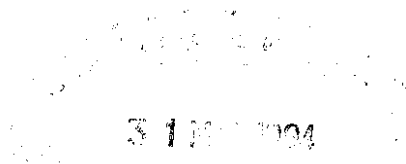


# IIMI

# Style

# Guide



**K. Nimal A. Fernando**

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## Contents

Foreword	v
Preface	vii
Manuscript Preparation and Submission	1
Style Guidelines	7
Appendix 1. Abbreviations and Acronyms	29
<i>Abbreviations of Province and State Names</i>	37
Appendix 2. Units and Conversion Factors	38
<i>Metric Units (SI Units)</i>	38
<i>Conversion Factors</i>	39
<i>Units (Metric and Nonmetric) of Discharge</i>	40
<i>Local Units and Approximate Metric Equivalents</i>	40
<i>Exchange Rates</i>	41
Appendix 3. Punctuation, Signs, and Symbols	42
<i>Proofreaders' Marks</i>	43
Appendix 4. Page Formats: Typographical Specifications	44
Index	47

## Foreword

To truly contribute to the knowledge base in any research field, publications containing significant research findings need to be accessed by the international scientific community and other targeted audiences. To facilitate the sharing of this information, articles published in the primary periodicals, or as separate research monographs, are held on international bibliographic databases. In many countries, these databases are readily accessible by the scientific community through on-line database interrogation techniques. In many other countries, direct on-line access is prohibitively expensive. Instead, there is an increasing reliance on accessing the same information stored on CD-ROMs. Accordingly, there are a large number of bibliographic databases on CD-ROM available in libraries and other documentation centers in all parts of the globe, often in very remote places.

To achieve the high standards required of publications to be cited in the international bibliographic databases, manuscripts require rigorous peer review. The essential components of quality control lie not only in the review of the work itself, but in the presentation of that material. This is where style guides come into their own. Guides help authors to be consistent, use standardized formats and eliminate ad hoc terminology.

But as all authors know, there are many different style guides--so which should an author use? Most publishing houses have their own style guides but elsewhere, it is perhaps less important to choose "which guide" than it is to be "consistent."

IIMI's way of doing things in this area has been developed in the ten-year period since its inception. IIMI first formalized its own style by publishing an IIMI Style Manual in May 1988. But language and writing fashions are dynamic so it is quite appropriate at this time for IIMI to revisit the guide and bring it up-to-date. To do this successfully has required referral to the recommendations of the international guides to styles, and to you, the research authors with whom we work.

So we hope that this updated guide will assist you to address the standards of high quality essential in the preparation and presentation of your work. And **as** you do your work, should you run into any problem with the guide or have any further suggestions to **make**, do please bring them to the attention of the Manager, Editorial and Production Services, IIMI-HQ.

**James Lenahan**  
*Head of Information*

## Preface

This guide is intended to help authors in the preparation of manuscripts for publication. It is in two parts: the first contains the basic guidelines for manuscript preparation and submission; details appear in the second.

Style is arbitrary and varies among publishers. The guidelines presented here are designed to make IIMI publications concise and consistent in style, which will permit the author to communicate effectively to the reader. The style guidelines are organized alphabetically by topic. The topics included here are those of direct interest to authors. The finer details of style will be left to the responsibility of our editors.

The index records every pertinent statement within the text and scanning the index will help the reader to grasp the scope of this guide.

In general, IIMI style is based on the recommendations of *The Chicago Manual of Style, Thirteenth Edition, Revised and Expanded (1982)*. Spelling conforms, with few exceptions, to *Webster's Third New International Dictionary (1986)* and *Merriam Webster's Collegiate Dictionary, Tenth Edition (1993)*.

The draft of the style guide was reviewed by James Lenahan, Douglas Merrey, Kingsley Kurukulasuriya, Manisha Gunasekera, K.A.U.S. Imbulana, Ramya de Silva, A.C.M. Sufian and Kithsiri Jayakody. I am indebted to them for their valuable comments and suggestions which helped to enrich and improve the guide. I also owe my thanks to D.C. Karunaratne who designed the cover, and to Shyamine Faleel and Pavithra Amunugama who assisted in gathering the data in the appendices. I extend my special thanks to Zareena Chunchi who patiently and diligently incorporated changes of the various stages of editing, and formatted and laid out the pages in WordPerfect 5.1.

User comments about this guide are welcome and should be sent to *Editorial and Production Services, Information Office, International Irrigation Management Institute, P.O.Box 2075, Colombo, Sri Lanka*.

**K. Nimal A. Fernando**  
*Manager, Editorial and Production Services*

# Manuscript Preparation and Submission

Keyboard the manuscript in Wordperfect, with minimum formatting. Use double (two-line) spacing throughout.

The components of the manuscript vary according to the category of publication.

## PRELIMINARIES

### *Title Page*

The title page of the manuscript should contain the full title of the work, its category (research paper, country paper, working paper, monograph, proceedings, project report, short report discussion paper, newsletter, governance document), the complete names of authors, and their current mailing addresses (including telex), official titles, and affiliations at the time of writing. Spell out organizational affiliations, do not use acronyms alone.

### *Contents*

The contents should include titles of chapters, first-level headings, appendices, etc., and separate lists of figures and tables.

### *Foreword/Preface/Acknowledgements*

If any of these need not be included, the author **should indicate so** in the submission form which should accompany the manuscript when it is sent to Editorial and Production Services.

### *Biographical sketch of author*

It should be brief (not more than 200 words) and should be written in the third person.

### *Abstract*

It should explain in the most general and concise form the main points of the manuscript. The emphasis should be on significant results or policy implications, not on methodology. Write complete sentences.

## MAIN TEXT

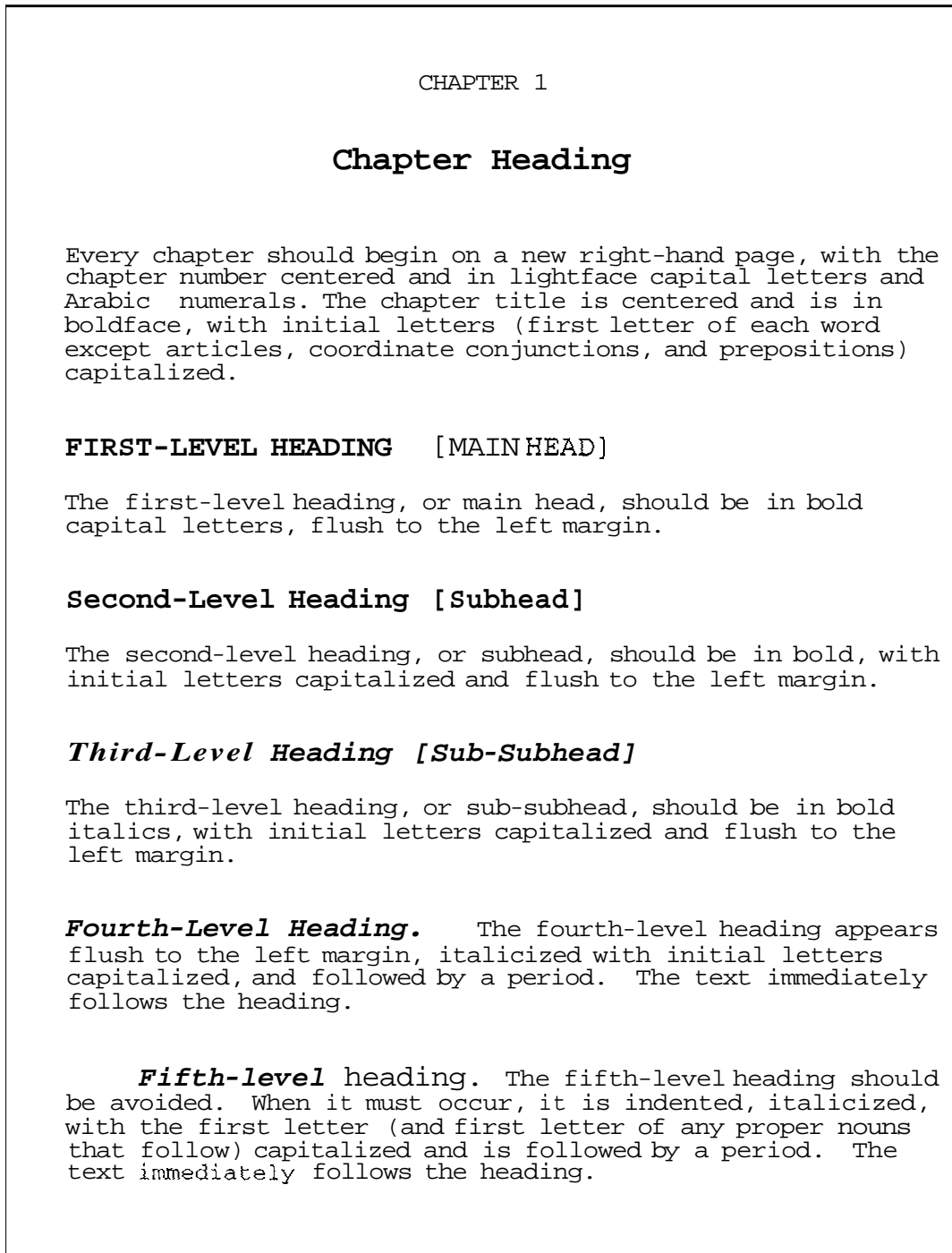
The text (including the bibliography or references, and footnotes) should be double-spaced.

Do not justify the right-hand margin, but leave it ragged, with **no** words divided. Allow the automatic line wrap to function; turn off hyphenation.

Each table and figure should be on a separate page and those in software applications other than Wordperfect **should not** be incorporated (imported) into the Wordperfect text.

Pages should be numbered consecutively starting with the first page of the text, and pages of figures and tables should be included in this consecutive numbering.

*Figure 1. Style of headings: Consistent headings provide the reader with a visual organization of the subject matter*



## Headings

The headings should be consistent and in the format shown in Figure 1.

## Abbreviations and Acronyms

An abbreviation or an acronym when used for the first time in a chapter or a section of the manuscript should be spelled out in full.

If the manuscript contains more than a few abbreviations and acronyms, a separate list of them (all accurately spelled out) should be provided.

## Footnotes

Avoid them whenever possible.

Tables, complicated formulas, and long explanations should not appear in footnotes. If these cannot be integrated into the text, they should appear as appendices. If used:

*In text* -- ~~number~~ them consecutively (1, 2, 3, etc.), using superscript Arabic numerals, from page one to the last.

*In tables* -- letter them consecutively (a, b, c, etc.) within any given table. Sometimes, when statistics are used, letters (and \*, which is a statistical symbol) cannot be used--use other symbols (#, †, ‡, etc.) instead.

*In figures*, footnotes are not used.

## Tables

Put each formal table, however small, on a separate page (See Tables, page 25).

## Illustrations (Figures)

Put each illustration (graph, map, photo, drawing, etc.), no matter how small, on a separate page together with its caption.

## Parentheses, Brackets and Braces

( ) [ ] { }

In ordinary text, the order for enclosures is as follows:

( [ { } ] )

In mathematical equations, the order should be reversed:

{ [2x(a-b)]/y + x(a<sup>2</sup>-1)}

## Units of Measure

Monetary values should be given in US\$ or, if other currencies are used, the equivalents in US\$ should be given in parentheses, in a table, the equivalent or the conversion rate should be footnoted.

If values pertaining to wide-ranging periods are referred to, the base period should be given (Example: 1940 US\$).

Nonmetric measures should be converted to the metric system or, if any data are given in nonmetric units, the metric equivalents should be given in parentheses; in a table, the equivalent or the conversion rate should be footnoted.

If the use of other currencies or nonmetric measures is widespread, the dollar or metric equivalents need not be given with each occurrence; the conversion rates should be given in the preliminary pages under a separate heading.



**Figure 2. Format for a letter seeking permission to reproduce material from a published work.**

(Author's [IIMI] letterhead)

(Date)  
aef:

(Addressee)

I am writing to request permission (for the International Irrigation Management Institute) to reproduce/reprint the following material from your publication:

(Author, title, date of publication)

(Pages on which material appears and other identifying information)

The above material is to appear as originally published (or with changes or deletions as noted on page x of this letter) in the following work, which the International Irrigation Management Institute is currently preparing for publication:

Author or editor:

Title :

Approximate number of pages:

This book is scheduled to be published in (month, year), in paperbound form in a print run of (give number) copies.

(Additional remarks, if needed)

I am (The International Irrigation Management Institute is) requesting nonexclusive world rights to use this material as part of the above work in the English language for **all** editions.

If you are the copyright holder, may I (the International Irrigation Management Institute) have your permission to reprint the material described above. Unless you request otherwise, I (the International Irrigation Management Institute) shall acknowledge the source in the conventional scholarly form of acknowledgement (or with each and every figure/table reproduced, the author, title, publisher's name, and date being included in the References).

If you are not the copyright holder, or if for world rights I (the International Irrigation Management Institute) need(s) additional permission from another source, please indicate **so**.

A duplicate copy of this letter is enclosed for your convenience.

Thank you.

sincerely yours,

-----

The above request is approved on the conditions specified below and on the understanding that full credit will be given to the source.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## References

Entries listed in the *References* or *Bibliography* or as source notes to tables and figures should contain the following information:

### *For books --*

1. Full names of authors, editors, or translators.
2. Year of publication. (Use "n.d." for undated publication. If a manuscript has been accepted for publication, use "forthcoming" in place of the date.)
3. Title, including subtitle, if any.
4. Series or volume number, if any.
5. Edition, if not the original.
6. City and country of publication.
7. Publisher's name.
8. Inclusive page numbers, if a chapter or paper in a book. Page numbers for references should be given in full (Example: 170-177; *not* 170-7).

### *For articles in periodicals or journals --*

1. Full names of authors.
2. Year of publication.
3. Title of the article.
4. Name of the periodical/journal.
5. Volume of the periodical/journal.
6. Month or issue number.
7. Inclusive page numbers of the article.

References for unpublished material must contain the date, place, and information on the form in which the material exists (mimeo, thesis, text-fiche, tape, computer disk, **CD-ROM**, etc.).

If the publication is in the form of a computer tape, computer disk, microfilm, **CD-ROM**, etc., indicate so at the end of the reference.

A reference list contains only those references cited in the document, including those in tables,

figures, and footnotes. Do not list references that are not cited.

Ensure that all citations in the text are listed in the References or the Bibliography.

Although editors check references when possible, the final responsibility for the accuracy and completeness of references lies with the **author**.

For examples of reference formats, see page 22.

## Text Citations

A reference cited in a text, table, a figure, or a footnote essentially consists of the author's last name and the year of publication. *The name given in the citation should be the name under which the work appears in the reference list.* A citation may include additional information, such as page numbers, where applicable.

## Permission to Reproduce or Reprint

Any permission required for the use of material owned by others should be obtained before the manuscript is submitted for publication. All requests for permission to reproduce/reprint should be sent to the copyright holder in writing and in duplicate. A sample of such a letter is shown in Figure 2 (page 4). In granting permission, the copyright holder will sign and return one copy of the request to the author, stipulating any fee for the proposed use and any special conditions under which the permission is given. The request for permission must contain explicit information (see p. 10).

If the relevant information and addresses of copyright holders (which the author will find while preparing the manuscript) are provided, Editorial and Production Services could obtain the required permission.

## Submission of Manuscript

Before submitting your manuscript, make sure it **has** been prepared according to the style guidelines and it has all required parts.

Check the following:

### Spacing

- All copy is typed double-spaced, including footnotes and list of references.

*Preliminaries* include:

- Title page
- Table of contents
- List of tables
- List of figures
- Foreword
- Preface
- Acknowledgements

### Summary

- Briefly summarizes main points of the report.

### Units of Measure

- These are consistent (not mixed, such as acres and hectares).

### Currency

- When value is in local currency, the equivalent in US\$ (for the particular year/period) is given.

## Tables and Figures

- Each one is on a separate page--not integrated with text.

## List of References (or Bibliography)

Each reference includes:

- Last name and initials of all authors or editors
- Date of publication
- Full title
- City of publication
- Name of publisher
- Name and location of institution or source if not available in print
- Mimeo indication if unpublished
- Volume number and month or issue number if a journal article
- All references cited in text, figures, tables, and footnotes are included in the list of references.

The manuscript should be submitted along with a duly filled and signed *Submission for Publication* form.

Before submission, the disk copy should be checked to make **sure** that all components are included.

Figures and tables done in software applications other than **WordPerfect** should be in separate files.

A list of chapters or sections of the document, figures, tables and their corresponding file names should be included.

# Style Guidelines

## Abbreviations and Acronyms

1. Spell out an abbreviation or acronym the first time it is used in a chapter or section of the document, with the abbreviation or acronym given in parentheses. Use the abbreviation or acronym by itself thereafter. If there have been long gaps between references to the **term**, spell it out again to reduce confusion and to support reader comprehension.
2. Avoid nonstandard or excessive use of abbreviations. Do not use the abbreviation or acronym if the term will not be used again.
3. Do not abbreviate the names of days or months in the text.
4. Do not abbreviate the names of people, or geographical names in text (exceptions include **names** beginning with **St.**, as for example, **St. Louis**). Minimize abbreviations in addresses.
5. The abbreviations of units of measure are both singular and plural. Do not add s to make them plural (Example: 24 ha, not **24** has).
6. Well-known abbreviations or acronyms, including monetary units, do not have periods (full stops) except those that can be confused with words (Example: **no.** for number; not no, negative). Exceptions include: Dr., Mr., Mrs., Ms.,

et al., *ibid.*, *i.e.*, *etc.*, *e.g.*, Ltd., Inc., Ph.D., M.Sc., Jr. (not **Jr.**), A.D., Co.

7. Always write out versus.

8. No abbreviations should be **used** in the title of a paper or chapter.

## Abstract

An abstract is a very brief (200 words or less), descriptive summing-up of the document's content. Usually, it does not contain abbreviations, symbols, or references. It can be used in the publication itself (after the title, in the preliminaries or on the back cover), or in the Publications Catalog. In lengthy documents, it is replaced by an executive summary, or an overview.

## Acknowledgements

Acknowledgments can be placed in the Preface, Foreword, Executive Summary, or in a separate section titled Acknowledgements.

## Ampersand (&)

1. Limit the use **to** defined abbreviations such as **O&M** (operation and maintenance), **R&D** (research and development), etc.
2. Never use the ampersand to replace "and in a sentence.

## Apostrophe (')

1. Use in tables to indicate units in thousands (Example: '000 ha).
2. Do not use the apostrophe in dates (Example: 1970s, **not** 1970's).

## Appendices

1. Appendices are supplementary material that is necessary for completeness, but that, if inserted into the main body of the paper, would detract from the logical presentation of the work.
2. Appendices are placed after the **References** or the **Bibliography**, are included in the manuscript page numbering system, and are listed in the **Contents**.
3. Any citations in an appendix should be given in a list of references at the end of that appendix.
4. Lists of participants can be treated like appendices.

## Bibliography

A bibliography is a list of reading material which includes cited works as well **as** useful supplementary reading. If used, it replaces the references section but must follow the citation format and all cited works must be included.

Braces and Brackets See under Order **for Enclosures** (page 17).

## Bullets

1. Bullets **are** used in a series separated from the text when it is important to imply that the elements are not in a

priority system. Use asterisks in the typed manuscript; they will be replaced by an appropriate symbol during composition. See **Organizing Lists** on page 17.

2. Do not use the em dash or the greater-than sign (>) as bullets.

## Capitalization

1. If the first word of a sentence is a number, write it out with the first letter capitalized (but **try** to avoid beginning sentences with numbers).
2. Certain **nouns**, adjectives, and prefixes describing geographical areas are capitalized (for example, Middle East, West Africa, **Sub-Saharan** Africa).
3. When a generic term is used **as** part of a name of an ocean, river, mountain, or an island, it is also capitalized (Examples: Atlantic Ocean, Indus River), except when the term is plural and follows more than one name (Example: the Mahaweli and Kelani rivers).
4. Capitalize titles, positions, divisions, departments, and offices in a government or an institution, when they are specific (Examples: the Government of Sri Lanka, the Director General) but use lower case for general use (Example: an irrigation engineer).
5. Do not capitalize the names of crop **seasons**.

## Citations

See **References** (page 20) and **Text Citations** (page 26).

## Colon ( : )

1. Use to introduce a list, either a list that is **run** in with text or a vertical list, or a direct quotation that stands alone.
2. Do not **use** the colon to separate the verb and its subject or complement:

**Incorrect --** The distributaries  
were: D3, D5, D6, 10  
....

**Correct --** The distributaries  
were as follows:  
D3, D5, D6, D10 ..

3. Use with ratios (Example: 2:3)
4. Use to separate volume or issue number and page in a citation (Examples: Johnson 1967.3:150; Irrigation Abstracts 12(4):55-60).
5. The colon is also used as a substitute for "that is," "for example," and "namely" after an initial clause that will be further explained. Some writers use an em dash for this purpose rather than a colon.

Examples:

The canal system was a  
mess: flow was  
irregular, gates were  
missing or broken, and  
farmers refused to  
cooperate.

The canal system was a  
mess--flow was  
irregular, gates were  
missing or broken, and  
farmers refused to  
cooperate.

6. Do not double-space after a colon

## Comma ( , )

Only a few of the many **uses** of **the** comma are enumerated here.

1. Use a comma before "and" or "or" in a series of three or more words or phrases, especially when the penultimate phrase has "and" or "or" in it (Example: seeds, fertilizer and pesticides, and machinery).
2. Use commas between the clauses **of** a compound sentence (Example: All the high-yielding varieties produced bumper crops, and two of them were resistant to the disease.) unless the clauses **are** short or closely related (Example: Exports rose and imports fell.).
3. Do not use commas between the parts of a compound predicate (Example: The crop was harvested before the rains and stored in temporary bins until it was threshed and transported to the granary.).
4. Use to set off an introductory clause (a dependent clause) that begins with a subordinating conjunction such as: if, although, since, when, where, while, because (Example: When the rains ended, farmers found that floods had overtopped and destroyed several bunds).
5. Use to separate independent clauses joined by a coordinating conjunction such as: and, but, yet, for, or, nor, although (Example: Farmers preferred the suggested rotation, but the agency was unable to supply the required water).
6. Use to separate a nonrestrictive (nondefining) clause or phrase from the rest of the sentence (Example: The tank,

used by the village for centuries, needed rehabilitation). Do not use commas to separate restrictive (defining) clauses (Example: The tank located near the village went dry each year).

7. Use to divide digits in numbers into groups of three (Examples: **4,312**; **2,745,459** ha), except in pagination, in dates, or in street numbers.
8. No comma is placed between the day and the month or the month and the year (Examples: **30** January **1951**; January **1983**).

### Compass Points

Do not leave a gap between the number and the direction symbol:

**24°7'N**, *not* **24°7' N**.

### Copyright and Obtaining Permission to Reproduce

The author who creates any written work or work of art automatically possesses certain *rights* in the work. If a written work is published, the author normally transfers some or all of these rights, by formal agreement, to the publisher. Three of the rights are:

- \* The right to make copies of the work.
- \* The right to distribute such copies to the public, that is, to publish the work.
- \* The right to make "derivative works"--that is, works based on the original work, such as a translation, an abridgement, or other adaptation of the work.

Taken together, these rights (and others not discussed here) constitute the *copyright rights* of the work.

1. It is the author's responsibility to request any permission required for the use of material owned by others.
2. All requests for permission to reproduce/reprint should be sent to the copyright holder in writing and in duplicate. A sample of such a letter is shown in Figure 2 (see page 4). In granting permission, the copyright holder will sign and return one copy of the request to the author, stipulating any fee for the proposed use and any special conditions under which the permission is given.
3. The request for permission must contain explicit information:

The title of the original work and exact identification, with page numbers, of what is to be reprinted (include table and figure numbers).

Information about the publication in which the author wishes to reproduce the material: title, approximate number of printed pages, form of publication (book [clothbound or paperback] or journal), publisher, probable date of publication, and approximate print run.

The kind of rights requested. The most limited acceptable rights would be "nonexclusive world rights in the English language, for one edition"; the broadest--which could be cut back by the copyright holder--might be "nonexclusive world rights in all languages and for all editions."

## Cover

The cover for a publication will be designed by Editorial and Production Services. A cover photograph (with the caption and the name of the photographer) or an art work or a draft should be included with the submission for publication.

## Cropping Patterns

**Crops planted sequentially:** Use a spaced hyphen ( - ).

**Crops planted simultaneously** (more than two-thirds of the growing seasons overlap): Use a spaced plus sign ( + ).

**Crops planted in relay** (less than one-third of the growing seasons overlap): Use a slash ( / ).

Examples: 1. rice followed by maize  
intercropped with mungbean

**rice - maize + mungbean**

2. rice followed by sorghum in  
which mungbean is relayed

**rice - sorghum/mungbean**

## Crop Seasons

Local growing seasons such as *khariif*, *rabi*, *aus*, *boro*, *aman*, *maha*, and *yala* should be defined at first use; they are not capitalized. Dates for crop seasons should be written with a slash if they include parts of two consecutive years (Example: 1984/1985 maha).

## Dashes

There are several kinds of dashes, differing from one another according to length:

hyphen: -  
en dash: -  
em dash: --

***The en dash is one-half the length of an em dash and is longer than a hyphen.***

2-em dash ----  
3-em dash -----

In typing, a hyphen is used for an en dash, and two hyphens (with no space on either side) for an em dash. In preparing a manuscript for the compositor, the editor will indicate where en dashes are to be set.

***Hyphen (-)*** (See *Hyphenation* on page 14)

***En Dash (-)***

The principal use of the en dash is to indicate continuing, or inclusive, numbers such as dates, time, or reference numbers (see points 9 and 10 under *Hyphenation*, page 14).

***Em Dash (--)***

1. Use to introduce an abrupt change in thought (Example: They suggested three ways to solve the problem--but the farmers rejected them all.).
2. Use to introduce parenthetical material or a positive phrase where commas might result in confusion (Example: The agent's promises—reallocation of land, equitable water distribution, and lower fees--never materialized).

***2-Em Dash***

A 2-em dash is used to indicate missing letters. No space appears between the dash and the existing part of the word, but where the dash represents the end of the word, the normal space between words follows it



(Example: Irrigati---- of the fields at higher elevation was ...).

### 3-Em Dash

A 3-em dash, with space on each side, is used to denote a whole word omitted or to be supplied (Example: The rate of ----- was determined accurately.). It is also used **in** reference lists or bibliographies to indicate the same author as in the preceding citation.

### Dates

1. Write the day, month, and year in this form: **24** December 1947, or 2 February 1951, with no commas in between.
2. Do not use "st," "nd," and "th" after figures in dates to indicate ordinals (January 23, nor January 23rd).
3. Use slash marks for numerical dates in tables with day listed first, month second, and year last (Example: 24/12/93 for **24** December 1993).
4. Write out the months and days of the week in text but abbreviate in tables and figures. Use these abbreviations without periods: Jan, Feb, Mar, Apr, May, June, July, Aug, Sep, Oct, Nov, Dec; Sun, Mon, Tue, Wed, **Thu**, Fri, Sat.

### Disk Copy (Soft Copy)

1. The basic rule in preparing the disk copy of your manuscript is to use minimum formatting.
2. The text (including the bibliography or references, and footnotes) should be double-spaced.

3. Do not justify the right-hand margin, but leave it ragged, with no words divided. Allow the automatic line wrap to function--turn off hyphenation,
4. A paragraph, unless it is broken by equations, block quotations, etc., should have only one hard return, at the end of the paragraph.
5. Each table and figure should be on a separate page and those in software applications other than Wordperfect should **not** be incorporated (imported) into the Wordperfect text. They should be submitted in separate files, clearly labeled and identified.
6. Pages should be numbered consecutively starting with the first page of the text, and pages of figures and tables should be included in this consecutive numhennng.
7. Unusual hidden commands delay editing and require reformatting. Therefore, use only the standard WordPerfect default commands.
8. Do not use the underline code for drawing lines; use multiple dashes for solid lines and multiple hyphens for dashed lines.
9. Do not use all capitals for any words in the text, except for first-level headings, acronyms and abbreviations.
10. Double space after punctuation that ends a sentence.  
  
Leave only one space after punctuation within a sentence.
11. Text files should be no larger than 50,000 bytes; if more file space is required, use multiple files and number them.

**e.g.** (*exempli gratia* = for example)

This abbreviation is best used where space is at a premium, such as in tables, footnotes, or within brackets. Otherwise write out its English equivalent, "for example."

### Ellipsis ( . . . )

1. Use to omit words, phrases, sentences, and paragraphs from direct quotations. Be certain that what remains outside an ellipsis makes sense both substantively and grammatically. Extra words can be added for this purpose and placed in parentheses.
2. Each of the three dots in an ellipsis should be separated from the others and from text or other punctuation by a space. Other punctuation may precede or follow an ellipsis.

**Figures** See Illustrations, page 15.

### First person (I and We)

To avoid excessive use of the passive voice, it is acceptable to use the first person and active voice in modern technical writing.

### Footnotes

1. Avoid them whenever possible.
2. Tables, complicated formulas, and long explanations should not appear in footnotes. If these cannot be integrated into the text, they should appear as appendices.
3. If used  
*In text* -- number them consecutively (1, 2, 3, etc.), using

superscript Arabic numerals, from page one to the last.

*In tables* -- letter them consecutively (a, b, c, etc.) within any given table. Sometimes, when statistics are used, letters (and \*, a statistical symbol) cannot be used -- use other symbols (#, †, ‡, etc.) instead.

.In figures, footnotes are *not* used.

### Foreign Words, Phrases, and Languages

1. Do not italicize or underline foreign words or phrases commonly used in English, such as "a priori." Italicize all foreign words and phrases uncommon in English (see *Non-English* Words on page 16). Uncommon words once italicized should be italicized throughout.
2. Names of local growing seasons and similar foreign words used frequently in the text should be italicized and defined at first use, and may not be italicized subsequently. Do not italicize the names of specific places or institutions. *Sic* (always enclosed in brackets, not parentheses) should **be** italicized.
3. When a foreign work is cited, nothing need be translated. The place of publication, if it has a standard English equivalent, should be in the English form.

### Format

Format refers to the appearance and placement **of** the various component parts of a publication. See *Page Formats* (page 18) and Appendix **4**.

Full stop ( . ) See Period, page 19.

Headings See under *Headings*, page 3.

## Hyphenation

There are few consistent rules for hyphenation. In general, use hyphens as little **as** possible.

1. Most words formed with the following prefixes are not hyphenated: anti-, ante-, bi-, hio-, co-, counter-, extra-, infra-, inter-, macro-, meta-, micro-, mid-, mini-, multi-, non-, over-, post-, pseudo-, re-, semi-, sub-, super-, supra-, trans-, ultra-, un-, under-.
2. Words with the prefixes listed above should be hyphenated if the prefix is combined with a proper noun (Example: non-Mormon), with more than one word (Example: pre-World War 11), or to avoid confusing forms (Examples: re-cover, un-ionized).
3. Compound adjectives are usually hyphenated (Examples: small-scale system, low-income groups).
4. If two hyphenated compound adjectives modify the same noun, the second component of the adjective need not be written twice, but the first component retains the hyphen, followed by a space (Examples: low- and high-income groups, small- and large-scale farms).
5. If two prefixes that are not usually hyphenated are used with the same noun, the prefix standing alone carries the hyphen (Example: micro- and macroeconomics).
6. Use the hyphen with all adjectival elements of a series (Example: 2-, 5-,

and 7-day periods; nor 2, 5, and 7-day periods).

7. The combination of an adjective and an adverb ending in "ly" is not hyphenated (Examples: locally managed system, highly valued crop).
8. "Well" words are hyphenated when they precede their subjects (Example: well-known varieties) unless they carry a modifier (Example: very well known varieties). They are not hyphenated when they follow their subjects (Example: This variety is well known among farmers.), that is, when they are predicate adjectives or nouns.
9. "Self" words are generally hyphenated (Examples: self-sufficient, self-contained). Exceptions include selfsame, selfless, selfness, selfwards, and selfish.
10. Hyphenate cardinal numbers with units of measurement when they precede a noun (Examples: four-year plan, seventy-hectare plot). However, percent is never preceded by a hyphen (Example: 14 percent increase).
11. Use the hyphen to indicate range (Example: 10-13 ha) but not to indicate "to" in referring to a change from one value or quantity to another (Example: the cost increased from US\$7.00 to US\$8.00, not "from US\$7.00-8.00") or "and" in referring to a period (Example: between 1977 and 1987, not "between 1977-1987").
12. Use a hyphen to indicate a period of more than one year (Example: Rehabilitation took place throughout 1970-71.), but a slash to indicate a period of one year or less that spans two calendar years (Examples: Crop yield increased in 1970/71.).

13. The WordPerfect automatic hyphenation is not always accurate, and words **are** often incorrectly divided. *See Webster's Third New International Dictionary* (1986) or *Merriam Webster's Collegiate Dictionary, Tenth Edition* (1993) for proper hyphenation of syllables.

i.e. (*idest* = that is)

This abbreviation is best used where space is at a premium, such as in tables, footnotes, or within brackets. Otherwise write out its English equivalent, "that is." It is used to amplify a point, or indicate the implications of an observation.

### **Illustrations (Figures)**

1. Put each illustration (graph, map, photo, drawing, etc.), no matter how small, on a separate page together with its caption.
2. Where illustrations are mixed (involving maps, graphs, drawings, and photographs), use the word *Figure* throughout.
3. If an illustration is to be drawn or redrawn, provide a neat, accurate draft with full details regarding size, symbols used, labels, etc. A photocopy of map sections is exceptionally helpful, but the author should provide a typed list of place names that should be marked on the map. Define all abbreviations, symbols, or other keys used in each illustration. The accuracy of the final product depends on the quality of the draft.
4. Figures should be labeled as completely as possible. Axes should include units of measurement where applicable. Define abbreviations, symbols, and keys.

5. Make sure that topographical maps are provided with scales and **North** lines.
6. Captions (also referred to as legends or titles), sources, and notes for illustrations should be treated as they are in tables.

### **International Standard Book or Serial Numbers (ISBNs or ISSN)**

1. These numbers, obtained through IIMI's Documentation Service, identify a book or a periodical in a unique way.
2. In general, regularly issued serials are allocated ISSN's by title. This category includes newsletters, the IIMI Review, and the Annual Report.
3. **Nonserial** publications such as research papers, country papers, working papers, monographs, proceedings, and other miscellaneous publications are each allocated an individual ISBN.

### **Keywords**

Keywords, often requested by outside journals, are used to consistently describe documents in databases. The keywords in a manuscript are selected by IIMI's Documentation Service and are listed on the copyright page.

### **Mathematics**

1. Equations should generally be set off from the text. An equation of only one line should be centered. An equation that takes up more than one line should be divided before an operational sign. If an equation takes up more than two lines, the operational signs that begin each line after the first should be aligned.

2. Equations referred to in the text should be numbered consecutively throughout the text. The number should be in parentheses on the right-hand margin of the last line of the equation.
3. In references in the text, the equation number should appear in parentheses, with "equation" in lowercase letters in front of the number. For example, "The discharge can be calculated using equation (3)."
4. In mathematical equations, brackets go outside parentheses, and braces go outside brackets:

$$\{[2x(a - b)]/y + x(a^2 - 1)\}$$

5. Punctuation is used before or after an equation **if** the grammatical construction requires it (Example: The flow through the cross-regulator gates is given by  $Q_g = Q_o - Q_w$ , where  $Q_w$  is discharge over the weir and  $Q_o$  is the observed main canal discharge.)
6. Spaces are put between expressions and operational signs. No space is left on either side of a comma in a coordinate expression. **For** example:  $a = b (x_p, y_q)$
7. Superscripts should be clearly above the line **of** type and subscripts below the line, with no space between them and the elements they pertain to.

### Monetary Units

1. Monetary values should be given in US\$ or, if other currencies are used, the equivalents in US\$ should be given in parentheses; in a table, the equivalent or the conversion rate should be footnoted. If values pertaining to wide-ranging periods are referred to, the base period should be given (Example: **1940 US\$**).

2. **If** the use of other currencies is widespread, the dollar equivalents need not be given with each occurrence; the conversion rates should be given in the preliminary pages under a separate heading.
3. A space is left between the abbreviation of a currency and the amount (Examples: DM 5.70, **Rs** 245.90). But a symbol is placed flush next to the amount (Example: £4.50), with any abbreviation flush to the symbol (Example: US\$7.50).
4. Abbreviations of currencies should not have periods.

### Non-English Words

Avoid using non-English words unless absolutely necessary **for** clarity. **If** they must be used, italicize them and place an English definition in parentheses. If a great number of such words are used, prepare a glossary (See *Foreign Words, Phrases and Languages* on page 13).

### Numbers

1. Write out whole numbers of less than 10 except in a long series or in a series containing some numbers 10 or higher and some numbers lower than 10 (Examples: Three tanks, seven distributaries, and nine plots. **Of** the 7 distributaries, **2** supplied **4** plots, each of which had more than **14** farmer families.). For large numbers, use numbers and words (Examples: 7 million, **3** billion).
2. When decimals below one are used, include an initial zero (Example: 0.75 ha), except for quantities that never equal 1.00, such as probabilities, levels **of** significance, and correlation coefficients. In text, write out fractions

(Example: one-third, *not* 1/3). Use decimals in tables and figures and whenever whole numbers and decimals are mixed, use zeros and align decimal points.

3. Use digits whenever a number--whether above or below ten--is followed by a unit of measure (Examples: **1** m, **4** kg, 2s). Express time, money, and measurement in numbers when the amount is more than one (Examples: one week, 8 years, **4** kg/ha at 2-week intervals).
- 4: Numbers that are meant to be compared with each other, whether in tables or text, should be carried out to the same number of decimal places.
5. Write out centuries using lowercase letters (Example: nineteenth century), but put decades in digits (Example: 1970s).
6. Write out numbers if confusion is likely to be caused by the use of numerals (Example: Experiments were conducted on seven **7-day** old plants [or, 7 seven-day old plants].).
7. Try to avoid beginning sentences with numbers. Write out numbers beginning sentences. Sometimes a date may become an exception (Example: 1977 was a drought year.).

### Order for Enclosures

**Parentheses** ( )

**Brackets** [ ]

**Braces** { }

In ordinary text, the order for enclosures is:  
( [ { } ] )

In mathematical equations, the order should be reversed:

$$\{[2x(a-b)]/y + x(a^2-1)\}$$

### Organizing Lists (Outline Systems)

Lists itemized by various outline systems of letters, numbers, symbols, punctuations and indentations may help clarify a report.

Three such systems commonly used are the number-letter system, the decimal system, and the bullet system.

#### *Number-Letter System*

- I
  - A
    - 1.
      - a)
        - 1)
          - 2)
            - b)
              - 2.

#### *Decimal System*

- 1.
  - 1.1
  - 1.2
    - 1.2.1
    - 1.2.2
      - 1.2.2.1
      - 1.2.2.2
  - 1.3
- 2.
  - 2.1

### Bullet System

- (black bullet)
- (open bullet)
- (black square)
- (open square)
- ✓ (tick)

### Paddy and Rice

Paddy or rough rice is rice retaining its hull (husk) after threshing. It is also called paddy rice. It is preferable to use the term rough rice rather than paddy. (The International Rice Research Institute uses the term rough rice in its publications in which grain yield is calculated as rough rice  $\pm$  14 percent moisture content.)

### Page Formats

1. IIMI publications are generally output in four formats: **A-4**, Letter size, A-5, and B-5 (see Appendix 4). The categories of publications in each format are:

**A-4** IIMI Review, newsletters, fact sheets.

**Letter size** Annual Report, working papers, news releases.

**A-5** Country papers, some governance documents.

**B-5** Research papers, proceedings, monographs, short reports.

2. One manuscript page is 21.6 x 28 cm (8.5 x 11 inches), with double-spaced typescript.

One printed page is:

**A-4**  
29.7 x 21 cm (11.7 x 8.3 inches)

**Letter size**  
21.6 x 28 cm (8.5 x 11 inches)

**A-5 Format**  
21 x 14.8 cm (8.3 x 5.8 inches)

**B-5 Format**  
25 x 17.6 cm (9.8 x 6.9 inches)

3. The ratios of manuscript pages (with double-spaced typescript) to printed pages are:

**A-4** 3:1

**Letter size** 3:1

**A-5** 5:4

**B-5** 2:1

4. Manuscripts in French and Spanish are about 10 percent and 15 percent, respectively, longer than their English equivalents.

### Parentheses ( )

1. Use to enclose text that is not part of the sentence but is too relevant to omit or place in a note.

Example: The map (Figure 4) shows the location of the command area.

2. Use to enclose a part of a sentence that would be confusing if put within commas.
3. Use to enclose an item of clarifying or explanatory information.

Examples: Rs 120 (US\$4.00); *subak* (organization of water users in Bali).

4. If a complete Sentence is enclosed in parentheses, the period is placed inside the parenthesis. If a parenthetical phrase is placed **at** the close of a sentence, the punctuation follows the parenthesis.

5. **Order for Enclosures** (see page 17).

### Percent (%) and Percentage

1. Write out the word "percent" in the text but use % in tables, figures, notes, and with extra information placed within parentheses in text.
2. Write percentages with the symbol closed up to the number, that is, 20% or 14-18%, **not** 20 % or 14-18 %.
2. Write "percentage of area" or "area(%)" and **not** "percent area" or "% area."
3. Percent is never preceded by a hyphen (Example: **14** percent increase).

### Period ( . )

1. Use to end a declarative or imperative Sentence, or indirect question. Skip two spaces before beginning the next sentence.
2. Use after numbers in items of organizing lists (page 17).
3. Do not use with capital letter country abbreviations or acronyms (Examples: IIMI not I.I.M.I; similarly USA, UNDP).
4. Do not use after abbreviations. For exceptions, see *Abbreviations and Acronyms* (page 7).

### Photographs

1. Photographs and slides must be unblemished, uncropped, and have good contrast or color. Do not attach photographs to the manuscript with staples, tape, or paper **clips**; **put** each in : a separate **envelope**.
2. Identify photos by marking your name, manuscript title, figure number, and caption **on** the envelope. If necessary, indicate in a rough drawing the section of the photo that should be used.
3. Always, include the name of the photographer and a caption with each photograph or slide.

### Quotation marks, double ( " " )

1. Use to set off spoken words in a direct quotation from other text if the quotation is no more than four lines. Longer quotations should be set apart from text and indented; quotation marks should not be used in such cases.
2. Do not edit direct quotations. If an error exists in a direct quotation, use [*sic*] to indicate that it exactly reproduces an original.
3. Commas and periods should be placed inside quotation marks (Example: "Irrigation is unreliable because of **too** much water stealing," he replied).

Question marks and exclamation marks should be placed inside quotation marks only when they are part of the quoted matter. The colon and semicolon should be placed outside quotation marks. When matter ending with a colon or semicolon is quoted, the colon or semicolon is dropped.



4. Use to identify a word used in **an** unusual (ironic) but understandable way (Example: The agents felt "uncomfortable" during the interview.) or to indicate a word that will be defined in context (Example: The word "fee" meant different things to different farmers.).
5. Publication titles, non-English words, or words that need emphasis in the text are typeset in italics (underlined in manuscripts). These are not placed within quotation marks.

### Quotation marks, single ( ‘ ’ )

Use single quotation marks for quotations within quotations (Example: He said, "Farmers told me 'flows are unreliable' and blamed it on water stealing.").

### References

1. The References section comes at the end of the manuscript, and before appendices. Do not include any publications not actually cited in the text (see **Bibliography**, page 8) and be sure that all cited references are represented by correct and complete citations.
2. Foreign language references are not translated, except where the place name of the publisher's location has a standard English equivalent. For example, "Brasil" becomes "Brazil" or "Londres, Inglaterra" becomes "London, England."
3. Although editors check references when possible, the **final** responsibility for the accuracy and completeness of references lies with the authors.
4. Entries listed in the References or **Bibliography** or as source notes to tables

and figures should contain the following information:

#### **For books --**

- \* Full names of authors, editors, or translators.
- \* Year of publication. (Use "n.d." for undated publications. If a manuscript has **been** accepted for publication, use "forthcoming" in place of the date.)
- \* Title, including subtitle, if any.
- \* Series or volume number, if **any**.
- \* Edition, if not **the** original.
- \* City and country of publication.
- \* Publisher's name.
- \* Inclusive page numbers, if a chapter or paper in a book. Page numbers for references should be given in full (Example: 170-177; **not 170-7**).

#### **For articles in periodicals or journals --**

- \* Full names of authors.
- \* Year of publication.
- \* Title of the article.
- \* Name of the periodical/journal.
- \* Volume of the periodical/journal.
- \* Month or issue number.
- \* Inclusive page numbers of the article

5. The authors **are** listed with the alphabetizing part of the name first followed by a comma, and the remainder of the name or initials. Authors' names are separated by a semicolon. All authors should be listed; avoid using the abbreviation, et al.
6. The year of publication is followed by a period.
7. The title is in lowercase letters except for the first letter of the first word of the title, the first letter of a proper **noun** and the first letter of the first word after a colon or a dash. Exceptions to this rule would be titles in languages such as German, where all nouns are capitalized. End the title with a period.
8. The nouns and verbs in the source title are capitalized. Include volume, issue, and page numbers as appropriate.

If both a volume number and a page number are given for a multivolume work, they are separated by a colon.

If a volume number, and an edition number are given, the edition number is enclosed **within** parentheses (Example: *IIMI Review*, Volume 1, No. 1, pp 6-9 is given as "1(1):6-9").

**End** the source title with a period.

9. The location of the publisher and the publisher's name are separated by a colon.
10. References for unpublished material must contain the date, place, and information **on** the form in which the material exists (mimeo, thesis, text-fiche, tape, computer disk, CD-ROM, etc.).

11. If the publication is in the form of a computer tape, computer disk, microfilm, CD-ROM, etc., indicate **so** at the end of the reference.

## 12. *Reference List:*

A reference list should be arranged in the alphabetical order of authors' last names.

When several works by one author are listed, the author's name is given only for the first entry. For those that follow, the name is replaced by a 3-m dash (an 8-space line in the typescript).

The works are placed in **chronological** order, and those published in the same year are alphabetized and distinguished by lowercase letters (a, b, c, etc.) after the date (Example: 1977a).

The articles, "a," "an," and "the" are disregarded when alphabetizing.

Personal names preceded by particles, such as foreign prepositions, should be alphabetized as is customary:

Where there is no established custom, alphabetize them under the first letter of the particle (Examples: de **Silva**, R., van Eyck, D.).

Alphabetize Arabic names under the first letter of the first word after the particle while keeping the particle before the first word (Example: **al-Rashid**, M.).

When two coauthored works published in the same year have the same coauthor, they should be alphabetized by the second author.

## REFERENCE FORMATS

### General guide

Date	Author(s)	Title	Publisher	Series or No.	Place of publication
1991	Aluwihare, P.B.; and Kikuchi, M.	Irrigation investment in Sri Lanka: New construction and beyond. (Colombo, Sri Lanka: International Irrigation Management Institute. (Research paper no. 1)			

### Book with one author

Panabokke, C.R. 1989. Irrigation management for crop diversification in Sri Lanka. Colombo, Sri Lanka: International Irrigation Management Institute. (Sri Lanka country paper no. 3)

### Book with two authors

Bandaragoda, D.J.; and Firdousi, G.R. 1992. Institutional factors affecting irrigation performance in Pakistan: Research and policy priorities. Colombo, Sri Lanka: International Irrigation Management Institute. (Pakistan country-paper no. 4)

### Book with three or more authors

Baume, J.P.; Sally, H.; Malaterre, P.O.; and Rey, J. 1993. Development and field-installation of a mathematical simulation model in support of irrigation canal management. Colombo, Sri Lanka: International Irrigation Management Institute. (Research paper no. 9)

### Organization as "author"

International Irrigation Management Institute (IIMI). 1993. Advancements in IIMI's research 1992. Colombo, Sri Lanka: IIMI.

### Or, if the abbreviation is used in the text citation:

IIMI (International Irrigation Management Institute). 1993. Advancements in IIMI's research 1992. Colombo, Sri Lanka: IIMI.

### Editor as "author"

Tully, D. (Ed.). 1990. Labor and rainfed agriculture in West Asia and North Africa. Dordrecht, The Netherlands: Kluwer Academic Publishers.

Yoder, R.; and Thurston, J. (Eds.). 1990. Design issues in farmer-managed irrigation systems: Proceedings of an international workshop of the FMIS Network held at Chiang Mai, Thailand from 12 to 15 December 1989. Colombo, Sri Lanka: International Irrigation Management Institute.

### Chapter in edited book

Bagadion, B.; and Kortten, F. 1985. Developing irrigators' organizations: A learning process approach. In Cernea, M. (Ed.), Putting people first: Sociological variables on rural development. New York, NY, USA: Oxford University Press. pp 52-90.

### Book in a series

International Irrigation Management Institute (IIMI) 1987-. A selected bibliography on irrigation management: Documents entered in the Irrigation Management Information Network (IMIN) Database, Vol. 5, No. 2. Colombo, Sri Lanka: IIMI.

### Unpublished reports

Howes, M. 1984. The social organization of deep tubewell irrigation in Bangladesh: A case study. Paper presented at the Conference on Community Responses to Irrigation, Bangalore, India, 4-7 January.

National Irrigation Administration (NIA). 1986. Irrigation water management: Precluding activities, requirements and practices. Quezon City, The Philippines: NIA. Mimeo.

Infanger, C.L. 1974. Income distributional consequences of publicly provided irrigation: The Columbia Basin Project. Unpublished Ph.D. dissertation; Washington State University, Pullman, WA.

Jensen, F. 1991. Personal communication.

### ***Journal/magazine article***

Murray-Rust, D. 1987. The impact of lining on water distribution in Ghordour and Lagar distributaries. IIMI Review, 1(1):6-9.

Molden, J.D.; and Gates, T.K. 1990. Performance measures for evaluation of irrigation water delivery systems. Journal of Irrigation and Drainage Engineering, 116:804-823.

### ***Government publications***

His Majesty's Government of Nepal (HMGN). 1992. Water Resources Act, B.S. 2049. Kathmandu, Nepal: HMGN.

Sri Lanka, Department of Agriculture. 1980-1990. Cost of cultivation data. Colombo, Sri Lanka: Department of Agriculture

U.S. Bureau of Reclamation. 1978. The story of the Columbia Basin Project. Washington, DC, USA: U.S. Government Printing Office.

United States President. 1991. Economic report of the president. Washington, DC, USA: U.S. Government Printing Office.

### ***Forthcoming work***

Yudelman, M. Forthcoming. Demand and supply of foodstuffs up to 2050 with special reference to irrigation. Colombo, Sri Lanka: International Irrigation Management Institute.

### ***CD-ROM***

U.S. Department of Agriculture National Agricultural Library. 1992. A RICOLA 1984-1991. Norwood, MA, USA: Silver Platter, 1 CD-ROM.

### ***Computer tape***

FAO (Food and Agriculture Organization of the United Nations) 1977. Production yearbook tape, 1976. Rome, Italy: FAO. 1 Computer tape.

### ***Computer disk***

FAO (Food and Agriculture Organization of the United Nations) 1991. Agrostat, PC; Land use domain. Rome, Italy: FAO. 4 Computer disks.

### ***Microform editions***

Joachim, Harold. 1978-79. French drawings and sketchbooks of the nineteenth century. Art Institute of Chicago. Chicago, USA: University of Chicago Press. 2 microfiches.

Falvey, C.; Martin, A.; and Winkler, C. 1990. Improving statistics and indicators on women in Guatemala: Final report. Washington, DC, USA: USAID. 2 microfiches.

### ***Semicolon ( ; )***

1. Use to separate coordinate clauses joined by a conjunctive adverb, such as hence, however, therefore, and thus (Example: Irrigation is the most important factor; however, soil quality and tillage method can also be important.).
2. Use to separate elements of a complex series when commas are found within the elements (Example: Work started in

Zone 1; the nonirrigated areas of Zones 3, 4, and 5; and the fields below the tank in Zone 6.).

3. Use to separate closely related elements that cannot be joined unambiguously with a comma (Example: Sites upstream were blocked; downstream, clear.).

**Sic** ("so," "thus," "in the manner")

*Sic*, always enclosed in brackets, not parentheses, and italicized, is used to call attention to **an** error (a word misspelled or wrongly used) in a source. *Sic* is a complete word and therefore takes no period.

### Signs and Symbols

1. Internationally accepted signs and symbols should be used (See Appendix 3).
2. Write out the word "percent" in the text but use % in tables, figures, notes, and with extra information placed within parentheses in text.
3. Use # (number) only to refer to a series element in a note or parentheses.

Slash(/)

The slash is also referred to as diagonal or slant or solidus or virgule.

1. Use in place of "per" in measurements (Example: 100 kg/ha).
2. Use in designating crop years (Example: 1984/1985 maha).
3. Do not use with monetary units (Example: Rs 100.00, *not* Rs 100/) or fractions in text.

4. Use for indicating division in equations.
5. Do not use the slash as a substitute for "and," or "or."

### Spelling

1. Spelling conforms, with few exceptions, to *Webster's Third New International Dictionary (1986)* and *Merriam Webster's Collegiate Dictionary, Tenth Edition (1993)*.

American spelling is used ("color" is not "colour," "center" is not "centre," and "organization" is not "organisation").

Exceptions are proper names such as those of organizations (Example: International Labour Organisation).

2. For publications produced exclusively for an audience accustomed to British spelling, the choice of spelling is left to the author but must be consistently applied.
3. If the dictionary lists more than one spelling as acceptable, use the primary (first listed) spelling. If the preferred word is not listed, the choice is left to the author.

Consistent use, however, is required in all cases.

### Summary

**A** summary, in contrast to an abstract, usually appears at the end of the text after the conclusions. It is also a summing-up of the document's contents, but aims to round off its methodologies, findings, and conclusions. **A** summary may contain abbreviations, symbols and references.

## Tables

### Formal Tables

1. Type each table, however small, on a separate page.
2. Each table should have a caption (or legend or title) describing the content. Include the country and the year in which data were collected. Capitalize the first letter **of** the caption.
3. For numbers used within tables, align the decimal points or the dashes used for ranges. For example:

<i>Aligned</i>	<i>Nor aligned</i>
45.2	45.2
7.7	7.7
0.0	-
689.0	689.0
-----	-----
5-7	5-7
321-421	321-421
20-30	20-30
5.9-9.4	5.9-9.4

4. Do not use spacing to **align** numbers; use tabs (right, left, decimal, etc.) or use the WordPerfect Table feature.
5. Use "nd" (no data) when no data are available and explain it in a footnote; "0" when the value is zero; and "--" when the category/type described in the column/row heading is not relevant.
6. Define abbreviations, symbols, and other **keys** used in a table in the form of a **Note** under each table.

Put references **to** sources in a **Sources** footnote. References cited within a given table are **for** that table **only**.

7. Unless the data are very crowded, and column and row lines would help the reader, avoid decorating tables with boxes, column lines, row lines **and** fancy spanners.

8. **Multiple-Page Tables:** On the second and the following pages of the table, the number of the multiple-page table should be followed by "Continued" in place of the title. On all pages preceding a continuation **of** the table, "(Continued)" should appear below the table, flush with the right-hand margin.

### Informal Tables

Informal tables are an integral part of the text. Because they do not have titles, it is necessary to introduce them clearly in the text.

An example:

The score points for each system manager for irrigation are:

	Points(%)
1. Operating efficiency	40
2. Maintenance	20
3. Collection efficiency	20
4. Viability index	20
5. Bonus points	20
a) Operation index	6
b) Collection efficiency	6
c) Viability index	6
d) Report submission	2

### Temperature

When writing temperatures or temperature ranges, leave a gap between the number and degree symbol:

**47-50 °C, not 47-50' C.**

## Text

1. The text (including the bibliography or references, and footnotes) should be double-spaced.
2. Do not justify the right-hand margin, but leave it ragged, with no words divided. Allow the automatic line wrap to function; turn off hyphenation.
3. Each figure and formal table should be on a separate page and those in software applications other than WordPerfect should **not** be incorporated (imported) into the WordPerfect text.
4. Pages should be numbered consecutively, and pages of figures and tables should be included in this consecutive numbering.

## Text Citations

1. A reference cited in a text or in a footnote essentially consists of the author's last name (if two authors, last names of both separated by "and") and the year of publication. ***The name given in the citation should be the name under which the work appears in the reference list or bibliography.***
2. For a work with more than two authors, only the first name is given (though all names must appear in the reference list or bibliography), followed **by** the abbreviation, et al.
3. When an organization is the "author," its name must be abbreviated, with care taken that the entry in the reference list or bibliography begins the same way. The acronym should be spelled out in parentheses in the reference.

## Example:

Text *citation*: (IIMI 1993)

### *Reference list:*

IIMI (International Irrigation Management Institute). 1993. **Advancements in IIMI's research 1992. Colombo, Sri Lanka: IIMI.**

4. **A** citation may include additional information, such as page numbers, where applicable.

If a page number or a volume number is given, it is separated from the year of publication by a comma (Example: Merrey 1997, 78-86). If only a volume is cited, "vol." is used for clarity (Example: Johnson 1967, vol. 3).

If both a volume number and a page number are given, they are separated by a colon (Example: Johnson 1967, **3:150**).

5. 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 (Example: Vermillion 1991a, 1991b, 1993). But when page numbers or volume numbers are given, semicolons are used and the name is repeated (Example: Nijman 1991, **54**; Nijman 1992).
6. Citations of works by different authors in the **same** parentheses **are** separated by semicolons (Example: Merrey 1991; **Abeywickrema and Panabokke 1989; Kijne 1990**).
7. The use of parentheses with text citations depends on the structure of the sentence where the citation occurs:

A study carried out in Sri Lanka (Aluwihare 1990) showed that irrigation investments declined.

As Aluwihare (1990) has shown, irrigation investments have declined.

The decline in irrigation investments is reported in Aluwihare 1990.

8. All citations should appear in the reference list or bibliography.

### Time

Use the twenty-four-hour system (international time) with no punctuation between hours and minutes (Examples: At 0735 on 24 December 1970; from 0930 to 1100). The symbol "h" for hour may be added if necessary (Example: 0700 h deadline).

### Title Page of Manuscript

The title page helps editors identify one manuscript from another on their desks. Center the following details on the page:

Full title of the work.  
Its category.  
Complete names of authors.  
Professional titles of authors.  
Institutional affiliations at the time of writing.  
Current mailing addresses, including telex.

### Title Page of Published Document

If authors need the title page of the published document to be set in a certain style or way, they should include suggestions and illustrations as necessary with their manuscript.

### Trade Names (Proprietary Names)

1. Normally trade names should not be used. But if the use of a trade name is necessary to identify the product, spell it out and capitalize as specified in the registration. The generic name, if available, should be given in parentheses at the first mention of the trade name.
2. When trade names are used, it is important to include a trade name waiver, in the copyright page or at a prominent place in the publication:

*Where trade names are used, this does not constitute endorsement of or discrimination against any product by IIMI.*

### Units of Measure

1. Nonmetric measures should be converted to the metric system or, if any data are given in nonmetric units, the metric equivalents should be given in parentheses; in a table, the equivalent or the conversion rate should be footnoted.
2. If the use of other currencies or nonmetric measures is widespread, the dollar or metric equivalents need not be given with each occurrence; the conversion rates should be given in the preliminary pages under a separate heading.
3. When units of measure follow a number, write them out the first time used and give the standard abbreviation in parentheses. For example, 100 hectares (ha). Use the abbreviation thereafter. But write out liter when it follows 1 (one) to avoid confusion (Example: 1 liter, *not* 1 l).



4. In tables and figures, use the same units throughout, if possible.
5. With repetitive measurements, it is not necessary to repeat the unit of measure unless, by not doing so, the meaning could be confusing (Example: the lengths were 5, 15, and **25** m, respectively).
6. **Monetary Units** (See page 16).
7. Write out a unit of measure when standing alone (Example: The data were in hectares.).

### Wordiness

1. Avoid redundant phrases like: very few, first of all, green in color, rectangular in shape, in order to, it is interesting to note that, equal halves, an area of 20 ha.
2. Simple words can often replace long expressions as the words in parentheses in the following examples: in order to (to), due to the fact that (because), at the present time (now), a limited number of (few), by means of (by), prior to (before), a sufficient number of (enough), in the immediate vicinity (near).

### Word Usage

1. **"And/or"** is an awkward, sometimes ambiguous shortcut. Try to avoid its usage, or, if all three possibilities are needed, use "a or b or both."
2. **Antecedents:** Make sure that pronouns refer to a clear noun antecedent. **For** example, in "The farmers and the researchers asked questions. They demanded specific answers," the pronoun they could refer to farmers, researchers, or both.

3. **Firstly, secondly:** These are considered old fashioned in modern English. Use first, second.
4. **Method and methodology:** Method is a systematic procedure, technique, or way of doing something; methodology is a set or system of methods, principles, or rules for regulating a given discipline. Don't use the latter when you mean the former.
5. Use "more than" or "less than" instead of **"over"** and **"under"** when referring to values (Example: The new variety yielded more than 6 t/ha; **not**, The new variety yielded over 6 t/ha.).
6. **Significant:** Significant is a statistical term; use important to avoid confusion.
7. **Respectively:** Avoid respectively in a series of more than three elements (Example: Channels **A, B, C,** and **D** had flow rates of **4, 6, 7.5** and **10 l/s,** respectively. Recast this to read: Channel **A** had a flow rate of **4 U**; **B, 6, C, 7.5;** and **D, 10.**).
9. **Since and because:** Use since to refer to time (Example: Farmers had used that method successfully since 1986); use because **for** logical constructions (Example: Because farmers used the recommended method, crop survival was high in 1986).
10. **Tautology:** Avoid repetition of the same words or use of synonymous words in close succession.  
  
Examples: cooperate together  
true facts  
new innovation  
return back  
beginner who has just started
12. **"Yield" and "produce":** Production per unit area is yield. Do not say "yield per unit area"; simply say "yield." Do not say "the new variety produced **5.5 t/ha,**" say "the new variety yielded **5.5 t/ha.**"

## APPENDIX 1

### Abbreviations and Acronyms

The following is a list of acronyms relevant to irrigation, irrigation management and IIMI:

ADB	Asian Development Bank
ADBM	Agricultural Development Bank of Nepal
AFA	area farmers' association
AHT/SCG	Agrar-und Hydrotechnik GMBH/Salzgitter Consult GMBH
AIC	Agriculture Inputs Corporation
AIT	Asian Institute of Technology ( <i>Bangkok Thailand</i> )
AKRSP	Aga Khan Rural Support Programme
AMDP	Accelerated Mahaweli Development Project ( <i>Sri Lanka</i> )
ASCE	American Society of Civil Engineers
ARTI	Agrarian Research and Training Institute ( <i>Sri Lanka</i> )
BADC	Bangladesh Agricultural Development Corporation
BAR	Bureau of Agricultural Research
BARJ	Bangladesh Agricultural Research Institute
BAU	Bangladesh Agricultural University
BMZ	Bundesministerium fur Wirtschaftliche Zusammenarbeit ( <i>Germany</i> )
BRRI	Bangladesh Rice Research Institute
CABI	Centre for Agriculture and Bioscience International
CBIO	crop-based irrigation operation
CCA	culturable command area (or cultivable command area).
CCPI	Colombo Consumer Price Index ( <i>Sri Lanka</i> )
CCS	crop-cutting surveys
CD	crop diversification
CDP	Crop Diversification Program
CEMAGREF	Centre National du Machnisme Agricole du Génie Rural des Eaux et des Forêts ( <i>France</i> )
CHO	constant head orifice
CGIAR	Consultative Group on International Agricultural Research
CIAT	Centro Internacional de Agricultura Tropical Apanado Aereo ( <i>Colombia</i> )
CIDA	Canadian International Development Agency
CIFOR	Centre for International Forestry Research ( <i>Indonesia</i> )
CIITR	Center for International Irrigation Training and Research
CIMMYT	Centro Internacional de Mejoramiento de Maize y Trigo ( <i>Mexico</i> )
CIP	Centro Internacional de la Papa Apanado ( <i>Peru</i> )
CIS	communal irrigation system
CNEARC	Centre National d'Etudes Agronomiques des Régions Chaudes ( <i>Montpellier, France</i> )
COMA	Canal Operations Management Assessment
CPT	cropping pattern trial
CSP	cropping system program
CTT	component technology trial
DA	Department of Agriculture ( <i>Sri Lanka</i> )
DAS	Department of Agrarian Services ( <i>Sri Lanka</i> )
DC	distributary canal
DGIS	Directorate General of International Development ( <i>Netherlands</i> )
DGWRD	Directorate General for Water Resources Development. University of Gadja Mada ( <i>Indonesia</i> ).
DID	Department of Irrigation and Drainage ( <i>Malaysia</i> )
DOI	Department of Irrigation ( <i>Nepal</i> )

DSE	Deutsche Stiftung für Wirtschaftliche Zusammenarbeit ( <i>Germany</i> )
EDI	Economic Development Institute (World <b>Bank</b> )
EIER	Ecole Inter-Etats d'Ingénieurs de l'Équipement Rural ( <i>Ouagadougou, Burkina Faso</i> )
EIRR	economic internal rate of return
ESCAP	Economic and Social Commission for Asia and the Pacific (United <i>Nations</i> )
<b>ET</b>	evapotranspiration
ETSHER	<b>Ecole</b> Inter-Etats des Techniciens Supérieurs de l'Hydraulique et de l'Équipement Rural ( <i>Burkina Faso</i> )
EU	European Union
FAO	Food and Agriculture Organization of the United Nations
FC	field channel; field capacity
<b>FMIS</b>	farmer-managed irrigation system
FR	farmer representative
GDP	gross domestic product
GIS	geographical information systems
HJRBDA	Hadejia Jama'ara River Basin Development Authority ( <i>Nigeria</i> )
HMGN	His Majesty's Government of Nepal
HRD	human resources development
HYV	high yielding varieties
IA	irrigators' association
IAAS	Institute of Agriculture and Animal Science ( <i>Nepal</i> )
IADP	integrated agriculture development projects
IARC	international agricultural research center
IBSRAM	International Board for Soil Research and Management ( <i>Thailand</i> )
ICAR	Indian Council of Agricultural Research
ICARDA	International Center for Agricultural Research in Dry Areas ( <i>Syria</i> )
ICID	International Commission on Irrigation and Drainage
ICIMOD	International Centre for Integrated Mountain Development ( <i>Nepal</i> )
ICLARM	International Center for Living Aquatic Resources Management ( <i>Philippines</i> )
ICRAF	International Centre for Research in Agroforestry ( <i>Kenya</i> )
ICRISAT	International Crops Research Institute for the Semiarid Tropics ( <i>India</i> )
IDRC	International Development Research Centre ( <i>Canada</i> )
ID	Irrigation Department
<b>IFAD</b>	International Fund for Agricultural Development ( <i>Italy</i> )
IFPRI	International Food Policy Research Institute ( <b>USA</b> )
IIMI	International Irrigation Management Institute ( <i>Sri Lanka</i> )
IITA	International Institute of Tropical Agriculture ( <i>Nigeria</i> )
ILCA	International Livestock Center for Africa ( <i>Ethiopia</i> )
<b>ILO</b>	International Labour Organisation
ILRAD	International Laboratory for Research on Animal Diseases ( <i>Kenya</i> )
ILRI	Institute for Land Reclamation and Improvement ( <i>Netherlands</i> )
IMCD	irrigation management for crop diversification
IMIN	Irrigation Management Information Network
IMPAC	Irrigation Management Policy Advisory Committee ( <i>Sri Lanka</i> )
IMP5A	Irrigation Management Policy Support Activity ( <i>Sri Lank</i> )
JNIBAP	International Network for the Improvement of Banana and Plantain ( <b>France</b> )
INMAS	Integrated Management of Major Irrigation Settlement Schemes ( <i>Sri Lanka</i> )
IPGRI	(formerly <b>IBPGR</b> ) International Plant Genetic Resources Institute ( <i>Italy</i> )
IPTRID	International Program for Technology Research in Irrigation and Drainage
IRAT	Institut de Recherches Agronomiques Tropicales et des Cultures Vivrières
IRF	integrated rural financing
IRR	internal rate of return
IRRI	International Rice Research Institute ( <i>Philippines</i> )
ISF	irrigation service fee
ISM	irrigation systems management

ISMP	Irrigation Systems Management Project (Sri Lanka)
ISNAR	International Service for National Agricultural Research ( <i>Netherlands</i> )
ISPAN	Irrigation Support Project for Asia and the Near East
ITCWRM	International Training Centre for Water Resources Management
IUCN	World Conservation Union ( <i>formerly</i> International Union for Conservation of Nature and Natural Resources)
IWASRI	International Waterlogging and Salinity Research Institute ( <i>Pakistan</i> )
IWRA	International Water Resources Association
JICA	Japan International Cooperation Agency
KLDP	Kenya Livestock Development Programme
KOISP	Kirindi Oya Irrigation and Settlement Project ( <i>Sri Lanka</i> )
LBP	Land Bank of the Philippines
LCD	Land Commissioner's Department ( <i>Sri Lanka</i> )
LHG	Low Humic Gley
MADA	Muda Agricultural Development Authority ( <i>Malaysia</i> )
MARDI	Malaysian Agriculture Research and Development Institute
MASL	Mahaweli Authority of Sri Lanka
MEA	Mahaweli Economic Agency ( <i>Sri Lanka</i> )
MIRP	Major Irrigation Rehabilitation Project ( <i>Sri Lanka</i> )
MIS	management information system
MMI	Mott MacDonald International
NGO	Nongovernmental Organization
NGT	nominal group technique
NIA	National Irrigation Administration ( <i>Philippines</i> )
NIRP	National Irrigation Rehabilitation Project ( <i>Sri Lanka</i> )
NPDP	National Potato Development Program ( <i>Nepal</i> )
NWMTC	National Water Management Training Cemer ( <i>Malaysia</i> )
O&M	operation and maintenance
ODA	Overseas Development Administration ( <i>U.K.</i> )
ODI	Overseas Development Institute ( <i>UK</i> )
OECD	Organization for Economic Cooperation and Development
OFC	other field crops
PAR	participatory action research
PARC	Pakistan Agricultural Research Council
PBME	project benefit monitoring and evaluation
PCARRD	Philippine Council for Agriculture, Forestry and Natural Resources Research
PEEM	Panel of Experts on Environmental Management and Vector Control
PET	potential evapotranspiration
PHILRICE	Philippine Rice Research Institute
PIP	People's Irrigation Project ( <i>Thailand</i> )
PMF	probable maximum flood
PPI	producer price index
PPVT	pre-production verification trials
PTWG	provincial technical working group
SACCAR	Southern Africa Committee for Coordination in Agricultural Research
SAR	sodium absorption ratio
SAREC	Swedish Agency for Research Cooperation with Developing Countries
SC	steering committee
SCARP	Salinity Control and Reclamation Project ( <i>Pakistan</i> )
SCOR	shared control of natural resources ( <i>Sri Lanka</i> )
SFC	subsidiary field crops
SFR	small-farm reservoirs
SIDA	Swedish International Development Agency
TA	Technical Assistant
TAC	Technical Advisory Committee of the CGIAR
TARC	Tropical Agriculture Research Center (Japan)

TNA	training needs assessment
UN	United Nations
UNCED	United Nations Conference on Environment and Development
UNCHS	United Nations Center for Human Settlements
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational Scientific and Cultural Organization
USAID	United States Agency for International Development
USBR	United States Bureau of Reclamation
WAPCOS	Water and Power Consultancy Services Ltd. ( <i>India</i> )
WALMI	Water and Land Management Institute ( <i>India</i> )
WAPDA	Water and Power Development Authority ( <i>Pakistan</i> )
WARDA	West Africa Rice Development Association ( <i>Côte d'Ivoire</i> )
WECS	Water and Energy Commission Secretariat ( <i>Nepal</i> )
WHO	World Health Organization
WS	water supply
WUA	water users' association

**The following is a list of abbreviations and acronyms from all fields, frequently encountered in general/scholarly text:**

a	acre; anode; area	ASAP	as soon as possible
A and M	agricultural and mechanical	assn	association
AAR	against all risks	ATM	automated teller machine
abbr	abbreviation	attn	attention
abs	absolute; abstract	avg	average
ac	account; acre	b and w	black and white
AC	air-conditioning alternating current	bbl	barrel; barrels
ack	acknowledge; acknowledgement	BC	before Christ
A.D.	anno Domini (in the year of [our] Lord)	bf	boldface
A/D	analog/digital	bldg	building
ADF	automatic direction finder	BOD	biological oxygen demand
ad loc	to or at the place	BOP	blocking-out plan
adm	administration	bpd	barrels per day
admin	administration	bpi	hits per inch; bytes per inch
aeq	equal	bps	bits per second
aet <b>or</b> aetat	of age; aged	bu	bushel
	above ground level	CAD	computer-aided design
agr or agri		CAI	computer-aided instruction
or agric	agriculture	CBD	cash before delivery
aka	also known as	CBI	computer-based instruction
amt	amount	cckw	counterclockwise
an	annum	CCTV	closed-circuit television
ANOVA	analysis of variance	CE	chemical engineer, civil engineer
ans	answer	cf	compare
AO	account of; and others	CF	carried forward
AP	author's proof	CFC	chlorofluorocarbon
API	air position indicator	CG	center of gravity
approx	approximate; approximately	chan	channel
APR	annual percentage rate	chg	change; charge

CIP	Cataloging in Publication	emer	emeritus
c/o	care of	ENE	east-northeast
COLA	cost-of-living allowance	EOM	end of month
COM	computer output microfilm	EP	extended play
conc	concentrated	ESE	east-southeast
const	constant	<b>esp</b>	especially
contd	continued	Esq <b>or</b> Esqr	esquire
corp	corporation	ETA	estimated time of arrival
corr	correspondence; correspondent	et al.	and others
CPFF	cost plus fixed fee	<b>etc.</b>	et cetera (and others; and <b>so</b> forth)
cpi	characters per inch	ETD	estimated time of departure
CPI	consumer price index	et seq	and the following <b>one(s)</b>
CPM	cost per thousand	et ux	and wife
CPS	cycles per second	expt	experiment
cpu	central processing unit	f	female; feminine; focal length
CT	computed tomography; computerized tomograph	FAQ	fair average quality
c to c	center to center	fec	he made it
CU	close-up	fem	feminine
CV	chief value; curriculum vitae	FIFO	first in first out
cw	clockwise	fig	figure
CWO	cash with order	FIO	free in and out
CY	calendar year	FLIR	forward-looking infrared
CZ	Canal Zone	<b>FM</b>	field manual
DAT	differential aptitude test; digital audiotape	fn	footnote
d/b/a	doing business as	fo <b>or</b> fol	folio
DBMS	database management system	FOC	free of charge
DC	direct current	<b>FTE</b>	full-time equivalent
dd	dated; delivered	FV	on the back of the page
DD	days after date: due date	fwd	foreword; forward
dept	department	FYI	for your information
DF	damage free; direction finder	<b>gal</b>	gallon
dia	diameter	galv	galvanized
diag	diagram	GC	<b>gas</b> chromatography
dif <b>or</b> diff	difference	GCA	ground-controlled approach
dil	dilute	GCD	greatest common divisor
do	ditto	GCF	greatest common factor
DOS	disk operating system	<b>gd</b>	good
DP	data processing	<b>GI</b>	galvanized iron; government issue
<b>Dr.</b>	doctor	<b>GIGO</b>	garbage in garbage out
DTP	desktop publishing	<b>GMT</b>	Greenwich mean time
dup	duplicate	GNI	gross national income
DX	distance	GNP	gross national product
ea	each	GO	general order
E and OE	errors and omissions excepted	GPA	grade point average
ecol	ecology	GRP	glass-reinforced plastic
econ	economy	gtt	drop
ed	edited; edition; editor	HCF	highest common factor
EDP	electronic data processing	HCL	high cost <b>of</b> living
EE	electrical engineer	HD	heavy-duty
EHF	extremely high frequency	HDTV	high-definition television
EHV	extra high voltage	HF	high frequency
ELF	extremely <b>low</b> frequency	<b>hgwy</b>	highway
EM	electromagnetic; electron microscope; electron microscopy	HI	high intensity; humidity index
		HJ	here lies
		HPA	high-power amplifier

HPF	highest possible frequency; high power field	MHW	mean high water
HQ	headquarters	mid	middle
HT	under this title	min	minimum; minute
HVAC	heating; ventilating; and air-conditioning	MIO	minimum identifiable odor
HW	high water	MIPS <i>or</i>	
HWM	high-water mark	mips	million instructions per second
ib. <i>or</i> <i>ibid.</i>		misc	miscellaneous
<i>or</i> <i>ibidem</i>	in the same place	MLW	mean low water
id <i>idem</i>	something previously mentioned: same	MOM	middle of month
<i>i.e.</i>	that is	mpg	miles per gallon
<b>IE</b>	industrial engineer; irrigation engineer	mph	miles per hour
IF	intermediate frequency	MPM	meters per minute
IFF	identification; friend or foe	MPS	meters per second
inc	incorporated	MRI	magnetic resonance imaging
incl	inclusive	MS	manuscript
ins	insurance	MSL	mean sea level
<b>I/O</b>	input/output	MSS	manuscripts
iq	the same as	mt	mount; mountain
IR	information retrieved; infrared; intelligence ratio	MV	mean variation
		mxd	mixed
ISBN	International Standard Book Number	NA	not applicable; not available
ISSN	International Standard Serial Number	NCV	no commercial value
<b>ISV</b>	International Scientific Vocabulary	nd	no date
<i>ital</i>	italic; italicized	NEI	not elsewhere included
<b>IU</b>	international unit	num con	no one contradicting
JIT	job instruction training; just in time	nem diss	no one dissenting
ka	cathode	NES	not elsewhere specified
Iat	latitude	NFS	not for sale
LAT	local apparent time	NGO	nongovernmental organization
lc	lowercase	NIC	newly industrialized country; newly industrializing country
LCD	least common denomination; lowest common denominator	NIMBY	not in my backyard
LCM	least common multiple; lowest common multiple	NIU	network interface unit
LDC	less-developed country	NL	it is not permitted
If	lightface	NNE	north-northeast
LF	ledger folio; low frequency	NNW	north-northwest
LIFO	last in; first out	<b>NOIBN</b>	not otherwise indexed by name
LMT	local mean time	non obst <i>or</i>	
LNG	liquefied natural gas	non obs	non obstante (notwithstanding)
LOA	length overall	non seq	non sequitur
loc cit	in the place cited	NOP	not otherwise provided for
long	longitude	NOS	not otherwise specified
<b>loq</b>	he speaks; she speaks	np	no pagination, <b>no</b> place (of publication)
LP	low pressure	NPF	not provided for
<b>LSI</b>	large-scale integration	NPN	nonprotein nitrogen
LW	low water	NTP	normal temperature and pressure
LWM	low-water mark	NU	name unknown
MAD	mutual assured destruction	o/a	on or about
masc	masculine	ob	he died, she died
max	maximum	OCR	optical character reader; optical character recognition
MB	megabyte	OD	outside diameter; outside dimension;
MDC	more developed country	OED	Oxford English Dictionary
met	meteorological; meteorology	OF	outfield
MF	medium frequency; microfiche	OJT	on-the-job training
		OP	out of print

op cit	in the work cited	qq v	which (pl) see
opp	opposite	qs	as much <b>as</b> suffices
<b>OTC</b>	over-the-counter	qt	quantity; quart
P	page; pages; <del>pence</del> ; penny; per; pico; pint; proton	quad	quadrant
p and h	postage and handling	qv	which <b>see</b>
<b>P&amp;L</b>	profit and loss	<b>RBE</b>	relative biological effectiveness; reddish brown earth
<b>para</b>	<b>paragraph</b>	<b>RDA</b>	recommended daily allowance; recommended dietary allowance
<b>pat</b>	patent	<b>RDF</b>	radio direction finder; radio direction finding; refusederived fuel
<b>pb</b>	paperback	regd	registered
<b>pd</b>	paid	<b>rep</b>	representative
<b>PD</b>	per diem (by the day; for each day)	rept	<b>report</b>
<b>PDD</b>	past due date	<b>RF</b>	radio frequency
<b>PE</b>	printer's error; probable error	<b>RH</b>	relative humidity
<b>pen</b>	peninsula	<b>RI</b>	refractive index
<b>PET</b>	positron-emission tomography	<b>RIA</b>	radioimmunoassay
<b>PI</b>	programmed instruction	riv	river
<b>PIK</b>	payment in kind	rms	root-mean-square
<b>PIN</b>	personal identification number	<b>ROG</b>	receipt of goods
<b>pkt</b>	packet	<b>ROI</b>	return on investment
<b>pl</b>	plural	<b>ROP</b>	run-of-paper
<b>pls</b>	please	rpm	revolutions per minute
<b>PM</b>	post meridiem (being afternoon)	<b>rps</b>	revolutions <b>per</b> second
<b>POB</b>	post office box	rpt	report
<b>POD</b>	pay on delivery	<b>RSWC</b>	right side up with care
pop	population	rtw	ready-to-wear
<b>POV</b>	point of view	<b>SAE</b>	self-addressed envelope; stamped addressed envelope
pp	<b>pages</b>	sal	<b>salary</b>
ppb	parts per billion	<b>SAR</b>	search and rescue
<b>PPI</b>	plan position indicator	<b>SASE</b>	self-addressed stamped envelope
ppm	parts per million	SBN	Standard Book Number
<b>PPS</b>	an additional postscript	<b>SD</b>	standard deviation
prf	proof	<b>SDRs</b>	special drawing rights
<b>PRN</b>	for the emergency; <b>as</b> needed	secy	secretary
prof	professor	seq	the following
<b>PS</b>	postscript	<b>seqq</b>	the following ones
<b>PTO</b>	please turn over	<b>SES</b>	socioeconomic status
<b>PU</b>	pickup	sgd	signed
<b>publ</b>	publication; published, publisher	<b>SI</b>	International System of Units
<b>PUD</b>	pickup and delivery	sing	singular
pulv	powder	<b>SL</b>	south latitude
<b>PV</b>	polyvinyl	<b>SLAN</b>	without place; year or name
<b>PVA</b>	polyvinyl acetate	<b>SLR</b>	single-lens reflex
<b>PVC</b>	polyvinyl chloride	<b>SNG</b>	synthetic natural gas
pvt	private	Snr	senior
<b>PVT</b>	pressure; volume; temperature	<b>soln</b>	solution
<b>PWR</b>	pressurized water reactor	<b>SOP</b>	standard operating procedure; standing operating procedure
<b>PYO</b>	pick your own	<b>SPF</b>	sun protection factor
qd	daily	sq	square
<b>QED</b>	which was to be demonstrated	<b>SR</b>	sedimentation rate
<b>QEF</b>	which was to be done	<b>SRO</b>	standing room only
<b>QEI</b>	which was to be found out	ss	one half
<b>QF</b>	quick-firing		
<b>qp or q pl</b>	as much as you please		
qq	questions		



<b>SSE</b>	south-southeast	<b>unp</b>	unpaged
<b>SSW</b>	south-southwest	<b>UTC</b>	Coordinated Universal Time
<b>stat</b>	immediately	<b>ut dict</b>	as directed
<b>std</b>	standard	<b>UV</b>	ultraviolet
<b>STP</b>	standard temperature and pressure	<b>ux</b>	wife
<b>supt</b>	superintendent	<b>VAT</b>	value-added tax
<b>supvr</b>	supervisor	<b>VD</b>	venereal disease
<b>sv</b>	under the word	<b>VDT</b>	video display terminal
<b>SW</b>	seawater; shortwave; southwest	<b>VDU</b>	visual display unit
<b>SWAK</b>	sealed with a kiss	<b>veg</b>	vegetable
<b>SWG</b>	standard wire gauge	<b>VF</b>	video frequency; visual field; voice frequency
<b>sym</b>	symbol, symmetrical	<b>VHF</b>	very high frequency
<b>TAT</b>	thematic apperception test	<b>viz</b>	that is to say; namely
<b>TBA</b>	to be announced	<b>VLF</b>	very low frequency
<b>TBD</b>	to be determined	<b>VOR</b>	very-high-frequency omnirange
<b>TEC</b>	trichloroethylene	<b>VP</b>	variable pitch; vice president
<b>TDD</b>	telecommunications device for the deaf	<b>vs</b>	versus
<b>TDN</b>	total digestible nutrients	<b>VTR</b>	videotape recorder
<b>tec</b>	technical; technician	<b>VU</b>	volume unit
<b>tel</b>	telegram; telegraph; telephone	<b>vv</b>	vice versa (with the order changed; conversely)
<b>teleg</b>	telegraphy	<b>wf</b>	wrong font
<b>temp</b>	in the time of	<b>wkly</b>	weekly
<b>TFR</b>	total fertility rate	<b>WL</b>	waterline; wavelength
<b>TLC</b>	tender loving care; thin-layer chromatography	<b>WNW</b>	west-northwest
<b>TLO</b>	total loss only	<b>w/o</b>	without
<b>TM</b>	transcendental meditation	<b>WOC</b>	without Compensation
<b>TMO</b>	telegraph money order	<b>WP</b>	weather permitting; word processing; word processor
<b>TN</b>	true north	<b>WPM</b>	words per minute
<b>TO</b>	turn over	<b>WT</b>	water tight; wireless telegraphy
<b>TOT</b>	time on target	<b>XO</b>	executive officer
<b>trib</b>	tributary	<b>XL</b>	extra large; extra long
<b>TT</b>	telegraphic transfer; teletype writer	<b>YBP</b>	years before present
<b>TV</b>	terminal velocity	<b>YO</b>	year old
<b>2WD</b>	two-wheel drive	<b>YOB</b>	year of birth
<b>4WD</b>	four-wheel drive	<b>yr</b>	year
<b>TWX</b>	teletypewriter exchange	<b>ZPG</b>	zero population growth
<b>UC</b>	uppercase		
<b>UHF</b>	ultrahigh frequency		

## *Abbreviations of Province and State Names*

### *Australia*

Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
Queensland	<b>Qld</b>
South Australia	SA
Tasmania	Tas
Victoria	Vic
Western Australia	WA

### *Canada*

Alberta	<b>Alta</b>
British Columbia	BC
Manitoba	<b>Man</b>
New Brunswick	NB
Newfoundland	Nfld
Northwest Territories	NWT
Nova Scotia	NS
Ontario	Ont
Prince Edward Island	PEI
Quebec	<b>Que</b>
Saskatchewan	<b>Sask</b>
Yukon Territory	YT

### *United States of America*

Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	<b>CO</b>
Connecticut	<b>CT</b>
Delaware	DE
District of Columbia	DC
Florida	<b>FL</b>

Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	<b>IL</b>
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	<b>NV</b>
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	<b>UT</b>
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

## APPENDIX 2

### Units and Conversion Factors

#### METRIC UNITS (SI UNITS)

##### Base Units

QUANTITY	UNIT	SYMBOL
length	meter	m
mass	kilogram	kg
time	second	s
electric current	ampere	A
temperature	kelvin	K
luminous intensity	candela	cd
amount of substance	mole	mol

##### SI Prefixes and Multiplication Factors

Multiplication factor	Prefix	Symbol
1 000 000 000 000 = $10^{12}$	tera	T
1 000 000 000 = $10^9$	giga	G
1 000 000 = $10^6$	mega	M
1 000 = $10^3$	kilo	K
100 = $10^2$	hecto	h
10 = $10^1$	deca	da
0.1 = $10^{-1}$	deci	d
0.01 = $10^{-2}$	centi	c
0.001 = $10^{-3}$	milli	m
0.000 001 = $10^{-6}$	micro	$\mu$
0.000 000 001 = $10^{-9}$	nano	n
0.000 000 000 001 = $10^{-12}$	pico	p
0.000 000 000 000 001 = $10^{-15}$	femto	f
0.000 000 000 000 000 001 = $10^{-18}$	atto	a

##### IIIMI publications use the following derived units:

QUANTITY	UNIT	SYMBOL	QUANTITY	UNIT	SYMBOL
area	hectare	ha	pressure or stress	newton per square meter	$N/m^2$
electrical conductance	decisiemens per meter	dS/m	temperature	degree Celsius	$^{\circ}C$
energy	joule	J	time	year	yr
force	newton	N		month	mo
frequency	hertz	Hz		week	wk
length	kilometer	km		day	d
	centimeter	cm		hour	h
	millimeter	mm		minute	min
mass	ton (1,000 kg)	t	velocity	kilometer per hour	km/h
	gram	g		kilometer per second	km/s
power	watt	W	volume	cubic meter	$m^3$
				liter	l
				milliliter	ml

## CONVERSION FACTORS

### Nonmetric to Metric

#### Length

To convert	Multiply by
inches into millimeters	25.4
inches into centimeters	2.540
feet into centimeters	30.48
feet into meters	0.3048
yards into meters	0.9144
miles into meters	1,609.344
miles into kilometers	1.609344

#### Area

To convert	Multiply by
square inches into square centimeters	6.4516
square feet into square centimeters	929.03
square feet into square meters	0.092903
square yards into square meters	0.8361
square miles into square kilometers	2.58999
square miles into hectares	258.999
acres into square meters	4,046.856
acres into hectares	0.40469

#### Volume (Capacity)

To convert	Multiply by
cubic inches into cubic centimeters	16.3871
cubic inches into liters	0.016387
cubic feet into cubic meters	0.028317
cubic feet into liters	28.31685
cubic feet into UK gallons	6.2321
cubic feet into US gallons	7.4805
cubic yards into cubic meters	0.7646
UK pints into liters	0.56826
UK quarts into liters	1.13652
UK gallons into liters	4.54609
US gallons into liters	3.7854
US pints into liters	0.47318
US quarts into liters	0.94635
acre-feet to hectare-meters	0.1234
acre-feet to cubic meters	1,233.48
acre-feet into million cubic meters (MCM)	0.012335

#### Mass

To convert	Multiply by
ounces into grams	28.3495
pounds into grams	453.6
pounds into kilograms	0.4536
tons into kilograms	1,000
short tons (US) into kilograms	907.2
long tons (UK) into kilograms	1,016.064
short tons (US) into tons	0.907
long tons (UK) into tons	1.016
grains into grams	0.0648

#### Velocity

To convert	Multiply by
feet per second into centimeters per second	30.48
feet per second into meters per second	0.3048
miles per hour into kilometers per hour	1.609344

#### Power

To convert	Multiply by
horsepower into kilowatts	0.7457
foot pounds-force per second into kilowatts	0.001356

#### Force

To convert	Multiply by
pounds force into newtons	4.44822
poundals into newtons	0.138255

### Metric to Nonmetric

#### Length

To convert	Multiply by
millimeters into inches	0.03937
millimeters into feet	$3.28084 \times 10^{-3}$
centimeters into inches	0.3937
meters into feet	3.281
meters into yards	1.09361
kilometers into yards	1,093.61
kilometers into miles	0.62137

#### Area

To convert	Multiply by
square millimeters into square inches	$1.550 \times 10^{-3}$
square centimeters into square inches	0.1550
square meters into square feet	10.7639
square meters into square yards	1.19599
square meters into acres	$2.47105 \times 10^{-4}$
square kilometers into square miles	0.3861
square kilometers into acres	247.105
hectares into acres	2.47105

#### Volume (Capacity)

To convert	Multiply by
cubic centimeters into cubic inches	0.06102
cubic meters into cubic feet	35.3147
cubic meters into cubic yards	1.30795
liters into cubic inches	61.03
liters into UK pints	1.7598
liters into UK quarts	0.8799

liters into UK gallons	0.219976
liters into US gallons	0.264178
liters into US pints	2.11336
liters into US quarts	1.05669
hectare-meter to acre-feet	8.1037
cubic meter to acre-feet	0.0008107
million cubic meters (MCM) into acre-feet	81.0701

#### Mass

To convert	Multiply by
grams into ounces	0.03527
grams into grains	15.4324
kilograms into pounds	2.2046
kilograms into tons	0.001
kilograms into short tons (US)	$1.10229 \times 10^{-3}$
kilograms into long tons (UK)	$9.84189 \times 10^{-3}$
tons into short tons (US)	1.10253
tons into long tons (UK)	0.98425

#### Velocity

To convert	Multiply by
centimeters per second into feet per second	0.03281
meters per second into feet per second	3.281
meters per second into feet per minute	196.9
kilometers per hour into miles per hour	0.6214

#### Power

To convert	Multiply by
kilowatts into horsepower	1.341
kilowatts into foot pounds-force per second	737.46313

#### Force

To convert	Multiply by
newtons into pounds force	0.2248
newtons into poundals	7.2330

### UNITS (METRIC AND NONMETRIC) OF DISCHARGE

cusecs = cfs = cubic feet per second

cumecs = cubic meters per second =  $m^3s^{-1}$

1 cusec = 28.31685 liters per second (lps)

1 cumec = 1,000 liters per second (lps)

1 cusec = 35.3147 cumecs

1 cumec = 0.0283168 cusec

1 UK gallon per minute (gpm) = 0.07573 liters per second (lps)

1 UK gallon per minute (gpm) = 0.00267 cusec

1 US gallon per minute (gpm) = 0.06309 liters per second (lps)

1 US gallon per minute (gpm) = 0.00223 cusec

A discharge of 1 cumec in a day will yield a volume of 0.0864 million cubic meters (MCM).

A discharge of 1 cusec in a day will yield a volume of 1.9835 acre-feet.

### LOCAL UNITS AND APPROXIMATE METRIC EQUIVALENTS

#### Area

1 borong (Indonesia)	= 0.028 ha
1 feddan (Egypt)	= 0.42 ha
1 mu (China)	= 0.067 ha
1 rai (India, Thailand)	= 0.16 ha
1 relong (Malaysia)	= 0.29 ha
1 kanal (Pakistan)	= 0.125 ha

1 ardeb (Egypt)	= 5.62 bushels
1 kati or catty (unit of weight in China, Southeast Asia)	= 0.6 kg

#### According to US government standards:

1 bushel of wheat	= 27.2 kg wheat
1 bushel of barley	= 21.8 kg barley
1 bushel of oats	= 14.5 kg oats
1 bushel of rye	= 25.4 kg rye
1 bushel of shelled corn	= 25.4 kg shelled corn

#### Dry Measure/Mass

1 bushel of rough rice (paddy)	= 20.9 kg rough rice
1 bushel of rice	= 29 kg rice
1 cavan (Philippines)	= 2.1 bushels
1 cavan of rough rice (paddy)	= 44 kg rough rice

**EXCHANGE RATES** (national Currency Per US Dollar)

COUNTRY Currency (and Symbol)	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
<b>BANGLADESH</b> Taka (Tk)												
End of Period	24.07	25.00			30.80	31.20	32.27	32.27	35.79	38.58	39.00	39.92
Period Average	22.12	24.61	26.00	27.99	30.41	30.95	31.73	32.27	34.57	36.60	39.00	39.00
<b>BURKINA FASO</b> CFA franc (CFA Fr)			25.35									
End of period	336.25	417.37	479.60	378.05	322.75	67.00	302.95	289.40	256.45	259.00		290.20
Period Average	328.60	381.06	436.95	449.26	346.30	00.54	297.85	319.01	272.26	282.00		281.17
<b>INDIA</b> Rupee (Rs)												
End of period	9.63	10.49	12.45	1216	13.12	12.88	1495	17.03	18.07	25.83	26.20	31.50
Period Average	9.45	10.10	11.36	12.37	12.61	12.96	13.92	16.22	17.50	22.74	25.92	
<b>INDONESIA</b> Rupiah (Rp)												
End of period	692.50	994.00	1,074.00	1,125.00	1,641.00	150.00	1,731.00	1,797.00	1,901.00	1,992.00	2,062.00	2,110.00
Period Average	661.42	909.26	1,025.94	1,110.58	1,282.56	143.85	1,685.70	1,770.06	1,842.81	1,950.30	2,029.90	
<b>MALAYSIA</b> Ringgit (M\$)												
End of period	2.32	2.34	2.42	2.43	2.60	2.49	2.71	2.70	2.70	2.72	2.61	2.55
Period Average	2.33	2.32	2.34	2.48	2.58	2.52	2.62	2.71	2.70	2.75	2.55	
<b>MOROCCO</b> Dirham (DH)												
End of period	6.27	8.06	9.55	9.62	8.71	7.80	8.21	8.12	8.04	8.15		9.58
Period Average	6.02	7.11	8.81	10.06	9.10	8.36	8.21	8.49	8.24	8.71		
<b>NEPAL</b> Rupee (NRs)												
End of period	14.30	15.20	18.00	20.70	22.00	21.60	25.20	28.60	30.40	42.70	43.20	49.00
Period Average	13.24	14.54	16.46	18.25	21.23	21.82	23.29	27.19	29.37	37.25	42.74	49.00
<b>NIGER</b> CFA franc (CFA Fr)												
End of period	336.25	417.37	479.60	378.05	322.75	67.00	302.95	289.40	256.45	259.00		279.00
Period Average	328.60	381.06	436.95	449.26	346.30	00.54	297.85	319.01	272.26	282.11		273.00
<b>NIGERIA</b> Naira (N)												
End of period	0.67	0.75	0.81	1.00	3.32	4.14	5.35	7.65	9.00	9.86		25.48
Period Average	0.67	0.72	0.77	0.89	1.75	4.02	4.54	7.36	8.04	9.91		23.00
<b>PAKISTAN</b> Rupee (PRs)												
End of period	12.84	13.50	15.36	15.98	17.25	17.45	18.65	21.42	21.90	24.72	25.70	30.07
Period Average	11.85	13.12	14.05			17.40	18.00	20.54	21.71	23.80	25.08	
<b>PHILIPPINES</b> Peso (P)												
End of period	9.17	14.00	19.76			20.57	21.33	22.44	28.00	26.65	25.10	27.26
Period Average	8.54	11.11	16.70	18.61	20.39	20.57	21.09	21.74	24.31	27.48	25.51	25.96
<b>SRI LANKA</b> Rupee (SL Rs)												
End of period	21.32	25.00	26.28	27.41	28.52	30.76	33.03	40.00	40.24	42.58	46.40	49.35
Period Average	20.81	23.53	25.44	27.16	28.02	29.44	31.81	36.05	40.06	41.37	46.34	47.75
<b>SUDAN</b> Pound (£s or LDs)												
End of period	1.30	1.30	1.30	2.50	2.50	4.50	4.50	4.50	4.50	14.99		215.00
Period Average	0.95	1.30	1.30	2.30	2.50	3.00	4.50	4.50	4.50	6.96		
<b>THAILAND</b> Baht (B)												
End of period	23.00	23.00	27.15	26.65	26.13	25.07	25.24	25.69	25.29	25.28	25.52	25.47
Period Average	23.00	23.00	23.64	27.16	26.30	25.12	25.29	25.70	25.58	25.52	25.40	

## APPENDIX 3

### Punctuation, Signs, and Symbols

#### *Chief Marks of Punctuation*

	period
,	comma
;	semicolon
:	colon
'	apostrophe
‘ ’	quotation marks, single
“ ”	quotation marks, double
?	question mark (or interrogation point)
!	exclamation point
/	slash (or diagonal or slant or solidus or virgule)
...	ellipsis (or suspension points)
-	hyphen
=	double hyphen (used at end of line to indicate that the word divided is usually hyphenated)
—	en dash
—	em dash
( )	parentheses
[ ]	brackets
{ }	braces
<< >>	guillemets (quotation marks, French)
¿ ?	question marks, Spanish
¡ !	exclamation points, Spanish
?	interrobang (used at end of an exclamatory rhetorical question)

~	swung dash (used in printing to represent part or all of a previously spelled-out word)
< >	brackets, angle (sometimes used in place of parentheses or brackets)

#### *Miscellaneous*

@	at
%	percent: per hundred
#	number; numbered
\$	dollar(s)
¢	cent(s)
£	pound(s)
∅	diameter
&	(ampersand) and
&c	et cetera; and others
†	dagger )used in text or table for referring to explanatory
‡	double dagger )or specifying information at bottom of page or table
*	asterisk
©	copyright; copyrighted
®	registered; registered trade mark
¶	paragraph mark
§	section mark
ˆ	ditto: indicating the same as the aforesaid
^	(caret) mark used in text to show the place where something is to be inserted

**Proofreaders' Marks**

3 or 7 or 9	Delete	⊙	Period
⊖	Close up	↗	Comma
⊖	Delete and close up	;/	Semicolon
⊗	Broken letter	:/ or ⊙	Colon
#	Space or more space	✓	Apostrophe or 'single quote'
⊖	Reverse; turn over	✓ ✓	Quotation marks
¶	Begin a paragraph	run on	No paragraph
⌋ ⌋	Center	✓	Superscript
⌋	Move to tight	↘	Subscript
⌊	Move to left	?/	Question mark
⌋	Lower letters or words	!/	Exclamation point
⌈	Raise letters or words	=/	Hyphen
	Align type vertically	(/)	Parentheses
==	Straighten line	⌊/⌋	Brackets
^	Insert from margin	~ or lig	Use ligature
tr	Transpose	wf	Wrong font
eq. #	Equalize space	lf	Set in lightface type
□	Indent 1 em	bf	Set in boldface type
ld →	Insert lead between lines	rom	Set in roman type
3 ld	Take out lead	ital	Set in italic type
stat	Let it stand	caps	Set in CAPITALS
Ⓢ	Spell out	sm-c	Set in SMALL CAPITALS
—	Em dash	lc	Lower case
—	En dash		



## APPENDIX 4

	A4	A5	B5
<b>Cut Size</b> <b>Bwk Size):</b>	11.7" x 8.3" 297 x 210 mm	8.3" x 5.8" <b>210 x 148 mm</b>	9.8" x 6.9" 250 x 176 mm
<b>Matter Size:</b>	<b>254 x 169 mm</b> (60 x 40,02 picas)	169 x 108 mm (40 x 25, 07 picas)	208 x 136 mm (49 x 32,01 picas)
<b>Margin</b> Header: Bottom: Gutter: outer:	21 mm 21 mm 21 mm 21 mm	21 mm 21 mm 21 mm 21 mm	21 mm 21 mm 21 mm 21 mm
<b>Text TypeSize:</b>			
<b>Full-text Page</b> Running Head Folio: Space to Text:	10/12pt small caps or ulc italics ranged left or right on line 1		
Number of Text lines:	60 lines (12pt) including running head. (If double column. 65 lines {10/12pt}, 2 columns of 19 picas with a space of 2 picas in between).	40 lines (12pt) including running head.	49 lines (12pt) including running head.
<b>Chapter-Opening Page</b>	(To start on new recto unless otherwise specified)		
Chapter Number:	No running head. start on line 3; 16pt caps. centered and numerals in Arabic script; leave 20pt drop to chapter title.	No running head. start on line 3; 12pt caps. centered and numerals in Arabic script; leave 24pt drop to chapter title.	No running head, start on line 3; 14pt caps. centered and numerals in Arabic script; leave 22pt drop to chapter title.
Chapter Title:	On line 6, 18pt hold ulc, centered. Leave 28pt space to chapter author.	On line 6, 14pt ulc, centered. Leave 17pt space to chapter author.	On line 6, 16pt ulc, centered. Leave 20pt space to chapter author.
Chapter Author:	12pt ulc, centered. 14pt drop to author's affiliation.	12pt bold ulc, centered. 14pt drop to author's affiliation.	14pt bold ulc, centered. 16pt drop to author's affiliation.
Author's Affiliation:	12pt italic ulc, centered. 36pt drop to text.	12pt italic ulc, centered. 27pt drop to text.	12pt italic ulc, centered. 30pt drop to text.
Starting Paragraph:	No indent. First three words in small caps		
Subsequent Paragraphs:	Indent 1 1/2 em. No space between paragraphs.	Indent 1 em. No space between paragraphs.	Indent 1 1/2 em. No space between paragraphs.

	A4	AS	B5
Folio:	Stop text on line 58. Leave line 59 blank and center the opening folio on line 60.	Stop text on line 38. Leave line 39 blank and center the opening folio on line 40.	Stop text on line 47. Leave line 48 blank and center the opening folio on line 49.
Headings			
First Level (MainHead):	12pt bold caps ranged left. Leave 36 pts between previous text and heading. 18pt space to next text. <b>No</b> indent in first para and no small caps. Indent subsequent paragraphs.	12pt bold caps ranged left. Leave 36 pts between previous text and heading. 18pt space to next text. <b>No</b> indent in first para and no small caps. Indent subsequent paragraphs.	12pt bold caps <b>ranged</b> left. Leave 36 pts between previous text and heading. 18pt space to the text. <b>No</b> indent in first para, and no small caps. Indent subsequent paragraphs.
Second Level (Subhead):	12pt bold ulc ranged left. Leave 24 pts between previous text and heading. 12pt space to next text. Subsequent para. no indent and no small caps.	12pt bold ulc ranged left. Leave 24 pts between previous text and heading. 12pt space to next text. Subsequent para, no indent and no small caps.	12pt bold ulc ranged left. Leave 24 pts between previous text and heading. 12pt space to next text. Subsequent para, no indent and no small caps.
Third Level (Sub-subhead):	12pt italic ranged left. Leave 18 pts between previous text and heading. 12pt space to next text. Subsequent paragraph, no indent and no small caps.		
Fourth Level:	Flush to the left margin, italicized, and followed by a period; same font as text, ulc. Text immediately follows the heading. Indent subsequent paragraphs.		
Fifth Level:	Indented, italicized, in the same font as the text, ulc, and followed by a period. The text immediately follows the heading and is not indented.		
Figures and Tables			
Caption:	9pt italic ranged left. Leave 18pt space from previous text and 6pt from figure or table.		
Text:	9/11pt roman ulc.		
Source Reference:	6pt space from figure or table. 8/9pt italic ranged left. 18pt drop to text.		
Footnotes			
Text:	9/11pt roman ulc. Allow 12pt space from previous text. then half-pt rule, 5 picas long, ranged left. A 9pt drop to first footnote, and 11 pts between footnotes.		
References			
Title:	14pt bold ulc centered (left aligned, if at end of chapter) on line 5 of next new page unless otherwise specified. 46pt drop to text.	14pt bold ulc centered (left aligned, if at end of chapter) on line 5 of next new page unless otherwise specified. 46pt drop to text.	14pt bold ulc centered (left aligned, if at end of chapter) on line 5 of next new page unless otherwise specified. 46pt drop to text.
Text:	9/11pt roman ulc. 11pt space between entries. In each entry a hanging indent of 1		2 ems starting with second line
Index			
Title:	14pt bold ulc, centered on line 5 of next new recto unless otherwise specified. 46pt drop to text.	12pt bold ulc, centered on line 5 on next new recto page unless otherwise specified. 48pt drop to text.	14pt bold ulc, centered on line 5 on next new recto page unless otherwise specified. 46pt drop to text.
Text:	8/10pt roman ulc in 3 columns of 12 picas with 2-pica spaces between columns. Allow 10pt spaces between alphabetical sections.	8/10pt roman ulc in 2 columns of 11.5 picas and 2-pica space between columns. Allow 10pt spaces between alphabetical sections.	8/10pt roman ulc in 2 columns of 15 picas and 2-pica spaces between columns. Allow 10pt spaces between alphabetical sections.

	A4	A5	B5
Front Matter			
<b>Half-Title Page</b>			
Series Reference:	On line 3, 14pt <b>roman</b> ulc ranged left. 70pt drop to text.		
Title:	On line 10, 14pt <b>roman bold</b> ulc ranged left.		
<b>Title Page</b>			
Title:	On line 3, 24pt <b>bold ulc</b> , centered. If relevant. 48pt drop to subtitle.	On line 3, 18pt <b>bold ulc</b> , centered. If relevant. 48pt drop to subtitle.	On line 3, 24pt <b>bold ulc</b> , centered. If relevant, 48pt drop to subtitle.
Subtitle	18pt <b>italic</b> , centered.	14pt <b>italic</b> , centered.	18pt <b>italic</b> , centered.
Author:	114pt drop from subtitle. 14pt <b>bold ulc</b> , centered.	100pt drop from subtitle, 12pt <b>bold ulc</b> , centered.	114pt drop from subtitle. 14pt <b>bold ulc</b> , centered.
Imprint:	On line 58. 14pt <b>caps</b> , centered, preceded by logo.	On line 38. 12pt <b>caps</b> , centered, preceded by logo.	On line 41. 14pt <b>caps</b> , centered, preceded by logo.
Copyright Page			
Text:			
<b>Contents Page</b>			
Title:	On line 5, 14pt <b>bold ulc</b> , centered. 46pt drop to text.	On line 5, 14pt <b>bold ulc</b> , centered. 46pt drop to text.	On line 5, 14pt <b>bold ulc</b> , centered. 46pt drop to text.
Text:	10/12 ulc unless otherwise specified. No running head. Folio (only) in roman numerals at the last line, centered, leaving 12pt space after text. Subsequent page should carry running head and folio as for text page.		
<b>List of Figures and Illustrations</b>	Same rules as for the Contents page.		
<b>Preface and Foreword</b>			
Title	On line 5, 14pt <b>bold ulc</b> , centered. 46pt drop to text.	On line 5, 14pt <b>bold ulc</b> , centered. 46pt drop to text.	On line 5, 14pt <b>bold ulc</b> , centered. 46pt drop to text.
Text:	Same rules as for main text.	Same rules as for main text.	Same rules as for main text.
Signature Block	Allow 5 lines from text bottom. ranged left or right as indicated with name in hold, affiliation in italics, and date in roman; in three separate lines.		
<b>Part Separator</b>			
<b>Part Number:</b>	On line 20 of new recto page. 16pt caps centered. 116pt drop to text. Arabic numerals.	On line 13 of new recto page, 14pt caps centered. 82pt drop to text. Arabic numerals.	On line 16 of new recto page. 16pt caps centered. 92pt drop to text. Arabic numerals.
<b>Part Title:</b>	18pt <b>bold ulc</b> , centered. No folio, and next verso page blank.	16pt <b>bold ulc</b> , centered. No folio, and next verso page blank.	18pt <b>bold ulc</b> , centered. No folio, and next verso page blank.

# Index

- & (7)
- A-4 (18)
- A-5 (18)
- Abbreviations (3), (7), (29)
- Abstract (1), (7)
- Acknowledgements (1), (7)
- Acronyms (3), (7), (29)
- Ampersand (7)
- Apostrophe (8)
- Appendices (8)
- Automatic hyphenation (15)
- B-5 page format (18), (44)
- Base period (16)
- Base units (38)
- Bibliography (5), (8)
- Biographical sketch of author (1)
- Braces (3), (17)
- Brackets (3), (17)
- British spelling (24)
- Bullet system (18)
- Bullets (8)
- Capitalization (8)
- Cardinal numbers, hyphenation of (14)
- Category of publication (1)
- Centuries (17)
- Chapter heading (2) (3)
- Chapter number (2)
- Chapter title (2)
- Citations (8)
- Colon (9)
- Comma (9)
- Compass points (10)
- Completeness of references (20)
- Components of the manuscript (1)
- Compound adjectives (14)
- Contents (1)
- Conversion factors (39), (40)
- Copyright (10)
- Copyright holder (5) (10)
- Copyright rights (10)
- Cover for a publication (11)
- Cover photograph (11)
- Crop seasons (11)
- Cropping patterns (11)
- Dashes (11)
  - hyphen (11)
  - en dash (11)
  - em dash (11)
  - 2-em dash (11)
  - 3-em dash (11), (12)
- Dates (12)
- Days of the week (12)
- Decimal system (17)
- Decimals (16)
- Derived units (38)
- Disk copy (6), (12)
- Divide digits with commas (10)
- Double spacing (1) (26)
- e.g. (13)
- Ellipsis (13)
- em dash (11)
- Enclosures (17)
- en dash (11)
- Equations (15), (16)
- Exchange rates (41)
- Executive Summary (7)
- exempli gratia (13)
- Fifth-level heading (2)
- Figures (1), (3), (15)
- File size (12)
- Finer details of style (vii)
- First person (I and We) (13)
- Firs-level heading (2)
- Footnotes (3), (13)
  - in text (3), (13)
  - in tables (3), (13)
  - in figures (3), (13)
- Foreign language references (20)
- Foreign words, phrases, and languages (13)
- Foreword (1)
- Formal tables (25)
- Format (13)
- Fourth-level heading (2)
- Full stop (14)
- Generic name (27)
- Greater-than sign (8)
- Headings (1)
- Hyphen (11), (14)
- Hyphenation (14)
- i.e. (15)
- id est (15)
- Illustrations (3), (15)
- Informal Tables (25)
- International Standard Book Number (15)
- International Standard Serial Number (15)
- International time (27)
- ISBN (15)
- ISSN (15)
- Keywords (15)
- Kinds of rights (10)
- Letter seeking permission to reproduce (4)
- Letter-size format (18)
- Lists of participants (8)
- Local units (40)
- Main head (2)
- Main text (1)
- Manuscript page size (18)
- Manuscript preparation (1)
- Manuscript submission (6)
- Maps (15)
  - Scales (15)
  - North lines (15)
- Mathematical equations (15), (16)
- Mathematics (15)
- Metric units (38)

Monetary units (16)  
 Months. abbreviations of (12)  
 Multiple-page **tables** (25)  
 Name of the photographer (19)  
 nd (no data) (25)  
 Non-English words (16)  
 Nonmetric measures (3). (39)  
 Nonserial publications (15)  
 North lines (**15**)  
 Number-letter system (17)  
 Numbers (16)  
 Obtaining permission to reproduce (10)  
 Order for enclosures (17)  
 Organizing lists (17)  
 Outline systems (17)  
 Overview (7)  
 Paddy (8)  
 Page formats (18), (44)  
 Page number in citations (26)  
 Page numbering (1), (12)  
 Parentheses (3), (17), (18)  
 Per (24)  
 Percent (19), (24)  
 Percentage (19)  
 Period (19)  
 Permission to reproduce/reprint (10)  
 Photographs (19)  
 Preface (1)  
**Prefixes** (14)  
 Preliminaries (1)  
 Printed-page sizes (18)  
 Proofreaders' **marks** (43)  
 Proprietary names (27)  
 Punctuation. marks of (42)  
 Quotation marks, double (19)  
 Quotation marks, single (20)  
 Ratios (9)  
 Ratios of manuscript pages to printed pages (18)  
 Redundant phrases (28)  
 Reference formats (22)  
     General guide (22)  
     Book with **one** author (22)  
     **Book** with two authors (22)  
     Book with three or more authors (22)  
     Organization as "author" (22)  
     Editor as "author" (22)  
     Chapter in edited book (22)  
     **Book** in a **series** (22)  
     Unpublished reports (22). (23)  
     Journal/magazine article (23)  
     Government publications (23)  
     Forthcoming **work** (23)  
     CD-ROM (23)  
     Computer tape (23)  
     Computer disk (23)  
     Microform editions (23)  
     Reference list (**21**)  
     References (**5**). (20)  
     References for unpublished material (21)  
     Rice (18)  
     Rough rice (18)  
     Second-level heading (2)  
     "self" words (14)  
     Semicolon (19), (23)  
     SI units (38)  
     **Sic** (24)  
     Signs (29). (42)  
     Signs and symbols (42)  
     Single quotation marks (20)  
     **Slant** (**24**)  
     Slash (24)  
     Slides (23)  
     **Soft copy** (16)  
     Solidus (24)  
     Spacing of text (1), (26)  
     Spelling (24)  
     Style guidelines (7)  
     Style of headings (2)  
     Sub-subhead (2)  
     Subhead (2)  
     Subscripts (16)  
     **Summary** (6), (24)  
     Superscripts (16)  
     Supplementary material (8)  
     Symbols (24). (42)  
     Tables (3),(25)  
     Temperature (25)  
     Ted (26)  
     Text citations (**5**). (26)  
     Third-level heading (2)  
     **3-em dash** (11), (12)  
     Time (27)  
     Title page (**11**)  
     Title page of manuscript (1), (27)  
     Title page of published document (27)  
     Trade **name** waiver (27)  
     Trade names (27)  
     Twentyfour-hour system (27)  
     2-em dash (11)  
     Typographical specifications (**44**)  
     Undated publication (5), (20)  
     Underline **code** (12)  
     Units (38)  
     Units of measure (3). (27). (38)  
     Use of parentheses with text citations (26)  
     Versus (7)  
     Virgule (24)  
     Volume **number** in citation (26)  
     Volume number of reference (21)  
     Wordiness (28)  
     Wards with prefixes (14)  
     Yield measurements (28)