshire	NH
Colorado	CO	New Jersey	NJ
Connecticut	CN	New Mexico	NM
Delaware	DE	New York	NY
District of Columbia	DC	North Carolina	NC
Florida	FL	North Dakota	ND
Georgia	GA	Ohio	OH
Hawaii	HI	Oklahoma	OK
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
		Wyoming	WY

APPENDIX C: PROOFREADERS' MARKS

OPERATIONAL SIGNS	TYPOGRAPHICAL SIGNS
∅ Delete	<i>ital</i> Set in italic type
○ Close up; delete space	<i>rom</i> Set in roman type
⊖ Delete and close up (use only when deleting letters <i>within</i> a word)	bf Set in boldface type
<i>stet</i> Let it stand	<i>lc</i> Set in lowercase
# Insert space	<i>caps</i> Set in capital letters
<i>eq #</i> Make space between words equal; make space between lines equal	<i>sc</i> Set in small capitals
<i>hr #</i> Insert hair space	<i>wf</i> Wrong font; set in correct type
<i>ls</i> Letterspace	X Check type image; remove blemish
¶ Begin new paragraph	∨ Insert here <i>or</i> make superscript
□ Indent type one em from left or right	∧ Insert here <i>or</i> make subscript
⌋ Move right	
⌈ Move left	PUNCTUATION MARKS
]⌈ Center	∩ Insert comma
⌈ Move up	∪ ∪ Insert apostrophe <i>or</i> single quotation mark
⌋ Move down	“ ” Insert quotation marks
<i>fl</i> Flush left	⊙ Insert period
<i>fr</i> Flush right	(<i>set</i>) ? Insert question mark
≡ Straighten type; align horizontally	; Insert semicolon
Align vertically	: Insert colon
<i>tr</i> Transpose	= Insert hyphen
Ⓟ Spell out	<u>—</u> Insert em dash
	<u>—</u> Insert en dash
	€ or () Insert parentheses

Authors As Proofreaders

"I don't care what kind of type you use for my book," said a myopic author to the publisher, but please print the galley proofs in large type. Perhaps in the future such a request will not sound so ridiculous to those familiar with the printing process. Today, however, type once set is not reset except to correct errors. Proofreading is an art and a craft. All authors should know the rudiments thereof, though no proofreader expects them to be masters of it. Watch proofreader expects them to be masters of it. Watch not only for misspelled or incorrect words (often a most illusive error, but also for misplaced spaces, "unclosed" quotation marks and parenthesis, and improper paragraphing; and learn to recognize the difference between an em dash—used to separate an interjectional part of a sentence—and an en dash (used commonly) between continuing numbers, e.g., pp. 5–10; 2 d. 1165(70) and the word dividing hyphen. Whatever is underlined in a MS. should, of course, be italicized in print. Two lines drawn beneath letters or words indicate that these are to be reset in small capitals; three lines indicate full capitals. To find the errors overlooked by the proofreader is the authors first problem in proof reading. The second problem is to make corrections using the marks and symbols, devised by professional proofreaders, that any trained typesetter will understand. The third—and most difficult problem for authors proofreading their own works is to resist the temptation to rewrite in proofs.

caps + sc

Manuscript editor □ □

1. Type may be reduced in size, or enlarged photographically when a book is printed by offset.

Source: Figures 2.6 and 2.7. *Chicago Manual of Style, 16th Edition*. 2010. Chicago and London: University of Chicago Press.

APPENDIX E: IFPRI WORD USAGE

AB

acknowledgment, *not*
acknowledgement
ad hoc (no hyphen)
ad valorem (italicize)
added-value (in all cases)
adviser, *not* advisor
afterward, *not* afterwards
agribiotech
agribusiness
agrifood
agroclimatic
agroecological
agroforestry
agro-industry
among, *not* amongst
anti-inflammatory
anti-intellectual
antipoverty
appendixes, *not* appendices
basinwide
biodiesel
bioenergy
bioethanol
biofuel
biogas
biomass
biosafety
biotechnology
bylaw
by-product

CD

CD-ROM
cash crop (n., adj.)
central Africa
ceteris paribus (italicize)
childcare
coauthor
coexist
cofinance
cohost
Cold War

colead, coleader
co-led
commodity-specific (adj.)
cooperative
co-opt
coordinate
cosponsor
cost-efficient (adj.)
cost-effective (adj.)
cost-effectiveness (n.)
counterfactual
country-specific (adj.)
cropland
cross-country (adj.)
cross-cutting (adj.)
cross-referenced (adj.)
cross-section (n., adj.)
cut-off(s) (with hyphen)
cutting-edge (adj.)
DC
database
dataset
decisionmaker,
decisionmaking
de facto (not italicized)
de jure (italicized)
developed-country (adj.)
developing-country (adj.)
drylands

EF

eastern Africa, but East
Africa
economywide
email, *not* e-mail
end user
et al. (not italicized, period
after al.)
ex post (not italicized)
farmgate
farmworker
feedgrain
fieldwork

first, second, *not* firstly,
secondly
floodwater
food-borne (adj.)
foodcrop
food-for-education program
food-for-work program
foodgrain
for example, *not* e.g.
forums, *not* fora
fuel-efficient (adj.)
fuelwood
fundraising

GH

germplasm
Government of Mali, but
Mali government, the
government
Green Revolution
groundwater
healthcare
high-value (adj.)
highlands
higher education
higher value

IJ

indexes, *not* indices
infrastructure
in situ (not italicized)
institutewide
interest-bearing (adj.)
Internet (capitalize)
interregional
intersectoral
intracounty, intracountry
intrahousehold
judgment, *not* judgement

KL

labor intensity
labor-intensive

landholder, landholding
landowner, landownership
large-scale (adj.)
lifelong (adj.)
life-cycle (adj.), life cycle (n)
long- and short-term (adj.)
longer term, shorter term (no
hyphen)
lowlands

MN

macroclosure
macroeconomic
man-hour
master's degree
matrixes, *not* matrices
MDG (for Millennium
Development Goal)
MDG1 (for first Millennium
Development Goal)
microcredit
microeconomic
microenterprise
microfinance
micronutrients
midcentury, *but* mid-
nineteenth century
midcourse
midregion
minisymposium
multicountry
multidimensional
multidisciplinary
multilayered
multipurpose
multisectoral
multistakeholder
nonagricultural
noneconomic
nonessential
nonexistent
nonfarm
nongovernmental
nonindustrial
nonirrigated
nonprice
nontraditional

OP

oil crops
oilseeds
on-farm
ongoing (no hyphen)
online, *not* on-line
overarching
overconsumption
overnutrition
overproductive
overrepresented
PDF file
peer-review (adj.)
per capita (adj.)
percent
peri-urban
PhD
policymakers, policymaking
postconflict
postdoctoral
postgraduate
postharvest
postwar
pre-empt
pricetaker
private-sector (adj.)
proactive
problem solving (n.),
problem-solving (adj.)
pro-poor
public-private (adj., en dash)
public-sector (adj.)

QR

rainfed
re-edit
re-elect, re-election
re-evaluate
re-examine
reunify
roadmap
rural-urban (adj., en dash)

ST

sectorwide
semiannual
semiarid

semiautonomous
semi-illiterate, but
semiliterate
semi-independent
shorter term, longer term (no
hyphen)
smallholder
sociocultural
socioeconomic
southern Africa, but South
Africa
stakeholder
sub-area
sub-indicator
Sub-Saharan Africa
subnational
subregion
subsector
subtheme
subunit
sugar beet
sugarcane
supranational
sweet potato
switchgrass
systemwide
that is, *not* i.e.
thought-provoking (adj.)
toward, *not* towards
tradable, *not* tradeable
trade-off(s) (with hyphen)
transaction cost, *not*
transactions cost
transnational

UVW

ultra poor, ultra poverty
underdeveloped
underfunding
undernutrition
underrepresented
underused
underutilized
US (for United States) (adj.)
user-friendly (adj.)
value-added (n., adj.)
vector-borne (adj.)

Vietnam
water-borne (adj.)
website, *not* web-site
well-being
western Africa, but West
Africa
wetlands
while, not whilst
win–win (adj., en dash)
worldwide