



Green Ink Style Guide

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Contents

Introduction	5
Writing style and choice of words	6
Avoiding use of sexist/racist language	6
Spelling	8
Plurals	9
Country names	9
Scientific nomenclature	10
Chemical compounds/trade names	11
Internet terms	11
Abbreviations and acronyms	12
Punctuation	13
Full stops	13
Commas	13
Semicolons	14
Colons	14
Parentheses/brackets	14
En rules	14
Hyphens	15
Apostrophes	16
Quotation marks/inverted commas	16
Elipses	17
Numbers	17
Units	18
Dates	18
Time	18
Currencies	19
Capitalization	19

Italics 19

Lists 20

Random lists/bullets 20

Numbered lists 20

Tables 20

Figures 21

Boxes 21

Cross references 21

Footnotes/endnotes 22

Copyright 22

References and bibliography 23

Text citation 23

Arrangement of entries in list 23

Basic rules for formatting references 24

Examples of styling of references 25

Appendix 1. Writing well 29

Simple language and direct expression 29

Unnecessary and difficult words 29

Double negatives 30

Active and passive voices 30

Personal pronouns 30

Nouns from verbs 31

Compound nouns 31

Long sentences 32

Errors of meaning and form 33

Jargon 33

Incorrect use of common expressions 33

Appendix 2. Guidelines on non-sexist language 35

Man as a verb 35

Man as a prefix 35

Man as a suffix	35
The pronoun problem	36
Assigning gender to gender-neutral terms	36
Gratuitous modifiers	36
Personification	37
Girls, ladies, females, women	37
Describing women by appearance	37
Trivializing	38
Names and titles	38
Mrs, Miss and Ms	38
Correspondence	38

Appendix 3. Acronym list 39

Appendix 4. Common and Latin names 83

Appendix 5. Guidelines on alphabetical listing of non-Western/prefixed names 85

De, Le, Van, Von etc.	85
Mac and Mc	85
O'	85
Arabic names	86
Chinese names	86
Japanese names	86
Indonesian names	86
Malay names	86
Thai names	87
Portuguese names (including Angolan, Brazilian, Mozambican)	87
Spanish names	87

Introduction

This is a guide to Green Ink preferred style. It should be used when no client's house style is provided or when what is supplied does not address specific issues. It is a working document, not a definitive statement, and changes in style or new material can be added as issues arise, bearing in mind the need to keep it short.

The aim of this guide is to indicate our preferences where there are no set rules on what is right or wrong, and to act as a quick reference for common points of inconsistency or uncertainty. It is by no means intended to cover every detail; there are several very comprehensive guides that give information on copy-editing in general, and on specific rules of grammar, spelling etc. In this respect the key documents you should refer to for further clarification include:

The Concise Oxford English Dictionary, Eleventh Edition, Oxford University Press, Oxford, 2004

Copy-editing, Judith Butcher. 3rd Edition, Cambridge, CUP, 1996

The Chicago Manual of Style, 14th Edition, Chicago, University of Chicago Press, 1993

CBE Manual for Authors, Editors and Publishers. Council of Biology Editors. 6th Edition, CUP, 1994

The Complete Plain Words, Sir Ernest Gowers (revised by Sidney Greenbaum and Janet Whitcut), HMSO, 1986

Pointers for more detailed information on specific subjects (such as scientific nomenclature) are given within the pertinent section.

Ideas for improvements, additions or removal of information are always welcome – this is your style guide so feel free to comment!

Writing style and choice of words

For detailed information on how to ensure that what you edit and write is clear and concise see Appendix 1 (reproduced with permission from *IPGRI Style Guide*, Version 2, September 2000).

As general rules: use simple words rather than jargon; omit superfluous words and empty phrases; if a technical term is needed in text for a general readership, explain it.

It is fine to split infinitives if it would interrupt the flow not to. Similarly you can start sentences with conjunctions and end them with prepositions if helps the reader/flow of text.

'Which' should be used only to introduce clauses that can be removed from the sentence without impacting the meaning (non-restrictive clauses). 'That' should be used to introduce clauses that have to be included in order for the sentence to make sense (restrictive clauses), e.g.

Plants that flower only once before dying are called annuals.

The flowers, which were red, had a wonderful scent.

Avoiding use of sexist/racist language

Reword any texts that show a sexist or racist bias in terms of content or language, and avoid making generalizations about the characteristics of any nationality or ethnic/racial group. See Appendix 2 for detailed notes on non-sexist language (reproduced with permission from *IPGRI Style Guide*, Version 2, September 2000). Non-sexist alternatives for commonly encountered terms are given below:

Sexist term	Recommended alternative
Businessman	Business manager, executive, head of firm, agent, representative, business traveller: (pl) business community, business people
Cameraman	Photographer, camera operator, (pl) camera crew
Chairman	President or chair Use chairman/chairwoman when an established body is referred to and when a specific known person is meant (spokesman, etc.) For all new bodies set up, use president or chair
Domestics, maids, servants	Domestic workers
Forefathers	Ancestors, forebears
Foreman	Supervisor
Frenchmen, etc.	The French
Freshmen	First-year students

Sexist term	Recommended alternative
Gentleman's agreement	Unwritten agreement, agreement based on trust
Girl Friday, man Friday	Aide, key aide, assistant, helper
Lady	(see text in Appendix 2) Use lady only as a parallel to gentleman. Lady has become debased and its use is often jocular
Man, mankind	People, humanity, human beings, humankind, the human species, the human race, we, ourselves, men and women, <i>Homo sapiens</i> , one, the public, society
Man a project	To staff a project, hire personnel, employ staff
Man power	Staff, labour, work force, personnel, workers, human resources, human power, human energy
Man (as a verb)	Operate, work, staff serve at (or on or in)
Man-hours	Work-hours, labour time
Man-made	Artificial, synthetic, manufactured, of human construction, of human origin, built-up, industrial, human-induced, handmade, hand-built, human-made, fabricated, machine-made
Man-to-Man	One-to-one, one-on-one, person-to-person
Man and the Biosphere	While existing titles of programmes, documents and so forth cannot be changed, avoid man, he, etc. in all cases in new titles
Mother tongue	First language
Mr and Mrs John Smith	Jane and John Smith, Mr and Mrs Smith, Mr and Ms Smith
Spokesman	Spokesperson, representative Use spokesman or spokeswoman when a specific person is intended. Use the nongender-specific term when the reference is indeterminate. This applies to 'man' terms generally
Workman	Worker
Workmanlike	Efficient, skilful

Spelling

Green Ink preferred spelling is UK English but follow the client’s requested preference or whichever variety is used most in the draft.

For UK English spellings, use the *Concise Oxford English Dictionary* (compact online version available at http://www.askoxford.com/dictionaries/compact_oed/?view=uk).

For American English use *Websters New World Dictionary* (online version available at <http://www.m-w.com/dictionary.htm>)

For a useful account of the differences between UK and US English and style see the following link:
http://en.wikipedia.org/wiki/American_and_British_English_differences#Spelling

Use -ize rather than –ise spelling but beware of the following exceptions which are never spelled with a z:

advertise	disfranchise	misprise
advise	disguise	mortise
affranchise	emprise	practise
advertise	disfranchise	misprise
apprise (inform)	enfranchise	precise
arise	enterprise	premise
braise	excise	prise (open)
chastise	exercise	reprise
circumcise	expertise	revise
comprise	franchise	seise (legal term)
compromise	guise	supervise
concise	improvise	surmise
demise	incise	surprise
despise	merchandise	televise
devise	misadvise	treatise

Never change the spelling of proper names to be consistent with the rest of the text. See the acronym list in Appendix 3 for use of z or s in names of specific organiz/sations and for Center/Centre etc.

Use a search and replace for instances of ize/ise, iza/isa etc. but accept each one individually, never do a global replace because of the exceptions and proper names.

Plurals

The plural forms of foreign, especially Latin and Greek, words in English are often confused, e.g. 'criteria' is often used as if it were singular. For some words two plurals are possible, each reserved for a specific context, e.g.:

Singular	Plural
appendix (of a book)	appendixes
appendix (anatomical or zoological term)	appendices
formula (chemical, mathematical)	formulae
formula (definition, recipe)	formulas
index (mathematical)	indices
index (of a book)	indexes

Note also:

Singular	Plural
apparatus	apparatus
biennium	biennia
corrigendum	corrigenda
criterion	criteria
datum	data
erratum	errata
maximum	maxima
minimum	minima

In general, use the Latin plural, e.g. criteria, wherever possible. Watch out in particular for the use of "data". It is the Latin plural and so should take a plural verb: "The data show that..."

Country names

It is important that the correct and up-to-date names of countries are used. For a complete list of definitive spelling/usage of country names go to: <http://www.iso.ch/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html>

Be particularly aware of those country names which should not be anglicized under any circumstances, such as Côte d'Ivoire (not Ivory Coast).

Scientific nomenclature

Genus, species and subspecies are italicised (except when in a title of a book or other text which is in italics, in which case they should be romanized). The genus should take an initial capital and the remainder should be in lower case:

Sesbania sesban, *Meloidogyne incognita*

Family, order, class, phylum/division and kingdom have initial capital and are not italicised:

Leguminosae, Coniferae, Mammalia, Lepidoptera

Abbreviations for species (sp.), more than 1 species (spp.), cultivar (cv.) or variety (var.) should not be italicised.

Ralstonia sp., *Acacia* spp., *Canarium harveyi* var. *novohebridense*

Authority name – not essential but useful – should only be given at the first mention. It may be abbreviated or not:

Euproctis rubricosta Fawc., *Haplothrips gowdeyi* Franklin

Retain the use of brackets if given:

Acanthoscelides obtecus (Say)

(species *obtecus* originally placed in another genus by Say.)

Althea rosea (L.) Cav.

(species originally named by Linnaeus transferred to *Althea* by Cavanilles.)

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

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

Scientific names are often used as common name – usually in lower case – and are not italic, e.g.:

sorghum, eucalyptus, fusarium wilt

See Appendix 4 for lists with the spelling of the common and Latin names of plants/animals/diseases etc. that we regularly encounter in our work. If you can't find what you are looking for there then try the following reliable sources:

Plant
and
animal
names

Global Biodiversity Information Facility:
http://www.secretariat.gbif.net/portal/ecat_search.jsp?nextTask=ecat_search.jsp

Plant names	GRIN database at: http://www.ars-grin.gov/cgi-bin/npgs/html/tax_search.pl Or try the IPNI site: http://www.ipni.org/
Animal names	
Plant diseases	American Phytopathological Society online list of plant diseases www.apsnet.org/online/common
Insect names	Entomological Society of America has a good database at: http://www.entsoc.org/Pubs/Common_Names/index.htm

Chemical compounds/trade names

For chemical compounds, give both the common and the full chemical name at first mention; thereafter, use the common or generic name.

Avoid using trade names – use a generic term instead where possible. If they do appear then trade names should bear the registered trademark symbol.

Internet terms

Capitalize/hyphenate Internet terms as follows:

- the Internet
- the World Wide Web
- the Web
- website
- web page/home page
- e-mail, e-business etc.
- online/offline
- CD-ROM.

All computer programmes should be capitalized as per their registered names: Adobe Acrobat, PowerPoint, Word, WordPerfect etc.

When referring to a website in the text preferably put it in parentheses (www.greenink.co.uk). If it must go as part of the sentence then aim to display it or avoid putting it at the end of a sentence so that there isn't confusion caused by the full stop at the end. Leave http:// or https:// etc. in front of the address if given.

Abbreviations and acronyms

Minimise the use of acronyms and abbreviations. If an acronym only occurs a couple of times in a document then little is gained by using it and it simply confuses the reader. Avoid beginning a sentence with an acronym/abbreviation if at all possible.

Define all acronyms the first time they are used:

The World Health Organization (WHO) ...

They may then be used alone:

According to a WHO spokesperson ...

The exception to this is if the abbreviation or acronym is used more often than the full form (in which case they can be spelled out if wanted but don't have to be). Examples include:

HIV/AIDS	NATO	CD-ROM
EC	UN	DVD
Ph.D.	USA	a.m.
BC	AD	p.m.

Common sense and readability should prevail.

It is generally good practice to spell out acronyms used in preliminary items such as a Foreword, Preface or even Executive Summary again the first time they appear in the main text in case the reader did not read those items.

Avoid using acronyms in headings.

If an abbreviation/acronym can be pronounced (e.g. EFTA, NATO, UNESCO) it does not necessarily require the definite article. Other organizations should usually be preceded by 'the' e.g.: the BBC, the CGIAR, the UNDP.

In tables it is generally better to use acronyms within the table and then spell out the acronyms as a footnote to the table.

Be very careful to get the spelling of the organization correct when spelling out acronyms, especially with regard to ise/ize spellings and centre vs center. See Appendix 3 for a comprehensive list of verified acronyms.

If referring to the plural of an acronym add an "s", e.g. NGOs. Note that most acronyms do not have full stops, e.g. FAO, not F.A.O.

If an acronym is for an organization whose name is in a foreign language then give the definition in the language of origin first and then its English translation afterwards, e.g.:

The Centro Internacional de Mejoramiento de Maíz y Trigo (CIMMYT; the International Maize and Wheat Improvement Center) ...

In the acronym list this should appear as:

CIMMYT Centro Internacional de Mejoramiento de Maíz y Trigo (International Maize and Wheat Improvement Center)

Acronym lists should follow the same capitalization as in the text, e.g.:

CGIAR	Consultative Group on International Agricultural Research
NGO	nongovernmental organization

Punctuation

Punctuation is intended as an aid to clarity of expression. The key reason for punctuation is to assist the reader in understanding the exact meaning. Use the minimum punctuation possible.

Full stops

Leave only one letter space after a full stop at the end of a sentence. Do a search and replace for this before submitting the Word file for layout.

Use full stops for abbreviations such as e.g. and i.e. and M.Sc. and Ph.D. which are true abbreviations not contractions.

Do not use full stops:

- after contractions, i.e. when the last letter of an abbreviated word is the same as that of the original word, e.g. in people's titles, e.g. Mr, Mrs, Ms, Dr, or Ltd (limited company), St (Saint)
- in acronyms, e.g. FAO, UK, USA
- after a heading or a running head.

Commas

Use commas to separate items in a list but not before 'and' in a list (i.e. don't use serial commas):

sheep, goats and oxen

However, if the list includes an item already linked with 'and', then a comma will be needed before the final 'and' to avoid confusion:

Selfridges, Woolworths, Marks and Spencers, and Boots

Commas can also be used to indicate a short pause:

It is a frustrating book, mainly because it is so short.

They can also be used in pairs to 'bracket' words or phrases:

The variety, which tolerated salt, was very valuable.

A comma is normally used after 'however' when used as a conjunct, but not when used as an intensifier:

However, the rainy season is very short.

However hard he tries, he never attains his goal.

A comma is not necessary after an adverbial phrase unless it is required for clarification:

After a period of calm, college students are gradually settling back into their work.

(Not 'calm college students'.)

A comma should not be used after i.e. and e.g.

Semicolons

Use a semicolon to join two main clauses/sentences that are linked because they comment on each other – a colon is not appropriate:

Rigorous safety measures are in force; these reflect the lessons learnt from past mistakes.

Use a semicolon before 'however', 'moreover', 'furthermore', 'nevertheless' when these are used as transitional conjunctions:

Flooding was widespread in the spring; however, crops were protected by hastily built dams.

Colons

Colons are usually used to introduce a list, a long quote or a definition. They follow words that have prepared the reader for what is to come and point forward to an explanation or example:

The main problem facing scientists in this field is not a technical issue but one of perception by others: how to gain acceptance for their work by the general public.

Colons should be followed by a lower-case letter unless followed by a complete sentence:

Land-use planning can be expressed in the following questions: What is the present situation? Is change desirable?

They are also used to introduce a quotation that is not contained within the line, and to introduce lists.

Parentheses/brackets

(When a complete sentence is enclosed in parentheses, its punctuation is also enclosed.)

When only part of a sentence is enclosed in parentheses, punctuation is placed outside (as in this example).

(Use square brackets [if needed] within parentheses.)

En rules

Use spaced en dashes rather than em dashes when used as an alternative to parentheses/commas. They should not be overused; not more than once per paragraph.

An unspaced en rule should be used for all ranges, i.e. in place of the word 'to', e.g. 10–12 years, pp. 36–42.

but they should not be used when the word 'from' appears in front of the numbers, e.g.:

the war lasted from 1988 to 1991.

They should also be used to represent a link between two organizations, e.g. DFID–AHP; or between any linked items of equal standing, e.g. push–pull technology.

Hyphens

Hyphens should be used sparingly.

They should be used in compound adjectives:

6-week mission

35-year-old woman

up-to-date technique

long-term investment

rain-fed ecosystem

but not if the compound adjective follows a noun:

The woman was 35 years old

The technique was up to date

The investment was long term

The ecosystem is rain fed

They may be needed in adjectival phrases to clarify meaning. For example, if you write "neglected crops coordinator" this can mean a coordinator of neglected crops, or a crops coordinator who is neglected. Using a hyphen makes the correct meaning clear:

neglected-crops coordinator

For hyphenation of compound words, refer to the first version given in the OED. The main consideration is consistency and the avoidance of ambiguity. Compile/use a quick ref sheet to keep track of decisions made.

As a general rule do not use hyphens for common prefixes such as un-, non-, multi-, post-, pre-, etc. unless:

- needed to avoid double vowels or triple consonants in less usual compound words which would make the solid form difficult to read, understand or pronounce, e.g. pre-empt
- capitalization is required, e.g. sub-Saharan Africa, non-Asian.

The preferred hyphenation of some of the more common ones we encounter are given below:

nongovernmental	subregion	germplasm
policy-maker/ing	coordinate	sub-Saharan
decision-maker/ing	cooperate	database

Do not hyphenate adverbial clauses such as 'centrally planned economies' or 'environmentally sound development.'

In proper nouns, use upper case for all principal hyphenated words, e.g. European Commission for the Control of Foot-and-Mouth Disease. However, do not capitalize after the hyphen where a prefixed word is used, e.g. Global Confederation of World Food Day Non-governmental Organizations.

Don't add/remove hyphens in proper nouns to make them consistent with the rest of the text.

Apostrophes

Apostrophes either indicate missing letters (can't, won't) or signify possession.

To indicate possession in the singular the apostrophe comes before an s: a reader's letter (the letter of one reader); whilst in the plural it comes after the s: several readers' letters (the letters of several readers).

Do not use an apostrophe when referring to decades, e.g. the 1960s (not the 1960's) since the s denotes the plural, not the possessive; similarly, do not use an apostrophe to form the plural of acronyms (NGOs, not NGO's). Though do use one to indicate possession (e.g. the UN's Director General, Kofi Annan, was reported as saying...)

Note that 'it's' is a contraction of it is, while 'its' is the possessive pronoun, e.g. It's something important, but its importance is relative.

Quotation marks/inverted commas

Single quotes (inverted commas) should be used for enclosing a technical or humorous word, for emphasis or definition of a word or words, and where the intention is 'so-called' or metaphorical, e.g.

The undisputed 'king' of rock...

Double quotes should only be used for direct quotations.

For quotes, punctuation not referring to the quote itself falls outside the quotation marks:

Mr Vinci said he was "very concerned about the state of agriculture in sub-Saharan Africa".

However, where a complete sentence is quoted the full stop should fall within the quotation marks:

Mr Vinci said he was "very concerned about the state of agriculture in sub-Saharan Africa. Donors need to take urgent action."

Exclamation and question marks always appear within the quotes.

Where one quotation appears within another, the outer quotation takes double quotes, and the inner quotation single:

"When we say 'urgent', we mean the day before yesterday," said the originator.

When a quotation is interrupted by words such as 'she said', a comma inside the quotation marks represents the punctuation in the original speech:

"We will do it by Friday," she said, "so the deadline will be respected."

If, however, the words quoted are continuous, then the comma does not belong to the quotation and goes outside the quotation marks:

"We will do it", she said, "by Friday."

Where there are several consecutive paragraphs of speech, open quotation marks at the beginning of the first and every following paragraph; close the quotation marks only at the end of the final paragraph.

Reported speech does not require quotation marks:

He said he had thoroughly tested the procedures.

Elipses

When indicating an omission in text, use three dots with one letter space before and after ... as here, or four to include the full stop at the end of a sentence.

Numbers

Numbers from one to ten inclusive should be spelled out in text as words, and numbers 11 upwards should be written as numerals, with the following exceptions:

- a number that begins a sentence is always written out as a word, e.g. Fifteen NGOs were present, though try and reword sentences to avoid them starting with a number
- where a number accompanies a unit, e.g. 5 cm, 7 percent, US\$2;
- all numbers with a decimal point should be written as numerals, e.g. 15.6, if the number is below unity then a zero should always be added before the decimal point, e.g. 0.5.
- when numbers above and below 11 are used for comparison in the same sentence, or when they simply appear close to each other in the text, in which case make all the same (either spelled out or numerals whichever is the clearest to the reader), e.g. The number of replies varied, ranging between 2 and 12 per group.

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

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

Spell out ordinal numbers as you would cardinal numbers: third, sixth, ninth, 11th, 25th, 33rd.

Use spaces, not full stops or commas, to denote thousands, millions, etc. (e.g. 5 000, 10 000, 150 000 000). Use hard (non-breaking) spaces to avoid awkward number divisions at the end of lines (press CTRL+SHIFT+SPACEBAR). Always align numbers decimally to the right in tables etc. unless there is a huge variation in values, e.g. 0.0000005 and 1 500 000,

in which case it is best just to right align (as normally the values are for unassociated items in this instance).

Write fractions in words rather than numbers: one third.

For telephone and fax numbers, be consistent in the use of hyphens, parentheses or spaces. Recommended is: +44 (0)1392 678224 (for a number where the zero in the area code is omitted when dialling from abroad, space between prefix and main number).

Units

Use SI units and the metric system (tonnes, hectares, etc.), with equivalents in parentheses if necessary.

There should be a single space between the number and the unit: 1 cm, 6 mm, 5 g, 10 ha. The exceptions are degrees and percentages: 30°C, 5%.

Avoid abbreviating the word litre apart from in tables (as "l" is confusing in text).

Use percent (not per cent or %) in text:

Exports increased by 16 percent in the last quarter.

But use % in tables and graphs, e.g. 16% (with no space between the number and the symbol). Also use % if there are lots of instances in the text and it will make things easier for the reader.

Dates

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

Do not use stops in BC and AD

Do not abbreviate years: 1990, not '90.

A range of dates is normally indicated thus: 1995–1996 or from 1995 to 1996. This implies the whole period from the beginning of 1995 to the end of 1996 inclusive, whereas 1995/1996 implies one crop or fiscal year of 12 months starting in 1995 and ending in 1996.

Do not elide unless specified by the client or there are specific issues with fitting text in a table or something (i.e. use 1995–1996 rather than 1995–96)

Centuries should be written out in full: the twenty-first century.

Time

The use of the 24-hour system is preferred (e.g. 0800 hours, 1330 hours). If it is necessary to use the 12-hour system, use full stops as follows: 8 a.m. and 1.30 p.m.

Currencies

Abbreviations such as US\$ and UK£ may be further abbreviated to \$ and £ if defined in an explanatory note. In these two cases, there is no space between the abbreviation and the amount, e.g. US\$45 000.

Be consistent in usage of currencies in the text. Ask the client to convert all amounts to the same currency so that the reader can make comparison between figures. It is no use if they say that e.g. Sweden donated 10 million Euros and the US donated 250 million dollars. Convert to one or the other.

Capitalization

Avoid excessive use of capital letters in text. Ensure consistency in usage throughout the document. Note decisions made on the quick ref sheet.

Proper nouns and adjectives should have initial capitals.

In headings, subheadings, captions and book titles, use capitals only for the initial letter of the first word and proper nouns.

When referring to a specific case, use a capital letter:

The French Government ruled that

When using a word generically, use a lower-case letter:

All participating governments were asked to comment on the ruling.

Follow the same rule for job titles, i.e. use caps when referring to a specific person, e.g. 'the Prime Minister, Tony Blair...' but lower case when generalizing, e.g. 'the leader of a government is normally called a prime minister or president'

Use a capital letter in recognized place/region names (South Africa, Southeast Asia) but lower case in general areas (northern Europe, southern Africa).

Italics

Use italics for:

- binomial scientific names (see section on scientific nomenclature above)
- mathematical variables (but best to follow author's usage if consistent)
- names of genes
- publication (but not article) titles when referred to in the text, e.g. *The Lancet* is a respected scientific medical journal.
- foreign words and phrases that are not in common use (the meaning of which should follow in parens), e.g. *sangha* (self-help group).

Avoid using italics for emphasis, instead use single quotes.

Lists

If a list is made up of a few short items then it is generally best to keep it run on within the text. For longer items the list should be displayed for clarity. Use bullet lists where the sequence is not important, and numbered lists where there is a hierarchy or the order is important.

Random lists/bullets

Lists entries should use initial lower-case letters with no punctuation except for the final entry, which ends with a full stop:

There are several ways to reduce insect-transmitted diseases:

- use of mosquito nets
- spraying livestock with insecticides
- using bait traps.

When entries consist of complete sentences, begin each with a capital letter and end each with a full stop.

Numbered lists

Numbered lists should only be used where the sequence of events or hierarchy is important, e.g.:

The project was organized in five phases:

1. Problem identification
2. Diagnostic research
3. Technology development and evaluation
4. Technology dissemination
5. Impact assessment.

Numbered list items should always start with an initial cap, but full stops should only be used at the end of the last item, unless the items are full sentences.

Tables

Make sure that a table is necessary and facilitates the reader's understanding of the text and does what it says it does.

Table captions should be succinct and should follow the form:

Table 1.1. Table caption text.

Sources, if any, should be put as a footnote to the table in the following form and should come after any other footnotes:

Source: Smith and Jones (1996).

or

Source: adapted from data collected in mapping exercise by ICRAF.

Column and row headings should be initial cap first word and proper nouns only. Make them bold to differentiate them from the table contents. Units should be in parentheses.

Avoid blanks in tables, insert zero, N/A (not applicable) or an en rule as appropriate to make it clear that data haven't inadvertently been omitted.

Figures

As for tables, make sure that figures do what they say and clearly.

Figures captions should follow the form:

Figure 1. Description of what is shown in figure. Source: adapted from Smith and Jones (1996).

Figure axes labels should be initial cap first word and proper names only. Units should be in parentheses.

Boxes

Box headings (if appropriate) should follow the form:

Box 1. Heading of box

Sources, if any, should be put at the end of the box on a new line in the form:

Source: interview with study leader.

or

Source: adapted from Smith and Jones (1996).

Cross references

Reference citations are dealt with in the references section.

Figures, tables and boxes should take an initial capital when talking about a specific item, e.g.:

- Figure 3 shows...
- See Table 2.1 for...
- A detailed case study is given in Box 6.
- (see Fig. 1.1)

- (see Box on “How X made a difference”)
- (see pp. 6–8)

The word ‘Figure’ should be abbreviated to Fig. unless it is at the beginning of a sentence.

Footnotes/endnotes

Try and avoid footnotes/endnotes if possible. If essential the use superscript numbers to identify and use continuous numbering throughout the document, rather than per section unless otherwise specified.

Copyright

(Ironically, this section is reproduced, with minor adaptations, from the *IPGRI Style Guide*, Version 2, September 2000, with permission)

In general, copyright covers the format and presentation of information or data, not the information itself. You cannot copyright the depth of the sea, for instance, but could copyright a table showing comparative depths at several locations.

When writing, if it is necessary to reproduce material that is copyright, the authorization of the copyright holder (publisher and/or author) must be obtained and acknowledged. Authorization must be obtained for the reproduction of any drawing, diagram, graph, table or photograph, even if the original material has been slightly altered or certain parts have been omitted. In any case, the source of the information should always be cited at the bottom of a table or diagram.

A ‘reasonable’ amount of words may be quoted direct for review or discussion. ‘Reasonable’ is open to interpretation. The legal concept of ‘fair dealing’ differs from country to country. In the UK, for example, permission is not required to reproduce a single prose extract of up to 400 words, or a series of extracts up to a total of 800 words, provided that each is less than 300 words.

All authorizations must be obtained in writing. It is the author’s responsibility to obtain permission. The form of acknowledgement requested by the publisher/copyright owner should be followed.

When editing, if you suspect that a section has been reproduced from elsewhere then query the author/client for them to supply acknowledgement or confirm that it isn’t required.

References and bibliography

The key thing to remember with references is that the idea is to provide the reader with enough information for them to be able to find the material in question and as easily as possible. (Explain this idea to authors when requesting missing reference information if they are reluctant to make the effort to find it.)

If the references are already fairly consistent then use whatever style the author has used, correcting any inconsistencies and using the basic principles/guidelines here to request any missing data/format anything that is unusual. If the references are inconsistently styled then follow the style/rules given here.

Text citation

Text references to entries in the reference list should follow the author–date system and should be in alphabetical order when multiple citations at one time:

(Green et al., 1980; Johnson and Jones, 1975, 1982; Smith, 1978) or

Smith (1990, 1992) reported that...

When there are three or more authors abbreviate to et al. in the text (but not in the bibliography).

When an author has more than one work in the same year use a, b, etc. to differentiate between them, e.g. 2000a, 2000b. In the text this can be shortened to Smith (2000a, b).

Titles of books and journals and names of newspapers should be italicized in the text (do not use inverted commas). Titles of articles and chapters are not italicized.

Personal communications should not be cited in the bibliography but appear only in the text, e.g. (J. Wright, personal communication, 2000).

Arrangement of entries in list

Arrange reference entries alphabetically, with surname(s) of author(s) first and then by date of publication. When the first author is the same in a set of entries with two, three, or more authors, arrange them in the following order:

Smith, R.P. and M.D. Clegg. 1962.

Smith, R.P. and G.T. York. 1950.

Smith, R.P., M.C. Saxena and O.D. Zilch. 1950.

Smith, R.P., J.G. Andrews, R.W. Judd and H. Johnson. 1952.

Smith, R.P., G.T. York and M.D. Clegg. 1970.

(i.e. for two authors follow alphabetization of surnames over dates, for more than 2 authors date takes precedence over alphabetization of second author)

See Appendix 5 for guidelines on alphabeticization of names beginning with St, Van, de la etc. and non-Western names.

Basic rules for formatting references

Abbreviations and contractions: please use the following with full stops and lower or upper case as shown:

Ed./Eds editor/editors

Edn edition

et al. et alii (and others) (Note only to be used in text citations)

p./pp. page/pages

Vol. volume

No. number

Acronyms: organisations and institutions should be spelled out in full if cited as 'author' and/or publisher/producer but an acronym can be used elsewhere in the ref, for example, it is a series such as FAO Technical Report, providing the full name appears either as 'author' or 'publisher/producer'.

Anon: avoid if possible. If no obvious authors or editors exist, use the name of the organisation/institute/corporation. Sometimes it may be appropriate to use the name of the funding body/bodies, e.g. World Bank.

Authors' names: surnames should followed by initials with full points but no space between initials. In multi-author works an 'and' should be used between the last two authors. Do not use et al. in the bibliography, though it should be used for citation in the text for 3 or more authors.

Dates: should be given as 16 June–15 July 1999 or 14–20 July 2000.

Editions and volumes: Volume number should follow title of book; if each volume has a separate title, the title should be given in full. Edition should follow volume if both apply.

Italics: journal and book/report titles and Latin scientific names should be italicized (unless Latin name is in already italicized text in which case it should be roman). Titles of papers and theses are not italicized.

ISBN and ISSN numbers: These should be included at the end of a reference if given as they provide an easy means of locating publications, but don't chase authors for them if not provided.

Online material: For material that is available online, as well as in hardcopy, add a line at the end of the reference with the full web address. See the example under Journal below.

Languages: list all languages in which materials have been produced, unless English only, in square brackets at the end of ref.

Publisher's location: Particularly important for publishers/producers that are relatively obscure. Provide city and country (and state if in US), e.g. John Wiley, Chichester, UK. If there are multiple publishers then put Publisher, Location, Country and Publisher, Location, Country.

Year: This should be in brackets or if not yet published then (in press), (submitted) or (in preparation) as appropriate should be inserted in place of the year, and the author should be queried for if it has been published subsequent to writing of the draft.

Examples of styling of references

Journal articles

Bennison, J.J., Akinbamijo, O.O., Jaitner, J., Dempfle, L., Hendy, C.R.C. and Leaver, J.D. (1999) Effects of nutrition pre-partum and post-partum on subsequent productivity and health of N'Dama cows infected with *Trypanosoma congolense*. *Animal Science*, **68**(4): 819–829. Also available at: <http://www.animalscience.com/vol684/bennison.doc>

Notes: The journal name should be in full in italic, including series if necessary, e.g. *Transactions of the Royal Society (Series A)*.

Volume number in bold, followed by non-bold issue number or month in brackets (if given).

Page range in full, i.e. 455–495

Authored book/report

Van Veldhuizen, L., Waters-Bayer, A. and De Zeeuw, H. (1997) *Developing Technology with Farmers: a Trainer's Guide for Participatory Learning*. Zed Books, London, UK. ISBN: 0 85954 463-X.

Institutional authorship

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

Food and Agriculture Organization (1987) *FAO Production Yearbook 1977*. FAO Basic Data Unit, Statistics Division, Rome, Italy.

Annual reports

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

Edited (rather than authored) book

Scoones, I. and Thompson, J. (Eds) (1994) *Beyond Farmer First: Rural People's Knowledge, Agricultural Research and Extension Practice*. Vol. 1. International Institute of Environment and Development, London, UK and Intermediate Technology Publications Ltd., London, UK.

Paper/chapter in a book/report etc.

Carvalho, G.R. and Hauser, L. (1995) Genetic impacts of fish introductions: an African perspective. pp. 457–493. In: *The Impact of Species Changes in African Lakes* (Pitcher, T.J. and Hart, P.J.B., Eds). Chapman & Hall Fisheries Series No. 18. Chapman & Hall, London, UK.

Hastings, G. (1908, reprinted 1966) The production of *Cajanus indicus* (arhar), pp.196–220. In: *The Farm Products of India* (Rao, D.M. and Murphy, R.E., Eds). Vol. 3. Today and Tomorrow Printer and Publishers, New Delhi, India.

Full edited proceedings

Random, Z. (Ed.) (2005) *Proceedings of the 6th International Conference on Editing*. Cairo, Egypt, 20–23 May 2004. Green Ink, Devon, UK.

Nother, A.N. and Person, A. (Eds) (1982) *Making a Difference*. Proceedings of a Workshop on Sustainable Agriculture. Nairobi, Kenya, 15 June 1982. International Agricultural Research Centre, Nairobi, Kenya.

Note: The title of the publication should be in italic. If the title doesn't indicate the actual name of the workshop/proceedings then add it in as shown in the second example.

The name of the workshop/conference is obviously a proper name and so should have initial caps. Query for proper title of conference as necessary.

The sponsoring institute takes the author's place if there are no editors.

Papers/abstracts within edited proceedings

Riley, L.O. (1997) Title of paper, pp. 97–108. In: *Proceedings of the 6th International Conference on Editing* (Z. Random, Ed.). Cairo, Egypt, 20–23 May 2004. Green Ink, Devon, UK.

Smithers, W. (2003) Title of abstract, p. 8. In: *Proceedings of the 6th International Conference on Editing* (Z. Random, Ed.). Cairo, Egypt, 20–23 May 2004. Green Ink, Devon, UK. [Abstract]

Oral presentations and lectures (including slide and PowerPoint), poster displays

Dillon, B. and Marley, B. (1998) How to talk at conferences – a practical approach. Paper presented at FAO/DANIDA (Food and Agriculture Organization/Danish International Development Agency) Workshop for English-Speaking African Countries. Walvis Bay, Namibia, 5–10 February 1998.

Green, S.T., Brown, J.H. and Yellow, K. (1990) Interesting and little known facts about fish. Poster presented at Conference on Bacterial Diseases of Fish. Stirling University, Stirling, UK, 1–4 June 1990. [Scientific poster]

Note: no italics here as there is no actual 'publication'.

Workshops, seminars, open days, training courses, farmer field schools, exchange visits

Carpenter, E.J. (2000) Pesticide application for control of tsetse. Kakamega Research Station, Kenya, 29 May 1998. [One-Day Training Workshop for 74 Farmers] [Swahili]

Notes: 'Author(s)' should be the workshop/training course leader(s) or speaker(s) or, if not available, then sponsoring/host institution.

Title of workshop/course in lower case with initial capitals for main words if proper name.

Give language of presentation, if not in English, in square brackets

Series reports/papers

Food and Agriculture Organization (1999) *Title of Paper*, p. 6. FAO Technical Series No. 13. FAO, Rome, Italy.

Notes: Series title and number should be roman.

Internal reports

Bloggs, F., Smith, A. and Jones, B. (1987) *How to Improve Reference Styling*. Internal Report. Green Ink, Devon, UK.

Newspaper and magazine articles

Agricultural Correspondent (1987) The state of farming in KwaZulu Natal. *Farmers Weekly*, 13 July. p. 32. [South Africa]

Alias, B. (1990) When will it rain again? *The Kenyan Times*, 6 March. p. 5.

Notes: Author(s) name (if known) or use, for example, Agricultural Correspondent. If no author given then use Anon.

Newspaper/magazine name in italic, with initial capitals for main words.

Include country in which newspaper/magazine is published in square brackets if this is not evident from its title.

Theses and dissertations

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

Notes: Title in lower case, not italic.

Include degree-awarding university and location, giving town/city and county/state – where appropriate – and country.

Internet-only references

National Research Centre (2006) How to study wheat. <http://www.nrc.co.za/wheat>

Gates, B. (1995) Distributing tactical business planning information via the Internet. In: *Proceedings of an FAO Workshop on Internet Applications and Electronic Information Resources*. <http://www.fao.org/>

Notes: If no specific author is given then use the publisher/owner/institution to whom the website belongs.

Year should be the date that the page was last updated/document was uploaded.

Use the title of the webpage as the title if it's a reference to a webpage rather than to a specific document on the web.

If there is no title to the page, no author and no year then it is better to simply cite the appropriate web address at the relevant point in the text rather than having it in the bibliography.

Foreign language titles

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

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

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

At the end of the reference entry indicate the languages in which the document has summaries.

Note that in French titles spacing before and after a colon is used.

Radio and TV programmes

Bolonas, E.J., Mtunu, J. and Stubbs, T. (1998) Improved methods of drying fish. Look Now. Malawi Broadcasting Corporation. 20 November 2000 (09:30) 30 mins. Malawi. [Radio interview] [National] [Chichewa and English]

Notes: Use the performer(s) or reporter(s) name, as the author.

Then comes the title of the particular programme/item, the name of the programme/series if applicable and the station name.

Then the date of broadcast and start time in brackets (24-hour clock local time), and duration.

Include country. Indicate the medium (radio/TV etc.) and area covered: [Local], [National] or [International], in square brackets. When broadcast is in other languages, all languages should be listed, including English, in square brackets.

Video

Pottinger, A.J., Whittome, M. and Daniel, J. (2000) Gliricidia: a story of tree domestication. 18 mins. World Television Ltd., London, UK. [Video]

Notes: Producer(s) or publisher as author. Include duration

When produced in other languages, all languages should be listed, including English, in square brackets

CD-ROM

World Agroforestry Centre (2000) Agroforestry Database. ICRAF, Nairobi, Kenya. UK. [CD-ROM] Also available at <http://www.icraf.org/agroforestrydatabase.dtb>

Appendix 1. Writing well

This appendix presents some simple hints on writing well in English. Good technical writing is clear, concise and precise; it reflects the qualities of science.

Select vocabulary carefully. Use a vocabulary level appropriate for your reader. Research shows that agricultural scientists overestimate reader vocabulary when they write for nonscientists. If you are not certain the reader will understand a technical term, use the term accompanied by a more common synonym or a definition.

Write clear sentences. Sentences should average no more than 20 words, but sentence variety is what counts, both in length and in form. Examine each sentence you write to see if

- all ideas are conceptually related
- the sequence of ideas is logical
- the main idea is easy to find
- subject and object are close to each other.

Vary sentence form. Keep the main clause short and place it at the beginning or end of the sentence.

There are a number of aspects of writing in English that are commonly abused:

- Simple language and direct expression
- Active and passive voices
- Personal pronouns
- Nouns from verbs
- Compound nouns
- Long sentences
- Errors of meaning and form
- Jargon
- Incorrect use of common expressions

Simple language and direct expression

Always choose the simplest way of saying something. Choose a simple word rather than a difficult one; a concrete word over an abstract one; a familiar word over a rare one. Do not be influenced by the modern scientific literature. Much of it is extremely badly written. Never be impressed by a complex, hard-to-understand sentence. It is not a good sentence. Good scientific writing communicates in simple terms, even though the subject may be complicated. Repeated use of unnecessarily difficult, remote language not only prevents the subject being understood, it also makes the text hard to read.

Unnecessary and difficult words

Remember the word 'verbosity'. It is very common, trying to say a thing in a complicated way, usually to make it sound more important. This is very bad style. For example, you can say:

The efficacy of the therapeutic agent utilized was undeniable.

You are then being verbose. Much better if you write:

The drug we used was very effective.

Use simple verbs like 'use' instead of utilize. Cut out phrases like "It is interesting to note that..." Many writing guides and grammar texts give lists of verbose words and the shorter alternatives. Always try to use the easiest expression, and avoid 'buzz words', words that are suddenly popular but are not well defined, such as 'empower', 'bottleneck' and 'sustainable'.

Double negatives

In English you can use two negatives or negative words to make a positive statement. For example: "It is not unlikely."

'Not' is a negative, and so is 'unlikely', so they cancel each other out and mean: "It is likely."

This sort of construction is seen quite often. Most of the time it just gets in the way of plain speech. It is much better to avoid it. There is sometimes a very fine difference in meaning between a positive statement and a double negative statement so be careful changing such constructions and query if unsure. Other examples are:

The total was not unimpressive (It was impressive)

No decrease in numbers of species... (although 'Increase in numbers of species' has a difference in meaning...)

Active and passive voices

Many books on English style will tell you that you should avoid the passive voice because it makes text boring and dull. This can be true, but in scientific style the passive voice is often essential. In the phrase: "We measured the variation" (active), it is clear that the subject (we) did something (measured) to an object (the variation). In the passive voice the object comes first and has something done to it by the subject: "The variation was measured by us." However, in the passive voice you can also say: "The variation was measured." That is, you can leave out the subject. And that is why the passive can be used in scientific style, because most of the time the subject is you, the writer. The subject is not important. Readers do not need to be told that "you measured the variation". They already know that, because your name is on the title page of the paper.

You should try to use the active voice where it fits, because it will add variety and interest to your writing. But you should only do it where the subject is important:

"Stapleton (1985) found that..." not:

"It was found by Stapleton (1985)..."

Personal pronouns

If you use the active voice you will have to say "I" and "We did something". There is nothing wrong with this. If you did the work, or if you think something is right, then you should say it. Do not say "It is felt by us that..." Classical science writing encourages the use of

'impersonal' language, at the expense of readability. Using the personal pronouns sometimes makes a more lively style and easier reading.

Nouns from verbs

These are also called abstract nouns. The overuse of abstract nouns is the single most common fault in science writing today. Research on writing style shows that beyond vocabulary, the greatest barrier to reading and speed comprehension is using nouns instead of verbs: more specifically, hiding verbs in nouns. We call this 'nominalization', and its use the 'nominal' form:

Nominal: Their recommendation was to plant earlier.

Verbal: They recommended earlier planting.

Nominal: Varieties must have tolerance for environmental stresses.

Verbal: Varieties must tolerate environmental stresses.

You can make a noun from a verb quite easily. 'To measure' gives you 'measurement', a normal English word that has its uses, but because it is a noun you have to put a verb with it, e.g. "The measurement was done" [or carried out]. Often it is much easier to use a verb and say that something was measured. So you do not write: "Measurements were carried out on the variation." You write: "The variation was measured." Or, as we have just seen, if the subject is important: "Stapleton (1985) measured the variation."

Other common examples of this are 'production' from 'produce', 'interpretation' from 'interpret'. Using such abstract nouns too often produces long sentences and dull prose. The extra length comes in part from the length of the '-tion' nouns and in part from the need to use extra verbs. The dullness results from the abstractness of these nouns and the usually passive, weak verbs that must go with them. Replacing an abstract noun with a verb gives you more chance to bring the subject into the sentence and make it more alive and specific.

Abstract nouns are extremely common and easy to spot. When you are reviewing your manuscript, highlight all the nouns ending in -tion, -ance, -sion, -ment, -ness and -cy. You will be amazed. Usually you can replace them by rewriting the sentence using the original verb. These changes may also shorten a sentence and put its elements into a clearer sequence. For example, take:

"It is possible that the pattern of herbs now found at the site is a reflection of past disturbances."

Better, and fewer, words say:

"The pattern of herbs found at the site now may reflect past disturbances."

Compound nouns

These are simple to define. They are strings of nouns put together to form a phrase. To some they sound impressive. But in fact they hide the meaning of what you are trying to say, and also make the message unclear or ambiguous. There may be more than one way to interpret what you are saying. Poor writers and poor communicators frequently use these words. Avoid these compound nouns wherever you can. They are very hard to understand and terrible style. Use simple English. Note that compound nouns are usually made up of

nouns from verbs, or abstract nouns. Sometimes you can go back to the verbs and make a proper sentence, with a clear meaning. For example, look at the way you can build up a compound noun. We can start with:

Research,

which leads on to:

Research dissemination,

then:

Research result dissemination,

then:

Research result dissemination improvement,

and:

Research result dissemination improvement methods.

This final phrase is very hard to understand and 'unstring'. It is much easier to use verbs and break it up to say:

Methods of improving the dissemination of the results of research.

Unfortunately, compound nouns are too common in science writing today, and they are a sign of writers with a bad style. Two nouns together are easy enough to understand; more, and the meaning can be lost. As you are looking through the text, mark the places where two or more nouns occur together and go back and try to rephrase the sentences to use verbs instead of the nouns.

Long sentences

Avoid long sentences where you can. Use short sentences instead. However, in scientific papers it is sometimes hard not to use a long sentence. In that case you should go ahead and use one and not worry.

How long is a long sentence? Any sentence that you find is more than two typewritten lines may be too long. However, remember that a mixture of short and long sentences gives variety and interest to writing.

The problem with long sentences is that you have to remember so much before you get the message. There are several different types of too-long sentence. Below are three common examples.

1. Too much information in the sentence

There is so much information all strung together that it is impossible to understand the message. Go back and look for a place to split the sentence up into separate parts. Try to read a long sentence straight through, then ask yourself if you understood it all. The main problem is the lack of punctuation. Breaking the whole thing up often makes the sentence more understandable. It may take up more space, but it is worth the effort because it is clearer.

2. Hiding the subject under conditions

Often you may have a list of conditions that describe the main topic of the sentence, but by including them all you bury the main statement. Sometimes you can make a series of sentences, but at other times it may be better to take the conditions out of the way. You can either start a new sentence after you have said the most important thing, or make a list.

3. Qualifications

This can also be called 'hedging', when you are not certain of the truth of what you are writing, so you use conditional verbs and qualify what you want to say. It is good to say 'perhaps' when you are not sure of something, but it can be taken to extremes. You can still stop short of being too definite by using a single conditional.

Some vague and overused phrases in scientific writing are: "it has long been known", "it is believed", "many aspects of this problem have been debated". Avoid these phrases unless you follow them with specific examples of what is known or believed or debated.

Errors of meaning and form

Make sure you understand the meaning of all the words you are using. Do not use a long word that you think sounds impressive unless you are certain of the meaning. If you have used it wrongly you will look very foolish, and also hide what you are really trying to say. Much better to use several simple words that give the proper meaning and are easily understood. There are also many words in English that look almost the same, but have different meanings.

Jargon

Jargon is defined as "a system of signs or characters having an arbitrary meaning", which means that if you do not know what the jargon stands for, you cannot understand the sense of the sentence. All scientific disciplines have their own special language of technical words, but you must be very careful not to use them in a manuscript without defining them. English has become the 'universal language' of science because so many people understand it nowadays. But it is all useless if the reader cannot understand the specialized terms you are using. You might think that everyone knows what the terms mean, but you will be wrong. Researchers and other readers outside of the field will not understand the terms. So be careful. Review the manuscript to make sure you have defined all the 'jargon' that may be included.

Incorrect use of common expressions

The following words and phrases are frequently used incorrectly in scientific writing. You should strive to use them correctly, to avoid confusion or misunderstanding for the reader.

among, between	When comparing more than two things, use 'among'; for two things, use 'between'
based on	Do not start a sentence with 'based on' because it is almost always incorrect to do so, e.g. " <i>based on</i> the results of the survey, we developed a model for effective conservation measures" is incorrect because 'we' (the subject) were not <i>based on</i> the survey results. Instead, say " <i>given</i> the results of the survey, we developed a model for effective conservation measures".

compare to, compare with	If you compare A <i>to</i> B, you are likening them and suggesting that they are equals. If you compare A <i>with</i> B, then you are pointing out dissimilarities as well as similarities. In almost all cases, 'compare with' is the form required for scientific reports.
due to	This means 'caused by' or 'attributed to'; thus floods can be due to heavy snowmelt, but a meeting cannot be cancelled due to apathy. It can be cancelled 'because of' or 'owing to' apathy. Or, the sentence can be phrased: "cancellation of the meeting was due to apathy"

Appendix 2. Guidelines on non-sexist language

The English language has many words with discriminatory overtones, such as spokesman, mankind, etc. but whilst editing and writing we should aim to use nonsexist language in all materials we work on and create. These guidelines give advice on how to write in English without bias.

Man as a verb

Do not use 'man' as a verb, as in:

The emergency room must be manned at all times.

Work, staff, serve, operate and other alternatives can be used instead:

The emergency room must be staffed at all times.

Man as a prefix

Speakers and writers often use man-prefixed compounds in contexts where man represents males alone or both males and females:

'Will mankind murder Mother Earth or will he rescue her?'

With a little thought this can be replaced by:

'Will human beings murder the Earth or will they rescue it?'

Alternatives for 'man' are humanity and human beings.

Various sex-neutral alternatives to manmade are available, including handmade, hand-built, synthetic, manufactured (in this case man- comes from the Latin *manus*, hand), fabricated, machine-made and constructed.

Manpower is usually replaceable with personnel, staff, work force, available workers, or human resources.

Man as a suffix

'A spokesman of the corporation will meet with the press at 4 p.m.'

can be replaced by:

'A representative of the corporation will meet with the press at 4 p.m.'

Also:

Englishmen are said to prefer tea

can be replaced by:

The English are said to prefer tea.

See the list given in the main guide for additional recommended alternatives.

The pronoun problem

It has been common in English to use the pronouns he, his and him to refer to any unspecified or hypothetical person, e.g.:

'Each farmer received his share'

Using 'he or she' or 'his or her' is very clumsy. The trouble is that it becomes awkward when repeated. A writer can often recast the material in the plural, e.g.

Incorrect:

The learner should not be cut off from his roots; his own culture and traditions should be respected.

Correct - rewritten in the plural:

Learners should not be cut off from their roots; their own cultures and traditions should be respected.

One may also replace the 'he' with 'they' without changing the verb. This may seem grammatically wrong, but, in fact, 'they' was used as a singular pronoun a long time ago, as in Lord Chesterfield's remark (1759),

'If a person is born of a gloomy temper ... they cannot help it.'

So, use 'they' instead of 'he'.

Pronouns may also be eliminated by repeating the noun they refer to, but again this can sound clumsy. A synonym for the word may be also be used.

Instructions or practical advice can avoid the problem by addressing the reader directly, e.g. 'The warehouse store is another way for you to curb your food bills.'

'One' or the passive voice sometimes serves as a third-person pronoun.

Assigning gender to gender-neutral terms

The assignment of gender to common-gender nouns may distort the information being presented, such as when terms like 'immigrants', 'settlers' and 'farmers' are used in contexts that refer to males only. Many farmers in the developing world are women. According to United Nations estimates, women produce 60 to 80% of the food supply in Africa and Asia. Nevertheless, many people will be surprised and even confused by a statement such as 'The farmer showed she knew more than the scientist'.

Gratuitous modifiers

Gratuitous modifiers often slip into writing as a result of prejudice or out of habit, such as 'women scientists', 'women students', a 'woman photographer'. In most cases such sex-specific modifiers can be deleted.

Personification

Many nouns in English are traditionally (not grammatically) given a sex. Cars and ships are frequently called 'she'. Instead use 'it'. Do not write 'sister Centre/Institute', instead use 'related Centre' or 'sibling Centre', or change the sentence.

Girls, ladies, females, women

These words have strong overtones: of immaturity and dependence in the case of 'girl'; of decorum and conformity in the case of 'lady'. They can be very offensive, such as:

'I'll have my girl make some copies right away'.

'Lady' is not a synonym for 'woman'. 'Lady' is used most effectively to evoke a certain standard of propriety, correct behaviour, or elegance. Examine the use of these words very carefully. However, 'Ladies' may safely be used in 'Ladies and gentlemen'.

Used either as a noun or an adjective, 'female' is appropriate when the corresponding choice for the other sex would be male:

'The cow had her calves last night: three females and two males.'

'Woman' is the most useful all-around word for referring to an adult female person.

'The project team of seven women and five men was chosen quickly.'

Traditionally, women tend to be seen as wives, whereas men are called 'men' more often than 'husbands', which is the appropriate parallel term. 'Spouse' is a gender-neutral word. If the husband is working then his spouse is his wife. If the wife is working then her spouse is her husband.

To 'father' (the biological act of insemination) is disappearing. A new word, parenting, is gaining acceptance.

Note also the following error:

Incorrect:

Research scientists often neglect their wives and children.

(Thus the scientists must be men)

Correct:

Research scientists often neglect their families.

(So that the scientists may be men or women)

Used as a noun, 'woman' connotes independence, competence and seriousness of purpose as well as sexual maturity.

Describing women by appearance

Emphasis on the physical characteristics of women is offensive in contexts where men are described in terms of achievements or character.

It is still common to come across gratuitous references to a woman's appearance in contexts where similar references to a man would be ludicrous.

Trivializing

Language used to describe women's actions often implies that women behave more irrationally and emotionally than men, for example:

It seems women 'bicker' but men 'disagree'

Names and titles

Women are frequently referred to by their first names in circumstances where men are called by their last names, in particular in the titles of papers and books. There is no reason for this and it should be avoided if possible. However, some women prefer to use their first names to avoid possible confusion. This is a matter of personal preference. Unless specifically requested, use initials only. The impression created, intentionally or not, is that women merit less serious consideration, less respect. Thus do not write:

Dr J.D. Morgan and Dr Judith James.

Mrs, Miss and Ms

Because many people feel strongly about social titles, the obvious and courteous solution for anyone writing about or to a particular woman is to follow her preference. If this is not known, use 'Ms'.

Correspondence

The salutation 'Dear Sir or Madam' is permissible but clumsy. 'To the addressee' or 'To whom it may concern' can be better.

Appendix 3. Acronym list

(adapted from ISNAR's online acronym list)

Please send any verified additions (i.e. have checked official website/have official documentation from organization) or corrections to Becky so she can update the list.

Translations of the full version are given beneath the English version where appropriate. If there is an official acronym in another language then that is given in parens after the full version directing you to the appropriate acronym (e.g. under ACDI you'll see (Eng. CIDA). In an English document you should therefore use the English version (CIDA) without the French version spelled out. For organizations where there isn't an alternative acronym the original language version should be spelled out first, followed by the English translation, as explained in the Acronyms section in the style guide.

AAASA	Association for the Advancement of Agricultural Sciences in Africa (Ethiopia) Association pour l'avancement en Afrique des sciences de l'agriculture Asociación para el Progreso de las Ciencias Agrícolas en Africa
AAB	Association of Applied Biologists
AAECP	Asian–Australian Economic Cooperation Program
AARD	Agency for Agricultural Research and Development (Indonesia)
AARINENA	Association of Agricultural Research Institutions in the Near East and North Africa
AAU	Association of African Universities Associations des universités africaines (for official Arabic name, see website)
ABSP	Agricultural Biotechnology for Sustainable Productivity (MSU, USA)
ABU	Ahmadu Bello University (Nigeria)
ACC	Agri Chain Competence Center (The Netherlands; see also AKK)
ACCT	Agence de coopération culturelle et technique (France) Note: nowadays replaced by the AIF Agency for Cultural and Technical Cooperation Agencia de Cooperación Cultural y Técnica
ACDI	Agence canadienne de développement international (Eng.: CIDA)
ACIAR	Australian Centre for International Agricultural Research Centre australien pour la recherche agricole internationale Centre Australiano para la Investigación Agrícola Internacional
ACMV	African cassava mosaic virus
ACNFP	Advisory Committee on Novel Foods and Processes (MAFF-UK)
ACP	African, Caribbean and Pacific (group of states having signed the Lomé Convention, see CTA)

	Afrique-Caraïbes-Pacifique (groupe des pays signataires de la Convention de Lomé, voir aussi CTA)
ACSAD	Arab Centre for the Study of Arid Zones and Dry Lands (Syria) Centre arabe pour l'étude des zones et terres arides Centro Arabe para el Estudio de las Zonas y Tierras Aridas
ACTN	African Conservation Tillage Network
ACTS	African Centre for Technology Studies
ADAA	Australian Development Assistance Agency (1974–1977; preceded ADAB; precursor of AusAID)
ADAB	Australian Development Assistance Bureau (1977–1987; preceded AIDAB; precursor of AusAID)
ADB	Asian Development Bank (Fr. & Sp.: BAD)
ADB or AfDB	African Development Bank Group (Fr. & Sp.: BAfD)
ADEA	Association for the Development of Education in Africa Association pour le développement de l'éducation en Afrique
ADF	African Development Fund (Fr. & Sp.: FAD)
ADI	Agricultural Development Institute (South Africa)
ADIPA	Association of Development Research and Training Institutes of Asia and the Pacific (Malaysia) *Association des instituts de recherche et de formation pour le développement de l'Asie et du Pacifique
ADPIC	Aspects des droits de propriété intellectuelle touchant au commerce (Fr.: TRIPs; Sp.: PIRC)
ADRAO	Centre du riz pour l'Afrique formerly Association pour le développement de la riziculture en Afrique de l'Ouest now (Eng.: WARDA, CG center, Côte-d'Ivoire)
AEZ	agroecological zone
AfDB or ADB	African Development Bank (Fr. & Sp.: BAfD)
AFESD	Arab Fund for Economic and Social Development (Fr.: Ligue des Etats Arabes)
AFITA	Asian Federation for Information Technology in Agriculture (CAAS, China)
AFLP	amplified fragment length polymorphism
AfNet	African Network for Soil Biology and Fertility
AFSRE	Association for Farming Systems Research and Extension (South Africa)
AFTP	agroforestry tree products

AGBIOS	Agriculture and Biotechnology Strategies (Canada)
AGCD	Administration générale de la coopération au développement (Belgium) (Eng.: BADC)(Nl.: ABOS) now DGCI/DGIS/DGIC)
AGERI	Agricultural Genetic Engineering Research Institute (Egypt)
AGFUND	Arab Gulf Programme for the United Nations Development Organizations (Saudi Arabia) Programme du Golfe arabe pour les organisations de développement des Nations unies
AGIR	Projet d'amélioration de la gestion dans les instituts de recherche
AGRALIN	Agrarisch Literatuur Informatiesysteem Nederland (the Agricultural Bibliographic Information System of the Netherlands ,Wageningen UR Library, The Netherlands)
AGRIS	Agricultural Information System (FAO)
AGROPOLIS (France)	Association d'établissement de recherche et d'enseignement supérieur en agronomie avec une spécificité pour les zones méditerranéennes et tropicales (Association of agricultural research and teaching institutes focusing specifically on Mediterranean and tropical zones)
AGROVOC	Multilingual thesaurus of agricultural terminology
AHI	African Highlands Initiative
AHP	Animal Health Programme (DFID)
AHP	analytic hierarchy process
AIARC	Association of International Agricultural Research Centers
AIARD	Association for International Agriculture and Rural Development
AICARDES	Association of Arab Institutes and Centres for Economic and Social Research *Association des instituts et des centres arabes pour les recherches économiques et sociales
AIDAB	Australian International Development Assistance Bureau (1987–1995; precursor AusAID)
AIDS	acquired immune deficiency syndrome
AIF	Agence intergouvernementale de la Francophonie Note: successor of the ACCT, since 1997 (Hanoi) and 1999. See also OIF.
AIM	Asian Institute for Management (The Philippines)
AISA	Association ivoirienne des sciences agronomiques, Côte d'Ivoire

AISI	African Information Society Initiative (UNECA) Initiative société africaine à l'ère de l'information
AIT	Asian Institute of Technology
AITEC	African IT (Information Technology) Exhibitions and Conferences
AKIS	agricultural knowledge and information system
AKK	Agro Keten Kennis (The Netherlands) (Eng.: ACC : Agri Chain Competence Center)
ALCA	Área de Libre Comercio de las Américas Área de Livre Comércio das Américas (ALCA) Fr. : Zone de libre-échange des Amériques (ZLEA) Eng.:Free Trade Area of the Americas (FTAA)
ALÉNA	Accord de libre-échange nord-américain Eng.: NAFTA Sp.: TLCAN
AMARC	Association mondiale des radiodiffuseurs communautaires Asociación Mundial de Radios Comunitarias (World Association of Community Radio Broadcasters)
AMIS	Arabica Coffee Making Information System (Cameroon)
AMSCO	African Management Services Company (The Netherlands)
ANAFE	African Network for Agroforestry Education
ANAPO	National Association of Oilseed Producers (Brazil) Asian
ANGOC	Non-governmental Organizations Coalition
ANOVA	one-way analysis of variance
ANPEI	Associação Nacional de Pesquisa e Desenvolvimento das Empresas Industriais (Brazil)
ANSAD	Arab Network for Sustainable Agricultural Development
ANVAR	Agence nationale de la valorisation de la recherche (France)
ANVAR	Agence nationale de la valorisation des résultats de recherche (Burkina Faso) (not verified)
AOAD	Arab Organization for Agricultural Development (Sudan) Organisation arabe pour le développement agricole
APAARI	Asia-Pacific Association of Agricultural Research Institutions (Thailand)
APAFRI	Asia-Pacific Association of Forestry Research Institutions
APARIS	Asia-Pacific agricultural research information system

APCoAB	Asia-Pacific Consortium on Agricultural Biotechnology
APROSCELLO	Asociación de Productores de Semilla Certificada de los Llanos Occidentales (Venezuela)
ARA	Agricultural Research Authority (Yemen)
ARC	Alliance for Rabies Control(UK)
ARC	Agricultural Research Council (Croatia, South Africa, Zimbabwe)
ARC	Agricultural Research Center (Egypt,)
ARC	Agricultural Research Corporation (Sudan)
ARD	agricultural research for development
AREA	Agricultural Research and Extension Authority (Yemen)
AREEO	Agricultural Research, Education, and Extension Organization (Iran)
ARETP	Agricultural Research, Extension, and Training Project (Sudan/World Bank)
AREX	Department of Agricultural Research and Extension (Zimbabwe)
ARI	agricultural research intensity
ARI	Agricultural Research Institute(Cyprus, Lebanon)
ARI	advanced research institution
ARIC	Agricultural Research Information Centre (Uganda)
ARIS	information system for agricultural research
ARMT	Agricultural Research and Management Training (SACCAR–ESAMI–ISNAR project)
AROW	Agricultural Research Organizations on the WEB
ARRC	Animal Resources Research Corporation (Sudan)
ARS	Agricultural Research Service (/USDA - USA)
ART	Agricultural Research Trust (Zimbabwe)
ASARECA	Association for Strengthening Agricultural Research in Eastern and Central Africa
ASB	Alternatives to Slash and Burn (system-wide CGIAR program; ICRAF and Cornell University)
ASDI	Agence suédoise de coopération internationale au développement Agencia Sueca de Cooperación Internacional para el Desarrollo(Eng.: SIDA)
ASEAN	Association of South-East Asian Nations (Singapore)

ASI	Animal Science Institute (Pakistan)
ASOCON	Asian Soil Conservation Network
ASSINSEL	International Association of Plant Breeders
ASTI	agricultural science and technology indicators
ATBI	All Taxa Biodiversity Inventory
ATC	Applied Technology Centre (India)
ATM	accord de transfert de matériel Acuerdo de Transferencia de Materiales (Eng.:MTA)
ATO-DLO	Instituut voor Agrotechnologisch Onderzoek (DLO-The Netherlands) Agrotechnological Research Institute
ATSAF	Arbeitsgemeinschaft Tropische und Subtropische Agrarforschung (Germany) Council for Tropical and Subtropical Agricultural Research
AUB	American University of Beirut (Lebanon)
AusAID	Australian Agency for International Development
AUVEC	African Universities Veterinary E-learning Consortium
AVRDC	Asian Vegetable Research and Development Center
AVU	African Virtual University
BAD	Banque asiatique de développement Banco Asiático de Desarrollo(Eng.: ADB):
BADC	Belgian Administration for Development Cooperation (Fr.: AGCD) (NI.: ABOS) (Note: now replaced by DGIC)
BafD	Groupe de la Banque africaine de développement Banco Africano de Desarrollo(Eng.: AfDB):
BARC	Bangladesh Agricultural Research Council
BARI	Bangladesh Agricultural Research Institute
BASIC	Building African Scientific and Institutional Capacity
BAU	Beijing Agricultural University (China)
BCPC	British Crop Protection Council
BDD	British Development Division
BID	Banco Interamericano de Desarrollo Banco Interamericano de Desenvolvimento Banque interaméricaine de développement(Eng.: IDB)

BIFAD	Board for International Food and Agricultural Development
BIO-EARN	East African Regional Program and Research Network for Biotechnology, Biosafety, and Biotechnology Policy Development (supported by SIDA-Sweden)
BIOTASK	CGIAR's taskforce on biotechnology
BIRD/La Banque mondiale	Banque internationale pour la reconstruction et le développement (Eng.: IBRD; Sp.: BIRF)
BIRF	Banco Internacional de Reconstrucción y Fomento (Eng.: IBRD; Fr.: BIRD)
BMZ	Bundesministerium für Wirtschaftliche Zusammenarbeit und Entwicklung (Germany) Eng.: Federal Ministry for Economic Cooperation and Development (Germany) Fr. :Ministère fédéral de la coopération économique et du développement (Allemagne) Sp.: Ministerio Federal de Cooperación Económica y Desarrollo de Alemania
BORIF	Bogor Research Institute for Food Crops (Indonesia)
BRC	Biotechnology Research Institute of CAAS (China)
BRII	Bangladesh Rice Research Institute
BRTI	Biomedical Research and Training Institute (based in Zimbabwe)
BSF	Belgian Survival Fund
BTA	Biotechnology Trust Africa (Kenya)
BTG	British Technology Group
BUROTROP	Bureau pour le développement de la recherche sur les oléagineux tropicaux pérennes (France) Bureau for the Development of Tropical Perennial Oil Crops
Bt	Bacillus thuringiensis
CAADP	Comprehensive Africa Agriculture Development Programme
CAAS	Chinese Academy of Agricultural Sciences
CABI	CAB International or Centre for Agricultural Biosciences International
CABI ARC	CAB International Africa Regional Centre (Kenya)
CACAARI	Central Asian and Caucasian Association of Agricultural Research Institutes
CAFT	Center for Advanced Food Technology (Rutgers University, USA)
CamBioTec	Canada-Latin America Initiative on Biotechnology for Sustainable

	Development
CAPE	Community-based Animal Health and Participatory Epidemiology
CARC	Canadian Agri-Food Research Council (Fr.: CRAC)
CARDI	Caribbean Agricultural Research and Development Institute Institut de recherche et de développement agricoles des Caraïbes
CARE– today	Cooperative for Assistance and Relief Everywhere, Inc. CARE International , a confederation of 11 separate member organizations, Secretariat in Brussels, Belgium CARE Australia CARE Canada CARE Danmark (Denmark) CARE Deutschland (Germany) CARE France CARE Japan CARE Nederland (The Netherlands) CARE Norge (Norway) CARE Österreich (Austria) CARE International UK CARE USA
CARICOM	Caribbean Community Communauté des Caraïbes Comunidad del Caribe
CARIS	Current Agricultural Research Information System (FAO)
CARP	Council for Agricultural Research Policy (Sri Lanka)
CARP	Centre for Agricultural Research Programming (Indonesia)
CARPE	Central African Regional Program for the Environment
CAS	Central Advisory Service (on Proprietary Technology) (CGIAR)
CASDC	Committee on Agricultural Sustainability for Developing Countries
CASER	Center for Agro-Socio-Economic Research
CATIE	Centro Agronómico Tropical de Investigación y Enseñanza (Costa Rica) Tropical Agriculture Research and Education Center
CAZS	Centre for Arid Zone Studies (Wales)
CBE	Convention sur le brevet européen (Eng.: EPC) Convención Europea de Patentes
CBD	Convention on Biological Diversity
CBN	Cassava Biotechnology Network (CIAT-based)
CBNRMN	Community-Based Natural Resource Management Network Fr.: Gestion des ressources naturelles en partenariat avec les autorités communales

	De: Das Netzwerk für die gemeinschaftliche Nutzung natürlicher Ressourcen
CBO	community-based organization
CCAP	Center for Chinese Agricultural Policy(CAAS)
CCIA	Corporación Colombiano de Investigación Agropecuaria
CDA	Coconut Development Authority (Sri Lanka)
CD-ROM	compact disc read only memory Fr: disque compact à mémoire morte
CDC	Center Directors' Committee (CGIAR)
CDC	Commonwealth Development Corporation (UK)
CDM	Clean Development Mechanism
CDRI	Crops Diseases Research Institute (Pakistan)
CDS-ISIS	Computerized Documentation System—Integrated Set for Information System
CDT	Cotton Development Trust (Zambia)
CECAT	China–Europe Centre for Agricultural Technology
CEDAF	Centro para el Desarrollo Agropecuario y Forestal (Dominican Republic) (Center for Agricultural and Forestry Development)
CEDAF	Central de Ensino e Desenvolvimento Agrário de Florestal (Brazil)
CEDEAO	Communauté économique des États de l'Afrique de l'Ouest Comunidad Económica de los Estados de Africa Occidental (Eng. ECOWAS)
CEF	Centro de Experimentação Florestal (Mozambique)
CEH	Centre for Ecology and Hydrology (UK)
CEMAGREF	Institut de recherche pour l'ingénierie de l'agriculture et de l'environnement (France) (Centre national du machinisme agricole, du génie rural, des eaux et des forêts)
CENARGEN	Centro Nacional de Pesquisa em Recursos Genéticos e Biotecnologia (Brazil) National Research Center for Genetic Resources and Biotechnology
CENIAP	Centro Nacional de Investigaciones Agropecuarias (Venezuela)
CENICAFE	Centro Nacional de Investigaciones de Café (Colombia)
CENPRO	Center for the Promotion of Exports (Costa Rica)
CENRADERU	Centre national de la recherche appliquée au développement rural

(FOFIFA)	(Madagascar)
CENTA	Centro Nacional de Tecnología Agropecuaria y Forestal (El Salvador)
CEPAL	Comisión Económica para América Latina y el Caribe
CERAAS	Centre d'étude régional pour l'amélioration de l'adaptation à la sécheresse (Senegal) Centre of Research for the Improvement of Drought Adaptation
CFC	Common Fund for Commodities
CFDT	Compagnie française pour le développement des fibres textiles (France)
CFWR	Center for Forestry and Wildlife Research (Mozambique)
CGIAR	Consultative Group on International Agricultural Research (Fr.: GCRAI; Sp.: GCIAI)
CGPRT Centre	Regional Coordination Centre for Research and Development of Coarse Grains, Pulses, Roots and Tubers (UN/ESCAP)(Indonesia)
CGRFA	Commission on Genetic Resources for Food and Agriculture (FAO)
CIAAB	Centro de Investigaciones Agrícolas "Alberto Boerger", the precursor of today's INIA-La Estanzuela regional office, still called Estación experimental "Alberto Boerger" (Uruguay)
CIAD	Center for Integrated Agricultural Development (BAU, China)
CIARA	Fundación para la Capacitación e Investigación Aplicada a la Reforma Agraria (Venezuela) (Foundation for Training and Applied Research in Agrarian Reform)
CIAT	Centro Internacional de Agricultura Tropical (CG center, Colombia) International Center for Tropical Agriculture Centre international d'agriculture tropicale
CIBC	CAB International Institute of Biological Control (United Kingdom)
CID	comprehensive institutional development (Fr.: DIG)
CIDA	Canadian International Development Agency (Fr.: ACDI)
CIDIAT	International Center for Integrated Development of Land and Water
CIEH	Comité interafricain d'études hydrauliques
CIFAP	Center for International Food and Agricultural Policy (University of Minnesota, USA)
CIFOR	Center for International Forestry Research (CG center, Indonesia) *Centre de la recherche forestière internationale
CIGB	Centro Ingeniería Genética y Biotecnología (Cuba)
CIHEAM	Centre international de hautes études agronomiques

méditerranéennes

CII	Confederation of Indian Industry
CIIA	Centro internacional de Investigación Agrícola (Eng.: IARC; Fr.: CIRA)
CIID	Centro Internacional de Investigaciones para el Desarrollo (Canada) (Eng.: IDRC; Fr.: CRDI)
CIIFAD	Cornell International Institute for Food, Agriculture, and Development
CILSS	Comité permanent inter-États de lutte contre la sécheresse dans le Sahel Permanent Interstate Committee for Drought Control in the Sahel
CIMMYT	Centro Internacional de Mejoramiento de Maíz y Trigo (CG center, Mexico) International Maize and Wheat Improvement Center Centre international d'amélioration du maïs et du blé
CIP	Centro Internacional de la Papa (CG center, Peru) International Potato Center Centre international de la pomme de terre
CIPEA/ILCA	(cf. ILRI)
CIPR	Community Intellectual Property Rights (Fr. & Sp.: DCPI)
CIRA	Centre international de recherche agronomique (Eng.: IARC; Sp.: CIIA)
CIRAD	Centre de coopération internationale en recherche agronomique pour le développement (France)
CIRAD-ca	Département des cultures annuelles (Annual crops)
CIRAD-cp	Département des cultures pérennes (Tree crops)
CIRAD-flhor	Département des productions fruitières et horticoles (Fruit and horticultural crops)
CIRAD-emvt	Département d'élevage et de médecine vétérinaire (Animal production and veterinary medicine)
CIRAD-forêt	Département des forêts (Forestry)
CIRAD-tera	Département des systèmes agroalimentaires et ruraux (Territories, environment and people)
CIRAD-amis	Département des méthodes pour l'innovation scientifique (Advanced methods for innovation in science)
CIRAD-GERDAT	(old, discontinued)— Département de gestion, recherche, documentation et appui technique
CIRES	Centre ivoirien de recherches économiques et sociales (Côte d'Ivoire)

CIRPG	Conseil international des ressources phytogénétiques Sp.: Consejo Internacional de Recursos Fitogenéticos (Eng.: IBPGR) (replaced by IPGRI)
CITET	Centre international des technologies de l'environnement de Tunis
CLACSO	Latin American Council of Social Science
CLAN	Cereal and Legumes Asia Network (ICRISAT)
CMA	Conseil mondial de l'alimentation (UN, France) (Eng.: WFC)
CMAWCA	Conference of the Ministers of Agriculture in West and Central Africa
CNA	Consejo Nacional Agropecuario (Mexico)
CNEARC	Centre national d'études agronomiques des régions chaudes (France)
CNPAT	Centro Nacional de Pesquisa de Agroindústria Tropical (/Embrapa, Brazil)
CNPMA	Centro Nacional de Pesquisa e Meio Ambiente (/Embrapa, Brazil)
CNRA	Centre national de recherche agronomique (Côte d'Ivoire)
CNRS	Centre national de la recherche scientifique (France)
CNRST	Centre national de la recherche scientifique et technique (Burkina Faso)
CNUED	Conférence des Nations unies sur l'environnement et le développement (également appelée « Sommet de la terre »—Rio de Janeiro, 1992) (Eng.: UNCED; Sp.: CNUMAD)
CNUMAD	Conferencia de Naciones Unidas sobre Medio Ambiente y Desarrollo (también conocida como "Cumbre de la Tierra"—Rio de Janeiro 1992) (Eng.: UNCED; Fr.: CNUED)
COFUPRO	Coordinadora Nacional de las Fundaciones Produce (Mexico)
COL	Commonwealth of Learning
COMTA	Comisión Mesoamericana de Tecnología Agrícola
CODESRIA	Council for the Development of Economic and Social Research in Africa
CODRI	Committee of Directors of Research Institutes
COMMUTECH	Community Technology Development Association Association communautaire de développement technologique Asociación de Desarrollo de Tecnologías Comunitarias
CONACYT	Consejo Nacional de Ciencia y Tecnología (Mexico)
CONCYTEC	Consejo Nacional de Ciencia y Tecnología (Peru)

CONDESAN	Consortio para el Desarrollo Sostenible de Ecoregión Andina Consortium for Sustainable Development of the Andean Ecoregion
CONIAF	Consejo Nacional de Investigaciones Agropecuarias y Forestales (Dominican Republic)
CONITTA	Comisión Nacional de Investigación y Transferencia de Tecnología Agropecuaria (Costa Rica)
CONICYT	Comisión Nacional de Investigación Científico y Tecnológica (Chile) National Council for Scientific and Technological Research
CORAF	Conseil Ouest et Centre africain pour la recherche et le développement agricoles (Eng: WECARD)
CORECA	Consejo Regional de Cooperación Agrícola de Centroamérica, México, Panamá y la República Dominicana
CORI	Coffee Research Institute (Uganda)
CORPOICA	Corporación Colombiana de Investigación Agropecuaria
COSUDE	Agencia Suiza para el Desarrollo y la Cooperación (Switzerland) (Eng. SDC; German: DEZA; Fr.: DDC; Italian: DSC)
COTA	Collectif d'échanges pour la technologie appropriée (Belgium)
COTESU	Swiss Technological Cooperation Agency
CPD	continuing professional development
CPHP	Crop Post-Harvest Programme (DFID)
CRAC	Conseil de recherches agro-alimentaires du Canada (Eng.: CARC)
CRBP	Centre for Research on Bananas and Plantain (Cameroon)
CRDI	Centre de recherches pour le développement international (Canada) (Eng.: IDRC)
CRI	Coconut Research Institute (Sri Lanka)
CRIG	Cocoa Research Institute, Ghana
CRIN	Cocoa Research Institute, Nigeria
CRT	Commission of Research and Training, Tanzania (see also DRT)
CSARD	Certificate in Sustainable Agriculture and Rural Development
CSC	Commonwealth Science Council (UK)
CSI	Consortium for Spatial Information for Agricultural Research
CSIR	Council for Scientific and Industrial Research—in a number of Commonwealth countries. Note: Acronym is still in use, but institutions in a number of countries (Australia, South Africa , etc.) now go under different names or

descriptions.

CSIR	Council for Scientific and Industrial Research (Ghana)
CSIRO	Commonwealth Scientific and Industrial Research Organisation(Australia)
CSO	civil society organization
CTA	Centre technique de coopération agricole et rurale (ACP-UE) Technical Centre for Agricultural and Rural Cooperation (ACP-EU) Centro Técnico de Cooperación Agrícola y Rural (ACP-UE)
CTAA	Centro Nacional de Pesquisa de Tecnologia Agroindustrial de Alimentos (Brazil)
CTIAP	Conselho Técnico de Investigaç�o Agr�ria e Pesqueira (Mozambique) * Technical Council for Research on Agriculture and Fisheries
CTVM	Centre for Tropical Veterinary Medicine (University of Edinburgh, UK)
CWANA	Central and West Asia and North Africa
DAC	Development Assistance Committee (OECD)
DAD	Department of Agricultural Development (South Africa)
DAE	Department of Agricultural Extension (Bangladesh)
DAEM	Department of Agricultural Economics and Marketing (South Africa)
DAFS	Directorate of Agricultural Field Services (South Africa)
DANE	Departamento Administrativo Nacional de Estad�stica (Colombia)
DANIDA	Danish International Development Agency
DAP	draught animal power
DAR	Directorate of Agricultural Research (South Africa)
DAR	Department of Agricultural Research (Botswana)
DARE	Department of Agricultural Research and Education, Government of India
DART	Department of Agricultural Research and Training (Namibia)
DASR	Directorate of Agricultural and Scientific Research (Syria)
DATS	Department of Agricultural Technological Services (South Africa)
DCFRN	Developing Countries Farm Radio Network (NGO based in Canada) (Fr.: R�seau de radios rurales des pays en d�veloppement)
DCPI	Droits communautaires sur la propri�t� intellectuelle (Eng. CIPR) Derechos Comunitarios de Propiedad Intelectual
DCI	Department of Commerce and Industry (The Philippines)

DDC	Direction du développement et de la coopération (Switzerland) (Eng.: SDC; German: DEZA; Italian: DSC; Sp.: COSUDE)
DEAR	cf. DERD
DEFRA	Department for Environment Food and Rural Affairs (formerly MAFF, UK)
DERD	Département de l'enseignement, de la recherche et du développement (INRA-Morocco) formerly DEAR: Direction de l'enseignement agricole et de la recherche
DEZA	Direktion für Entwicklung and Zusammenarbeit (Switzerland) (Eng. SDC; Fr.: DDC; Italian: DSC; Sp.: COSUDE)
DFC	Apoyo al Desarrollo Forestal Comunal en os Andes del Ecuador
DFID	Department for International Development (UK) formerly ODA: Overseas Development Administration
DGIC	Directorate-General for International Cooperation (Ministry of Foreign Affairs, Foreign Trade and International Cooperation, Belgium) (cf. DGIS/DGCI) (formerly BADC, reform occurred in 1999–2000)
DGIS/DGCI	Directie Generaal Internationale Samenwerking/Direction générale de la coopération internationale Eng.: DGIC : Directorate-General for International Cooperation (Belgium)
DGIS	Directoraat-Generaal voor Internationale Samenwerking—former name and acronym used to refer to the Dutch Development Cooperation department of the Ministry of Foreign Affairs of The Netherlands
DIA	Departamento de Investigaciones Agropecuarias (Dominican Republic)
DIA (DIA/MAG)	Dirección de Investigación Agrícola / Ministerio de Agricultura y Ganadería (Paraguay)
DICTA/SAG	Dirección de Ciencia y Tecnología Agropecuaria / Secretaría de Agricultura y Gandería (Honduras)
DIG	Développement institutionnel global (Eng.: CID)
DLO-NL	Dienst Landbouwkundig Onderzoek (The Netherlands) Agricultural Research Department
DMC	Direct Mulch-based Systems and Conservation Agriculture
DNP	Departamento Nacional de Planificación (Colombia)
DNRA	Direction nationale de la recherche agronomique (Togo) replaced existing DRA: Direction de la recherche agronomique
DO	Droits d'obtention (Eng. & Sp.: PBR)

DOCRA	Documentation of Current Activities of ARC-Sudan
DONATA	Dissemination of New Technologies in Africa
DPGN	Date Palm Global Network
DRC	Democratic Republic of Congo
DR&SS	Department of Research and Specialist Services (Zimbabwe)
DRSP	Département de recherche sur les systèmes de production
DRT	Department of Research and Training, Tanzania (see also CRT)
DSC	Direzione della sviluppo y della cooperazione (Switzerland) (Eng.: SDC; German: DEZA; Fr.: DDC; Sp.: COSUDE)
DSE	Deutsche Stiftung für Internationale Entwicklung (Germany) German Foundation for International Development Fondation allemande pour le développement international
DSIR	Department of Industrial and Scientific Research (New Zealand)
EAAP	European Association for Animal Production (Fr. & Sp.: FEZ)
EACMV	East African cassava mosaic virus
EADI/IVO	European Association of Development Research and Training Institutes
EARD-InfoSys+	European Agricultural Research for Development Information System
EARNET	Eastern African Roots and Tubers Research Network
EARO	Ethiopian Agricultural Research Organization
EC	European Commission (of the European Union: EU)
ECA	East and Central Africa
ECA/UNECA	(United Nations) Economic Commission for Africa CEA : Commission économique pour l'Afrique (des Nations unies)
ECABREN	Eastern and Central African Bean Research Network
ECAPAPA	Eastern and Central Africa Programme for Agricultural Policy Analysis
ECART	European Consortium for Agricultural Research in the Tropics
ECDPM	European Centre for Development Policy Management Centre européen de gestion des politiques de développement
ECF	East Coast fever
ECO	Economic Cooperation Organization
ECOWAS	Economic Community of West African States (Fr. & Sp.: CEDEAO)
EDI	Economic Development Institute (World Bank) (Fr. & Sp.: IDE)

EES	European Evaluation Situation
EFITA	European Federation for Information Technology in Agriculture
EGFAR	Electronic Global Forum on Agricultural Research (CGIAR initiative)
EIA	environmental impact assessment
EIARD	European Initiative for Agricultural Research for Development
EIER	École inter-États d'ingénieurs de l'équipement rural
EIRPG	Engagement international sur les ressources phylogénétiques (FAO) (Eng.: IUPGR)
ELISA	Enzyme-linked immunosorbent assay
Embrapa	Empresa Brasileira de Pesquisa Agropecuária (Brazil) Brazilian Agricultural Research Corporation
ENDA	Environnement et développement du Tiers-Monde
ENRH	Essential national health research
EPAP	Plan de acción del participante (Eng. & Fr.: PAPA)
EPC	European Patent Convention (Fr.: CBE) Convención Europea de Patentes
EPHTA	Ecoregional Program for the Humid and Subhumid Tropics of Sub-Saharan Africa
EPMR	External program and management review (CGIAR)
EPF (EPFL)	École polytechnique fédérale Lausanne (Suisse/Switzerland) (see ETH/ETHZ in Zurich))
EPO	European Patent Office
EROHI	Erosion-African Highland Initiatives
ESAMI	Eastern and Southern African Management Institute (Tanzania)
ESCAP	Economic and Social Commission for Asia and the Pacific (United Nations network of Centres of Excellence for HRD Research and Training) also referred to as UN/ESCAP
ESCORENA	European Network for Olive Producers
ESDAR	Environmentally Sustainable Development-Agricultural Research Group (World Bank) (see also ESSD)
ESSD	Environmentally and Socially Sustainable Development (World Bank)
ETFRN	European Tropical Forest Research Network
ETH (ETHZ)	Eidgenössische Technische Hochschule Zürich (Fr. see EPF/EPFL) Federal Institute of Technology Zurich (Schweiz/Switzerland)

EU	European Union(Fr.: UE)
FAD	Fonds africain de développement (Eng.: ADF) Fondo Africano de Desarrollo
FAO	Food and Agriculture Organization of the United Nations Organisation des Nations unies pour l'alimentation et l'agriculture Organización de las Naciones Unidas para la Alimentación y la Agricultura
FARA	Forum for Agricultural Research in Africa (Sub-Saharan Africa)
FEAS	Proyecto de Fomento de la Transferencia de Tecnología a las Comunidades Campesinas de la Sierra (Peru)
FEZ	Fédération européenne de zootechnie (Eng.: EAAP): Federación Europea de Zootecnia
FFA	framework for action
FFAI	Food For All International (Nigeria)
FFS	farmer field schools
FGC	fast-growing country
FIDA	Fonds international de développement agricole (Eng.: IFAD)
FINNIDA	Finnish International Development Agency Direction de la coopération internationale au développement, Finlande
FMI	Fonds monétaire international (Eng.: IMF)
FISE	Fonds des Nations unies pour l'enfance (Eng.: UNICEF)
FITCA	Farming in tsetse controlled areas
FoF	farmers of the future
FOFIFA/CENRADER U	Foibem-pirenena momba ny fikarohana ampiarina amin'ny fampanandroana ny ambranivohitra/Centre national de la recherche appliquée au développement rural (Madagascar)
FONAIAP	Fondo Nacional de Investigaciones Agropecuarias (Venezuela) (NOTE: FONAIAP has now become INIA-Venezuela, see below)
FONDEF	Fund for the Promotion of Scientific and Technological Development (Chile)
FONTAGRO	Fondo Regional de Tecnología Agropecuaria (BID) FONTAGRO : Regional Fund for Agricultural Technology (IDB) Fr. :Fonds régional pour la technologie agricole (BID) Port.:Fundo Regional de Tecnología Agropecuária (BID)
FORAGRO	Foro Regional de Investigación y Desarrollo Tecnológico Agropecuario (Costa Rica) Regional Forum for Agricultural Research and Technology

	Development
FORTIPAPA	Programa de Fortalecimiento de la Investigación y Producción de Semilla de Papa (Ecuador)
FRIM	Forestry Research Institute of Malaysia
FSR	farming systems research
FSU	Former Soviet Union
FTAA	Free Trade Area of the Americas Fr. : Zone de libre-échange des Amériques (ZLEA) Sp.: Área de Libre Comercio de las Américas (ALCA) Port.:Área de Livre Comércio das Américas (ALCA)
FTE	full-time equivalent (unit of human resource capacity, especially researchers)
FTTP	Forest, Trees, and People Program
FUNDAGRO	Fundación para el Desarrollo Agropecuario (Ecuador)
FUSAGRI	Fundación Servicio para el Agricultor
GAAPs	generally accepted accounting principles
GAAS	Georgian Academy of Agricultural Sciences
galv	Global Alliance for Livestock Vaccines
GAP	good agricultural practice
GART	Golden Valley Agricultural Research Trust (Zambia)
GATE	German Appropriate Technology Exchange
GATT	General Agreement on Tariffs and Trade Accord général sur les tarifs douaniers et le commerce
GAVI	Global Alliance for Vaccines and Immunisation
GBDI	Global BioDiversity Institute (note: the institute spells the name with the capital B and D)
GBPAUT	GB Pant University of Agriculture and Technology (India)
GCIAI	Grupo Consultivo para la Investigación Agrícola Internacional (Eng.: CGIAR; Fr.: GCRAI)
GCP	GENERATION Challenge Programme (CGIAR)
GCRAI	Groupe consultatif pour la recherche agricole internationale (Eng.: CGIAR; Sp.: GCIAI)
GDP	gross domestic product (Fr.: PIB)
GEF	Global Environment Facility

GEPLAN	Gerência de Planejamento e Desenvolvimento Econômico, Estado do Maranhão (Brazil)
GERPA	Groupe d'étude ressources, prospective, aménagement (France)
GFAR	Global Forum on Agricultural Research (CGIAR initiative) Forum mondial de la recherche agricole Foro Global de Investigación Agropecuaria
GFU	Global facilitation Unit for Underutilized Species
GIFTS	Germplasm, Information, Funds, Technologies, and Systems Germoplasme, information, fonds, technologies et systèmes Germoplasma, Información, Fondos, Tecnologías y Sistemas
GIPhT	Global Initiative on Post-Harvest Technology
GIS	geographic information system(s)
GLDP	Grain–Legumes Development Project (Ghana)
GMO	genetically modified organism (Fr: OGM)
GNP	gross national product (Fr.: PNB)
GPP	Global Partnership Programmes (CGIAR)
GO–AFU	Global Open Agriculture and Food University
GORTA	Freedom from Hunger Council of Ireland
GRAIN	Genetic Resources Action International (NGO based in Barcelona) Acción Internacional por los Recursos Genéticos
GRENEWCA	Genetic Resources Network for West and Central Africa
GRET	Groupe de recherche et d'échanges technologiques (France)
GRID	Global Resource Information Database
GRN	Gestion des ressources naturelles (Eng.: NRM)
Grupo CEO	Consultores Economía y Organización
GTZ	Deutsche Gesellschaft für Technische Zusammenarbeit (Germany)
GVU	Global Virtual University
GWP	Global Water Partnership
HAU	Hanoi Agricultural University (Vietnam)
HAU	Haryana Agricultural University (India)
HDGC	Human Dimensions of Global Change Program
HDGEC	Human Dimensions of Global Environmental Change Program
HDI	Human Development Index

HHRRC	Hunan Hybrid Rice Research Center (China)
HICAST	Himalayan College of Agricultural Sciences and Technology / Purbanchal University (Nepal)
HIV	human immunodeficiency virus (lentiviruses that infect and destroy helper T cells of the immune system causing the marked reduction in their numbers that is diagnostic of AIDS)
HIVOS	Humanistisch Instituut voor Ontwikkelingssamenwerking (The Netherlands) Humanist Institute for Development Cooperation (Dutch NGO)
HRD	human resource development
HUB	Humboldt University Berlin (Germany)
HULWA	Humid Lowlands of West and Central Africa
HYV	high-yielding variety
IAAE	International Association of Agricultural Economists
IAALD	International Association of Agricultural Information Specialists (note: formerly "of Agricultural Librarians and Documentalists")
IAASTD	Intrnational Assment of Agricultural Science and Technology for Development
IABA	Inter-American Board of Agriculture
IAC	International Agricultural Center (Wageningen UR, the The Netherlands)
IAEA	International Atomic Energy Agency(Austria)
IAEG	Impact Assessment and Evaluation Group
IAO	Istituto Agronomico per l'Oltremare (Italy)
IAMO	Institut für Agrarentwicklung in Mittel- und Osteuropa (Germany) Institute of Agricultural Development in Central and Eastern Europe
IAPAR	Instituto Agronómico do Paraná (Brazil)
IAR	Institute of Agricultural Research (Ethiopia, Nigeria)
IAR&T	Institute of Agricultural Research and Training (Nigeria)
IARC	international agricultural research centre (Fr.: CIRA; Sp.: CIIA))
IAR4D	Integrated Agricultural Research for Development
IARI	Indian Agricultural Research Institute
IAVI	International AIDS Vaccine Initiative
IAWQ	International Association on Water Quality

IBPGR	(cf. IPGRI) International Board for Plant Genetic Resources (Fr.: CIRPG)
IBRD	International Bank for Reconstruction and Development (The World Bank Group) (Fr.: BIRD) (Sp. BIRF)
IBSNAT	International Benchmark Sites Network for Agrotechnology Transfer Conseil international de sites de référence pour le transfert d'agrotechnologies
IBSRAM	International Board for Soil Research and Management Conseil international de recherche et de gestion pédologiques
IBTA	Instituto Boliviano de Tecnología Agropecuaria
ICA	Instituto Colombiano Agropecuario
ICABR	International Consortium on Agricultural Biotechnology Research
ICAR	Indian Council of Agricultural Research
ICAR	International Committee for Animal Recording Comité international pour le contrôle des performances en élevage Internationales Komitee für Leistungsprüfungen in der Tierproduktion
ICARD (/MARD)	Information Center for Agricultural and Rural Development (Vietnam)
ICARDA	International Center for Agricultural Research in the Dry Areas (CG center, Syria) *Centre international de recherche agricole dans les zones arides
ICASA	International Consortium for Application of Systems approaches to Agriculture (The Netherlands)
ICBAAR	International Conference on Biotechnology Applications for the Arid Regions
ICCDA	Inter-regional Coordinating Committee of Development Associations
ICCP	Committee for the Cartagena Protocol on Biosafety
ICBG	international cooperative biodiversity group
ICCI	Instituto Científico de las Culturas Indígenas (Ecuador)
ICER	Internally commissioned external review (CGIAR)
ICGEB	International Centre for Genetic Engineering and Biotechnology
ICI	Imperial Chemical Industries Industrias Químicas Imperiales
ICID	International Commission on Irrigation and Drainage
ICIMOD	International Centre for Integrated Mountain Development (Nepal) *Centre international pour le développement intégré des régions montagneuses

ICIPE	International Centre of Insect Physiology and Ecology(Kenya) *Centre international de physiologie et d'écologie des insectes *Centro internacional de Fisiología y Ecología de los Insectos
ICLARM	WorldFish Center formerly International Center for Living Aquatic Resources Management, CG center, The Philippines)
ICM	integrated crop management
ICM	information communication management
ICM4ARD	Information and Communication Management for Agricultural Research and Development
ICO	International Coffee Organization
ICCO	International Cocoa Organization
ICOSAMP	Information Core for Southern African Migrant Pests
ICPTV	Intregrated Control of Pathogenic Trypanosomiases and their Vectors
ICRA	International Center for development oriented Research in Agriculture (IAC-Wageningen, The Netherlands) Centre International pour la recherche agricole orientée vers le développement(Agropolis, Montpellier, France)
ICRAF	World Agroforestry Centre formerly International Centre for Research in Agroforestry (CG center, Kenya)
ICRISAT	International Crops Research Institute for the Semi-Arid Tropics (CG center, India) *Institut international de recherche sur les cultures des zones tropicales semi-arides *Instituto Internacional de Investigación de Cultivos para las Zonas Tropicales Semiáridas
ICRW	International Center for Research on Women
ICSID	International Centre for Settlement of Investment Disputes (The World Bank Group)
ICT	information and communications technology
ICTI	International Institute for Geo-Information Science and Earth Observation (The Netherlands)
ICTA	Instituto de Ciencia y Tecnología Agrícolas (Guatemala) Institute for Agricultural Science and Technology
ICTP	see INTG
ICUC	International Centre for Underutilized Crops (IWMI, Sri Lanka)
ICW	international centers' week
I&D	investigación & desarrollo (Eng. & Fr.: R&D)

IDA	International Development Association (The World Bank Group)
IDB	Inter-American Development Bank (Sp. & Fr.: BID)
IDE	Institut de développement économique de la Banque mondiale (Eng. EDI) also referred to as Institut de la BIRD pour le développement agricole *Instituto de Desarrollo Económico del Banco Mundial see also The World Bank Group
IDESSA	Institut des savanes (Côte-d'Ivoire)
IDF	Institutional Development Fund (World Bank Fund)
IDIAF	Instituto Dominicano de Investigaciones Agropecuarias y Forestales (Dominican Republic)
IDIAP	Instituto de Investigaciones Agropecuarias de Panamá
IDIN	International Development Information Network
IDLIS	International Desert Locust Information Service *Service international de renseignements sur le criquet pèlerin
IDML	International Development Markup Language
IDRC	International Development Research Centre (Canada) (Fr.: CRDI ; Sp.: CIID)
IEC	International Evaluation Centre (Canada)
IER	Institut d'économie rurale (Mali)
IFA	International Fertilizer Industry Association (based in France)
IFAD	International Fund for Agricultural Development (Fr.: FIDA)
IFAP	International Federation of Agricultural Producers
IFAS	Institute of Food and Agricultural Sciences (University of Florida, USA)
IFC	International Finance Corporation (The World Bank Group)
IFDC	International Fertilizer Development Center *Centre international de développement des engrais
IFPRI	International Food Policy Research Institute (CG center, USA) Fr.: Institut international de recherche sur les politiques alimentaires *Instituto Internacional de Investigaciones sobre Políticas Alimentarias
IFS	International Foundation for Science (Sweden)
IGADD	Inter-Governmental Authority on Drought and Development Autorité intergouvernementale sur la sécheresse et le développement

IGBP	International Geosphere-Biosphere Program
IGIDR	Indira Gandhi Institute of Development Research (India)
IGU	income generating units
IIASA	International Institute for Applied Systems Analysis
IIBC	International Institute of Biological Control
IICA	Instituto Interamericano de Cooperación para la Agricultura (Costa Rica) Inter-American Institute for Cooperation on Agriculture Institut interaméricain de coopération pour l'agriculture Instituto Interamericano de Cooperação para a Agricultura
IICB	International Institute of Cell Biology (Ukraine)
IICD	International Institute for Communication and Development
IIED	International Institute for Environment and Development (UK)
IIMI	see IWMI
IIRR	International Institute of Rural Reconstruction (The Philippines)
IIRSDA	Institut international de recherche scientifique pour le développement en Afrique
IITA	International Institute of Tropical Agriculture (CG center, Nigeria) *Institut international d'agriculture tropicale *Instituto Internacional de Agricultura Tropical
IIVR	Indian Institute of Vegetable Research
ILCA/CIPEA	(cf. ILRI)
ILO	International Labour Organisation (Switzerland) (Fr.: OIT)
ILRI	International Livestock Research Institute (CG center, since ILCA and ILRAD were merged in 1994) ILCA/CIPEA: International Livestock Centre for Africa (Ethiopia) ILRAD: International Laboratory for Research on Animal Diseases (Kenya)
IMF	International Monetary Fund (Fr.: FMI)
IM/IT	information management/information technology
INADES	Institut national d'études et de recherches agricoles (Côte-d'Ivoire)
INADES–Formation	Institut africain pour le développement economic et social–Centre africain de formation(Tanzania)
INBAR	International Network on Bamboo and Rattan
INBio	Instituto Nacional de Biodiversidad (Costa Rica) National Biodiversity Institute

INCANA	Inter-Regional Network for Research Collaboration on Sustainable Cotton Production in Asia and North Africa
INCO-Dev	International Cooperation with Developing Countries (EU program, source of funding)
INCV	Institut national des cultures vivrières (Togo)
INERA	Institut de l'environnement et de recherches agricoles (Burkina Faso)
INFORM	Information for Agricultural Research Managers (ISNAR-developed management information system)
INFOTEC	Scientific and Technological Information System (FORAGRO)
INGREF	Institut national de genie rural et forestric (Tunisia)
INIA (Los INIAs)	Los Institutos Nacionales de Investigación Agropecuaria (the Latin American NARIs)
INIA	Instituto (Nacional) de Investigaciones Agropecuarias (Chile)
INIA	Instituto Nacional de Investigaçao Agronómica (Mozambique)
INIA	Instituto Nacional de Investigación Agraria (Peru)
INIA	Instituto Nacional de Investigación y Tecnología Agraria y Alimentaria (Spain)
INIA	Instituto Nacional de Investigación Agropecuaria (Uruguay) see also CIAAB
INIA	Instituto Nacional de Investigaciones Agrícolas (formerly FONAIAP) (Venezuela)
INIAA	Instituto Nacional de Investigación Agraria y Agroindustrial (Peru)
INIAP	Instituto Nacional Autónomo de Investigaciones Agropecuarias (Ecuador)
INIBAP	International Network for the Improvement of Banana and Plantain (France) Réseau international pour l'amélioration de la banane et de la banane plantain Red Internacional para el Mejoramiento del Banano y Platano
INIFAP	Instituto Nacional de Investigaciones Forestales y Agropecuarias (Mexico)
INM	integrated nutrient management
INRA	Institut national de la recherche agronomique(France)
INRA	Institut national de la recherche agronomique (Morocco)
INRAA	Institut national de la recherche agronomique d'Algérie
INRAB	Institut national des recherches agricoles du Bénin

INRAN	Institut national de la recherche agronomique du Niger
INRAT	Institut national de la recherche agronomique de Tunisie
INRM	integrated natural resource management
INSAH	Institut du Sahel (Mali)
INTA-Argentina	Instituto Nacional de Tecnología Agropecuaria
INTA-Costa Rica	Instituto Nacional de Innovación y Transferencia de Tecnología Agropecuaria
INTA-Nicaragua	Instituto Nacional de Tecnología Agropecuaria
INTG	IARC/NARS Training Group (formerly known as ICTP: Inter-Center Training Program)
INTSORMIL-CRSP	International Sorghum and Millet Collaborative Research Support Program (USA) *Programme américain d'appui à la recherche sur le sorgho et le mil
IOBC	International Organization for Biological and Integrated Control
IP	intellectual property (Fr. & Sp.: PI)
IPA	Instituto de Produção Animal (Mozambique) Animal Production Institute
IPAR	Information Policy for Agricultural Research
IPCC	Inter-Centre Panel on Climate Change
IPFE	International Partnership on Forestry Education
IPGRI	International Plant Genetic Resources Institute (CG center, formerly IBPGR) Institut international des ressources phylogénétiques Instituto Internacional de Recursos Fitogenéticos
IPM	integrated pest management
IPPM	integrated pest and production management
IPR	intellectual property rights
IPTRID	International Program for Technology Research on Irrigation and Drainage Programme international de recherche et technologie en irrigation et (de) drainage
IRA	Institut de recherche agronomique (Cameroon)
IRAD	Institut des Recherches Agricoles pour le Développement (Cameroon)
IRAG	Institut de recherche agronomique de Guinée

IRAZ	Institut de recherche agronomique et zootechnique (Burundi)
IRD (ex-ORSTOM)	Institut de recherche pour le développement (France)
IRDC	International Rural Development Centre (Sweden)
IRESA	Institution de la recherche et de l'enseignement supérieur agricoles (Tunisia)
IRETA	Institute for Research, Extension and Training in Agriculture (Western Samoa)
IRHO	Institut de recherches pour les huiles et oléagineux (CIRAD, France)
IRLCO-CSA	International Red Locust Control Organisation for Central and Southern Africa
IRM	integrated resource management, insecticide resistance management
IRPA	Intensification of Research Priority Areas program (Malaysia)
IRR	internal rate of return
IRRC	Irrigated Rice Research Consortium
IRRI	International Rice Research Institute (CG center, The Philippines) *Institut international de recherche sur le riz
IRRO	Information Resource for the Release of Organisms into the Environment
IRVZ	Institut de recherche zootechnique et vétérinaire (Cameroun)
IRZ	Institut de recherches zootechniques (Cameroun)
ISAAA	International Service for the Acquisition of Agri-Biotech Applications
ISABU	Institut des sciences agronomiques du Burundi
ISAC	international scientific advisory committee
ISAR	Institut des sciences agronomiques du Rwanda
ISCB	Indo-Swiss Collaboration in Biotechnology
ISFM	integrated soil fertility management
ISNAR	International Service for National Agricultural Research (CG center, The Netherlands) Now closed and merged with IFPRI Service international pour la recherche agricole nationale Servicio Internacional para la Investigación Agrícola Nacional
ISRA	Institut sénégalais de recherches agricoles
ISRIC	International Soil Reference and Information Centre (The Netherlands) Centre international de référence et d'information pédologiques

	Centro Internacional de Referencia e Información en Suelos Internationales Bodenreferenz und Informations-Zentrum
ISS	Institute of Social Studies (The Netherlands)
ISSIS	Institute of Social Studies International Services
IT	information technology
ITA	Institut de technologie alimentaire (Senegal)
ITC	International Trypanotolerance Centre (The Gambia) *Centre international de la recherche sur la trypanotolérance
ITK	indigenous technical knowledge
ITM	Prince Leopold Institute of Tropical Medicine (Belgium)
ITM	infection and treatment method
ITRAD	Institut Tchadien de recherche agronomique pour le développement (Chad)
IUCN	International Union for the Conservation of Nature and Natural Resources (Fr.: UICN)
IUCN-ROSA	Regional Office IUCN South Africa
IUFRO	International Union of Forestry Research Organizations
IULA	International Union of Local Authorities
IUPGR	International Undertaking on Plant Genetic Resources (FAO) (Fr.: EIRPG) Compromiso Internacional sobre Recursos Fitogenéticos
IVDN	integrated voice and data network (CGIAR)
IVM	integrated vector management
IVO-DLO	Research Institute for Animal Production (DLO, The Netherlands)
IWM	integrated weed management
IWMI	International Water Management Institute (CG center, Sri Lanka) formerly IIMI: International Irrigation Management Institute
JADF	Jamaica Agricultural Development Foundation
J-FARD	Japan Forum on International Agricultural Research for Sustainable Development
JICA	Japan International Cooperation Agency
JIRCAS	Japan International Research Center for Agricultural Sciences
JUNAC	Junta del Acuerdo de Cartagena
KARI	Kenya Agricultural Research Institute

KB	Koninklijke Bibliotheek National Library of the The Netherlands
KEFRI	Kenya Forestry Research Institute
KEPHIS	Kenya Plant Health Inspectorate Service
KFRI	Kerala Forest Research Institute (India)
KIOF	Kenya Institute of Organic Farming
KISR	Kuwait Institute for Scientific Research
KIT	Koninklijk Instituut voor de Tropen (The Netherlands) Royal Tropical Institute Institut royal des tropiques
LAC	Latin America and the Caribbean
LDC	less-developed country
LANAFE	Latin American Agroforestry Network
LEI-DLO	Landbouwkundig Economisch Instituut (DLO, The Netherlands) Agricultural Economics Research Institute
LEISA	low external-input sustainable agriculture
LI-BIRD	Local Initiatives for Biodiversity, Research and Development
LICR	Ludwig Institute for Cancer Research (Belgium)
LNPVDS	Laboratoire national de protection des végétaux et des denrées stockées (Guinée)
LPP	Livestock Production Programme (DFID)
MACA	Ministerio de Asuntos Campesinos y Agropecuarios
MCB	Malaysian Cocoa Board
MAFF-UK	Ministry of Agriculture, Fisheries and Food (United Kingdom) now DEFRA
MAFF	Ministry of Agriculture, Forestry and Fisheries (Japan, Korea)
MAG	Ministerio de Agricultura y Ganadería (Costa Rica, Paraguay)
Mahyco	Maharashtra Hybrid Seed Corporation (India)
MAELA	Movimiento Agroecológico de América Latina y Caribe
MALR	Ministry of Agriculture and Land Reclamation (Egypt)
MAPP	Multi-Country Agricultural Productivity Programme for Africa
MARA	Ministère de l'agriculture et de la réforme agraire
MARD	Ministry of Agriculture and Rural Development (Vietnam)

MARDI	Malaysian Agricultural Research and Development Institute
MAWRD	Ministry of Agriculture, Water, and Rural Development (Namibia)
MC&T	Ministério da Ciência e Tecnologia (Brazil)
MDG	Millennium Development Goal
MEDRAP	Mediterranean Regional Agricultural Project
MEMARE	Middle East Management of Agricultural Resources and Environment
MEPU	monitoring, planning, and evaluation unit
MERCOSUR	Mercado Común del Sur
MESIRES	Ministère de l'enseignement supérieur, de l'informatique et de la recherche scientifique (Cameroon) formerly called MESRES: Ministère de l'Enseignement supérieur et de la Recherche scientifique
MIAC	Midamerica International Agriculture Consortium
MIDA	Ministerio de Desarrollo Agropecuario(Panama)
MIGA	Multilateral Investment Guarantee Agency (The World Bank Group)
MINAE	Ministry of the Environment and Energy (Costa Rica)
MINAG	Ministerio de Agricultura (Cuba)
MIS	management information system (Fr.: SIG)
MOU	memorandum of understanding
MRSTD	Ministère de la recherche scientifique et technologique pour le développement (Madagascar)
MSIRI	Mauritius Sugar Industry Research Institute
MSSRF	M.S. Swaminathan Research Foundation (India)
MSU	Michigan State University (USA)
MSV	maize streak virus
MSVD	maize streak virus disease
MTA	material transfer agreement (Sp.: ATM) (Fr.: Accord de transfert de matériel)
MTM	mid-term meeting (CGIAR)
MTP	medium-term plan
MU	Makerere University (Uganda)
NAADS	National Agricultural Advisory Service (Uganda)
NAARM	National Academy of Agricultural Research Management/ ICAR

	(India)
NADIC	National Agricultural Documentation and Information Centre (Uganda)
NAERLS	National Agricultural Extension Research Liaison Service (Nigeria)
NAFAR	North American Forum for Agricultural Research
NAFTA	North American Free Trade Agreement (Fr.: ALÉNA ; Sp.:TLCAN)
NAIS	National Agricultural Information System
NAL	National Agricultural Library (ARS/USDA-USA)
NALEP	National Agricultural and Livestock Extension Programme (Kenya)
NALRP	National Agriculture and Livestock Research Project (Tanzania)
NAPRI	National Animal Production Research Institute / ABU (Nigeria)
NARC	Nepal Agricultural Research Council
NARC	National Agricultural Research Centre (Pakistan)
NARC	national agricultural research council
NARCC	National Agricultural Research Coordinating Council (Sierra Leone)
NARES	national agricultural research and extension service
NARI	national agricultural research institute (see also INIAs)
NARI	National Agricultural Research Institute (The Gambia)
NARO	national agricultural research organization (Fr.: ONRA)
NARO	National Agricultural Research Organisation (Uganda)
NARP	National Agricultural Research Project (ICAR/World Bank)
NARS	national agricultural research system (s) (Fr.: SNRA; Sp.: SNIA)
NATP	National Agricultural Technology Project (managed by ICAR/India)
NATURA	Network of European Agricultural (Tropically and Sub-tropically Oriented) Universities and Scientific Complexes Related with Agricultural development Réseau des universités et complexes scientifiques agronomiques européen à orientation tropicale et subtropicale en relation avec le développement agricole
NBP (MINAGRI)	National Biotechnology Program (Ministry of Agriculture, Chile)
NCAP	National Centre for Agricultural Economics and Policy Research (India)
NCARTT	National Center for Agricultural Research and Technology Transfer (Jordan)

NCBP	National Committee on Biosafety of The Philippines
NCRI	National Crop Research Institute (Ghana)
NCRTD	National Center for Rural Technology Development (of the State Science and Technology Commission, China)
NEDA	The Netherlands Development Assistance temporarily replaced "DGIS" but is no longer to be used. Please use expanded name Ministry of Foreign Affairs—Development Cooperation, The Netherlands
NEPAD	New Partnership for Africa's Development
NESDA	Network for Environment and Sustainable Development in Africa
NETARD	Danish Network for Agricultural Research for Development
NTFP	non-timber forest products
NGO	non-governmental organization (Fr.& Sp.: ONG)
NIAH	National Institute of Animal Husbandry (Vietnam)
NIE	new institutional economics
NIMR	National Institute for Medical Research (Tanzania)
NISTADS	National Institute of Science, Technology, and Development Studies
NLH	Norges Landbrukshøgskole/Agricultural University of Norway
NORAD	Direktoratet for Utviklingssamarbeid Norwegian Agency for Development Cooperation
NORAGRIC	Centre for International Environment and Development Studies (NLH , Norway)
NOVIB	(Oxfam The Netherlands)
NPA	Norwegian People's Aid
NPRCRTC	Northern Philippines Root Crops Research and Training Center
NPV	net present value
NRBAR	natural resource based agricultural research
NRI	Natural Resources Institute (UK)
NR International	Natural Resources International Ltd. (UK) (sometimes NRIL)
NRLO	National Council for Agricultural Research (The Netherlands)
NRM	natural resource management (Fr.: GRN)
NRMR	natural resource management research
NRSP	Natural Resources System Programme (DFID)

NSDO	National Seed Development Organisation (UK)
NSF	National Science Foundation (USA)
NTFP	non-timber forest products
NVS	natural vegetative strips
NWO	Natuur en wetenschappelijk onderzoek (The Netherlands) The Netherlands Organization for Scientific Research
OAS	Organization of American States Organisation des États Américains Organización de los Estados Americanos Organizaçao dos Estados Americanos
OAU-IBAR	Organisation for African Unity/Interafrican Bureau for Animal Resources (also known as AU-IBAR)
OCDE	Organisation de coopération et de développement économiques (Eng.: OECD) Organización de Cooperación y Desarrollo Económicos
OCIC	Ontario Council for International Cooperation (Canada)
OCP	Organizational Change Program (for the CGIAR-supported IARCS, financed by RF)
ODA (Japan)	Official Development Assistance (Ministry of Foreign Affairs)
ODA-UK	see DFID
ODI	Overseas Development Institute (United Kingdom)
OECD	Organisation for Economic Co-operation and Development (France) (Fr.& Sp.: OCDE)
OED-World Bank	World Bank Evaluations Department
OGM	organisme génétiquement modifié (Eng.: GMO)
OI	OXFAM International (Confederation of 12 organizations working world wide) (see history at OXFAM)
OIE	International Office of Epizootics (World Organisation for Animal Health)
OIT	Organisation internationale du travail (Suisse) (Eng.: ILO)
OMPI	Organisation mondiale de la propriété intellectuelle (Eng.: WIPO) OMPI : Organización Mundial de Propiedad Intelectual
OMS	Organisation mondiale de la santé (Eng.: WHO)
ONG	organisation non gouvernementale (Eng.: NGO) Organización No Gubernamental
OPEC	Organization of Petroleum Exporting Countries (Fr.: OPEP)

OPEP	Organisation des pays exportateurs de pétrole (Eng.: OPEC)
ORSTOM	-- now called IRD : Institut de recherche pour le développement (France) (acronym and former names no longer to be used! for reference only: « Institut français de recherche scientifique pour la recherche en coopération » and « Office de la recherche scientifique et technique outre-mer »)
OSI	Open Society Institute(s) (Soros Foundations Network) in many countries, cf. OSI Budapest
OVI	Onderstepoort Veterinary Institute (South Africa)
OXFAM	Oxford Committee for Famine Relief (founded in the UK, in 1942) developed into OXFAM International (see OI)
PAA	Public Awareness Association (CGIAR)
PAAFR	Public Authority for Agriculture and Fisheries (Kuwait)
PAAT	Programme Against African Trypanosomiasis
PACE	Pan African Programme for the Control of Epizootics
PAHO /WHO	Pan American Health Organization (/World Health Organization)
PAM	Programme alimentaire mondial (ONU- FAO) (Eng.: WFP)
PARC	Pakistan Agricultural Research Council
PARC	Public Awareness and Resource Mobilization Committee (of the CGIAR)
PARLATINO	Parlamento Latinoamericano
PBI	Plant Breeding Institute (UK)
PBR	plant breeders' right (Fr.: DO) Derechos de Obtentor
PCARRD	Philippine Council for Agriculture, Forestry and Natural Resources Research and Development
PCR	polymerase chain reaction
PCS	Pest Control Service (Tanzania)
PEEM	Panel of Experts on Environment for Vector Control (WHO)
PELUM	participatory ecological land-use management
PELUM Association	a network of civil society organizations working in nine countries in east and southern Africa (based in Zimbabwe)
PENHA	Pastoral Environmental Network in the Horn of Africa
PETRRA	Poverty Eradication through Rice Research Assistance (DFID-funded project)

PGR	plant genetic resources (Fr.: RPG & Sp.:RFG)
PGRC	Plant Genetics Resource Centre (Ghana)
PhAction	Post Harvest Forum
PI	propriété intellectuelle (Eng.:IP) propiedad intelectual
PIB	produit intérieur brut (Eng.: GDP)
PIRC	Propiedad Intelectual Relacionada al Comercio (Eng.: TRIPs; Fr.: ADPIC)
PLWHA	People Living With HIV/AIDS
PM&E	planning, monitoring, and evaluation (Fr. and Sp.: PS&E)
PNB	produit national brut (Eng.: GNP)
PNUD	Programme des Nations unies pour le développement Programa de las Naciones Unidas para el Desarrollo (Eng.: UNDP)
PNUE	Programme des Nations unies pour l'environnement (Eng.: UNEP)
PORIM	Palm Oil Research Institute of Malaysia
POV	Protection des obtentions végétales (Eng.: PVP; Sp.: PVV)
PPPRI	Plant Protection Research Institute (AREX Zimbabwe, South Africa)
PRA	participatory rural appraisal
PRAP	Pacific Regional Agricultural Programme
PRAPACE	Programme régional d'amélioration de la pomme de terre et de la patate douce en Afrique Centrale et de l'Est (Eng.: PRAPACE : Regional Potato and Sweetpotato Improvement Network in Eastern and Central Africa)
PRGA	Participatory Research and Gender Analysis (CGIAR program)
PRI	Plant Research International (part of the Wageningen University and Research Centre complex, NL)
PRIAG	Programa Regional de Reforzamiento a la Investigación Agronómica sobre los Granos en Centro América (Costa Rica)
PROCADI	Programa Colombiano para el Avance de la Investigación
PROCI _s	Programas Cooperativos de Investigación Agropecuaria Cooperative Programs for Agricultural Research, Central America
PROCIANDINO	Programa Cooperativo de Investigación y Transferencia de Tecnología Agropecuaria para la Subregión Andina
PROCICARIBE	Program for Cooperation in Agricultural Science and Technology in the Caribbean

PROCISUR	Programa Cooperativo para el Desarrollo Tecnológico Agroalimentario y Agroindustrial del Cono Sur Cooperative Program for Technological Development in Agrifood and Agroindustry in the Southern Cone
PROCITROPICOS	Programa Cooperativo de Investigación y Transferencia de Tecnología para los Trópicos Suramericanos
PROCODEPA	Programa Regional Cooperativo de Papa
PRODAR	Programa de Desarrollo de la Agroindustria rural para América Latina y el Caribe
PROINPA	Proyecto de Investigación de la Papa (CIP/Bolivia)
Prolinnova	Global Programme on Promoting Local Innovation in Ecologically-Oriented Agriculture and Natural Resource Management (GFAR)
PROTECA	Programa de Desarrollo Tecnológico Agropecuario (Ecuador)
PRS	Poverty Reduction Strategies
PRSP	poverty reduction strategy papers
PSMD	pigeonpea sterility mosaic disease
PSMV	pigeonpea sterility mosaic virus
PSP	Plant Sciences Programme (DFID)
PUDOC	Center for Agricultural Publishing and Documentation (The Netherlands)
PVP	plant variety protection (Fr.: POV; Sp.: PVV)
PVR	plant variety rights
PVV	protección de variedades vegetales (Eng.: PVP; Fr.: POV)
QBIAALD	Quarterly Bulletin of the International Association of Agricultural Information Specialists (see also IAALD)
RAFI	Rural Advancement Foundation International Fondation internationale pour l'essor rural Fundación para el Progreso Rural
RAIN	Regional Agricultural Information Network
RAIS	Regional Agricultural Information Systems
R&D	research and development recherche et développement (Sp.: I&V)
RAF	relative agronomic function
RAFTT	Regional Agroforestry Training Team
REDCA	Red Regional de Cooperación en Educación e Investigación

	Agropecuaria y de los Recursos Naturales
REDSO-WCA	Regional Economic Development Services for West and Central Africa
REID	Research, Extension, and Irrigation Division (Bhutan)
RELMA	Regional Land Management Unit
RENACO	Réseau du niébé de l'Afrique occidentale et centrale *West and Central African Cowpea Research Network
REPA	Réseau d'expertise des politiques agricoles (Senegal)
RESAPAC	Regional Bean Research Network in the Great Lakes Region of Central Africa
RESADOC	Réseau sahélien d'information et de documentation scientifique et technique
RESWA	Research for Women in Agriculture Group
RF	Rockefeller Foundation (USA)
RFG	recursos fitogenéticos (Eng.: PGR & Fr.:RPG)
RFLP	restriction fragment length polymorphism
RIFCB	Research Institute for Food Crops Biotechnology (Indonesia)
RIMISP	Red Internacional de Metodología de Investigación de Sistemas de Producción
RIR	Research Institute for Rice (Indonesia)
RLD	Rural Livelihoods Department (DFID)
RNR	renewable natural resource
RNRR	renewable natural resources research
RNRRS	Renewable Natural Resources Research Strategy (DFID)
RPG	ressources phytogénétiques (Eng.: PGR & Sp.:RFG)
RRIM	Rubber Research Institute of Malaysia
RTTL	research–technology transfer linkages
RUE	rainfall use efficiency
RUPES	Rewarding Upland Poor for Environmental Services
SAAD	System Approaches for Agricultural Development
SAARFA	Strengthening African Agricultural Research and Faculties of Agriculture
SABRN	Southern Africa Bean Research Network (Malawi)

SACCAR	Southern African Centre for Cooperation in Agricultural and Natural Resources Research and Training *Centre de coopération en recherche agronomique pour l'Afrique australe
SADC	Southern African Development Community (formerly SADCC: Southern African Development Coordination Conference) *Conférence de coordination du développement de l'Afrique australe
SAES	State Agricultural Experiment Stations (USA)
SAFFN	South Asia Fruit Fly Network
SAFGRAD	Semi-Arid Food Grain Research and Development *Projet de recherche et de développement des cultures vivrières dans les zones semi-arides
SARD	sustainable agriculture and rural development
SAREC	Department for Research Cooperation (SIDA) Département de la coopération pour la recherche (de l'ASDI) Departamento de Cooperación para Investigación (ASDI) (formerly known as the Swedish Agency for Research Cooperation with Developing Countries, but now no longer an independent agency)
SARMAC	Strengthening Agricultural Research Management in Arab Countries (AOAD/ISNAR)
SARP	Simulation and Systems Analysis for Rice Production
SARRNET	Southern Africa Root crops Research Network
SAS	social analysis system
SCFT	Smallholder Coffee Farmers Trust (Malawi)
SCRB	Soil and Crops Research Branch (Ministry of Agriculture, Food, and Fisheries, Zambia)
SCRI	Scottish Crop Research Institute
SDC	Swiss Agency for Development and Cooperation (German: DEZA; Fr.: DDC; Italian: DSA; Sp.: COSUDE)
SEAMO	Southeast Asian Ministers of Education Organization (The The Philippines)
SEARCA	Southeast Asian Regional Center for Graduate Study and Research in Agriculture (The Philippines) or the SEAMO Regional Center for Graduate Study and Research in Agriculture (The Philippines)
SEF	Sahelian Eco-Farm
SEI	Stockholm Environment Institute(Sweden)
SENASOL	Service national des sols (Guinée)

SGRP	System-wide Genetic Resources Program (CGIAR)
SHARED	Scientists for Health and Research for Development (GTZ/NWO)
SICTA	Sistema de Integración Centroamericano de Tecnología Agrícola (Central America)
SID	Society of International Development
SIDA	(Styrelsen för internationellt utvecklingssamarbete): Swedish International Development Cooperation Agency (Fr. & Sp.: ASDI)
SIHDEA	Hemispheric System of Agricultural Education
SIMA	System-Wide Initiative on Malaria and Agriculture (CGIAR)
SINAC	Sistema Nacional de Areas de Conservación (Costa Rica) National System of Conservation Areas
SINCITA	Sistema Nacional de Ciencia e Innovación Tecnológica Agraria (SINCITA) (* National System for Science and for Technological Innovation in Agriculture)
SINGER	System-wide Information Network for Genetic Resources (CGIAR)
SIRDC	Scientific and Industrial Research and Development Centre (Zimbabwe)
SIRI	Sugar Industry Research Institute (Jamaica)
SME	small and medium(-sized) enterprise
SNIA	sistema nacional de investigación agrícola (Eng.: NARS; Fr.: SNRA)
SNRA	systeme national de recherche agricole (Eng.: NARS; Sp.: SNIA)
SPAAR	Special Program for African Agricultural Research (World Bank) (now being replaced by FARA) *Programme spécial de la Banque mondiale pour la recherche agricole en Afrique
SPARLAC	Sustainable Private Agricultural Research in Latin America and the Caribbean
SP-IPM	Systemwide Program on Integrated Pest Management
SPRAD	South Pacific Regional Agricultural Development Project (USAID)
SPVD	sweet potato virus disease
SRGTT	Sistema Regional de Generación y Transferencia de Tecnología
SRI	Sugarcane Research Institute (Tanzania)
SSA	sub-Saharan Africa
SSSA	Soil Science Society of America

S&T	science and technology
STAAD	Society for Transforming Agriculture and Alternatives in Development (India)
STCP	Sustainable Tree Crops Programme (Cameroon)
SWC	soil and water conservation
SWRI	Soil and Water Research Institute (Egypt)
SWMnet	Soil and Water Management Research Network
TAC	Technical Advisory Committee (of the CGIAR)
TANUVAS	Tamil Nadu Veterinary and Animal Sciences University (India)
TERI	The Energy and Resources Institute (India)
TIGR	The Institute for Genomic Research
TG&T	technology generating and transfer capacity
TLCAN	Tratado de Libre Comercio de América del Norte (Eng.: NAFTA ; Fr.: ALÉNA)
TOF	trees outside forests
TRIPs	(Agreement on) Trade-Related Aspects of Intellectual Property Rights (Fr.: ADPIC; Sp.: PIRC)
TRR	Traditional Resource Rights
TSBF-CIAT	Tropical Soil Biology and Fertility Institute (CIAT, Kenya)
TTA	Tanzania Tea Association
TWAS	Third World Academy of Sciences (Italy)
UAE	United Arab Emirates
UICN	Union internationale pour la conservation de la nature et de ses ressources (Eng.: IUCN)
UINPI	Universidad Intercultural de las Nacionalidades y Pueblos Indígenas (Ecuador)
UNAM	Universidad Nacional Autónoma de México National Autonomous University of Mexico
UnB	Universidade de Brasilia, Brazil
UNBRP	Uganda National Banana Research Programme
UNCBD	United Nations Convention on Biological Diversity
UNCCD	United Nations Convention on Combating Desertification
UNCED	United Nations Conference on Environment and Development (also

	referred to as "The Earth Summit") (Fr.: CNUED; Sp.: CNUMAD)
UNCST	Uganda National Council for Science and Technology
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme (Fr.: PNUD)
UNEP	United Nations Environment Programme (Fr.: PNUE)
UN/ESCAP	(United Nations) Economic and Social Commission for Asia and the Pacific
UNESCO	United Nations Educational, Scientific, and Cultural Organization Organisation des Nations unies pour l'éducation, la science et la culture Organización de Naciones Unidas para la Educación, la Ciencia y la Cultura
UNICEF	United Nations Children's Emergency Fund (Fr.: FISE)
UNIDO	United Nations Industrial Development Organisation
UNIFEM	United Nations Fund for Women
UNOPS	United Nations Office for Project Services
UNU	United Nations University
UP	University of The Philippines
UPLB	University of The Philippines—Los Baños
UPM	Universiti Putra Malaysia
UPOV	(International) Union for the Protection of New Varieties of Plants Union (internationale) pour la protection des obtentions végétales Unión para la Protección de Nuevas Variedades Vegetales
UPWARD	Users' Perspectives With Agricultural Research and Development (CIP network)
USAID	US Agency for International Development Agence américaine pour le développement international
USDA	United States Department of Agriculture
USPTO	US Patent and Trademark Office
UWI	University of the West Indies (Trinidad and Tobago)
VIC	village information centre
VITA-A	Vitamin A Initiative for Africa
VSF	Vétérinaires sans frontières (Belgium)
WAFSRN	West African Farming Systems Research Network

WAICENT	World Agricultural Information Centre (/FAO)
WANA	West Asia and North Africa
WARDA	Africa Rice Center, formerly West Africa Rice Development Association (CG center, Côte-d'Ivoire) (Fr.: ADRAO)
WARF	West Africa Rural Foundation
Warwick HRI	formerly Horticulture Research International (UK)
WAU	Wageningen Agricultural University (see WUR)
WCRP	World Climate Research Program
WECARD	West and Central African Council for Agricultural Research and Development (Note: this is the English equivalent of the new name of CORAF: Conseil Ouest et Centre africain pour la recherche et le développement agricoles (but use of acronym CORAF maintained in French)
WFC	World Food Council (UN) (Fr.: CMA)
WFP	World Food Programme (UN- FAO) (Fr.: PAM)
WHO	World Health Organization (Fr.: OMS)
WID	Women in Development
WIDAGRI	Women and International Development in Agriculture
WINAR	Women in National Agricultural Research
WINBAN	Windward Islands Banana Growers' Association
WIPO	World Intellectual Property Organization (Fr. & Sp.:OMPI)
WISARD	Web-based Information System for Agricultural Research for Development Note: WISARD can also stand for: Web-based Interpretative System for Antibiotic Resistance Data.
WorldFish Center	The WorldFish Centre (formerly ICLARM). Note one word for WorldFish
World Agroforestry Centre	(formerly ICRAF)
WRI	World Resources Institute
WTO	World Trade Organization
WUR	Wageningen UR: Wageningen University and Research Center, formerly or also known as Wageningen Agricultural University (WAU) (The Netherlands)
WWF	Worldwide Fund for Nature

WWW	world wide web (Internet)
XML	extensible markup language
ZAREP	Zambia Agricultural Research and Extension Project
ZEL	Zentralstelle für Ernährung und Landwirtschaft (Germany)
ZIL	Schweizerisches Zentrum für Internationale Landwirtschaft Swiss Centre for International Agriculture Centre suisse pour l'agriculture internationale
ZFU	Zimbabwe Farmers' Union
ZLEA	Zone de libre-échange des Amériques Eng.: Free Trade Area of the Americas (FTAA) Sp.: Área de Libre Comercio de las Américas (ALCA) Port.: Área de Livre Comércio das Américas (ALCA)

Appendix 4. Common and Latin names

English	Latin name	Family
Avocado	<i>Persea americana</i> Mill.	Lauraceae
Banana	<i>Musa acuminata</i> Colla (edible banana) <i>Musa paradisiaca</i> L. (plantain)	Musaceae
Basil	<i>Ocimum basilicum</i> L.	Lamiaceae
Bean, faba	<i>Vicia faba</i> L.	Fabaceae
Bean, common	<i>Phaseolus vulgaris</i> L.	Fabaceae
Bean, jack	<i>Canavalia ensiformis</i> (L.) DC	Fabaceae
Bean, lima	<i>Phaseolus lunatus</i> L.	Fabaceae
Bean, tepary	<i>Phaseolus acutifolius</i> A. Gray	Fabaceae
Bean, yard-long	<i>Vigna unguiculata</i> ssp <i>sesquipedalis</i> (L.) Verdc.?	Fabaceae
Beet	<i>Beta vulgaris</i> L.	Chenopodiaceae
Broccoli	<i>Brassica oleracea</i> var <i>botrytis</i> L.	Brassicaceae
Brussell sprouts	<i>Brassica oleracea</i> var <i>gemminifera</i> DC	Brassicaceae
Cabbage	<i>Brassica oleracea</i> var <i>capitata</i> L.	Brassicaceae
Cassava	<i>Manihot esculenta</i> Crantz	Euphorbiaceae
Cauliflower	<i>Brassica napus</i> var <i>esculenta</i>	Brassicaceae
Chayote	<i>Sechium edule</i> (Jacqu.) Sw.	Cucurbitaceae
Chickpea	<i>Cicer arietinum</i> L.	Fabaceae
Cotton	<i>Gossypium hirsutum</i> L.	Malvaceae
Cowpea	<i>Vigna unguiculata</i> (L.) Walp.	Fabaceae
Cucumber	<i>Cucumis sativus</i> L.	Cucurbitaceae
Eggplant	<i>Solanum melongena</i> L.	Solanaceae
Guayaba	<i>Psidium guajava</i> L.	Myrtaceae
Kohlrabi	<i>Brassica oleracea</i> var <i>gongylodes</i> L.	Brassicaceae
Lettuce	<i>Lactuca sativa</i> L.	Asteraceae
Loroco	<i>Fernaldia pandurata</i> (A.DC.) Woodson	Apocynaceae

Malanga	Xanthosoma sagittifolium (L.) Schott	Araceae
Mango	Mangifera indica L.	Anacardiaceae
Melon	Cucumis melo L.	Cucurbitaceae
Okra	Abelmoschus esculentus (L.) Moench = Hibiscus esculentus	Malvaceae
Papaya	Carica papaya L.	Caricaceae
Passionfruit	Passiflora edulis Sims.	Passifloraceae
Peppers	Capsicum annum L.	Cucurbitaceae
Peppers	Capsicum frutescens L.	Cucurbitaceae
Pigeon pea	<i>Cajanus cajan</i> (L.) Millsp.	Fabaceae
Plantain	Musa sapiens, Musa AAB	Musaceae
Poinsettia	Euphorbia pulcherrima Willd.	Euphorbiaceae
Potato	Solanum tuberosum L.	Solanaceae
Radish	Raphanus sativus L.	Brassicaceae
Sesame	Sesamum indicum L.	Pedaliaceae
Soursop	Annona muricata L.	Annonaceae
Soybean	Glycine max (L.) Merr	Fabaceae
Spanish plum	Spondias purpurea L.	Anacardiaceae
Squash	Cucurbita argyrosperma Huber	Cucurbitaceae
Squash	Cucurbita maxima Duch ex Lam.	Cucurbitaceae
Squash	<i>Cucurbita moschata</i> (Duch ex Lam.) Duch ex Poir	Cucurbitaceae
Squash	Cucurbita pepo L.	Cucurbitaceae
Sunflower	Helianthus annuus L.	Asteraceae
Sweetpotato	<i>Ipomoea batatas</i> (L.) Poir ex Lam.	Convolvulaceae
Tobacco	Nicotiana tabacum L.	Solanaceae
Turnip	Brassica napus L.	Brassicaceae
Tomato	Lycopersicon esculentum Mill.	Solanaceae
Watermelon	Citrullus lanatus (Thunb.) Matsum. & Nakai	Cucurbitaceae

Appendix 5. Guidelines on alphabetical listing of non-Western/prefixed names

In lists of names and addresses, alphabetical reference lists, etc., apply the following general rules (adapted from *World Economic Forum Style Guide*, September 2005 and *IPGRI Style Guide*, Version 2, September 2000)

De, Le, Van, Von etc.

These are particularly confusing and there is no easy way around it. As a general rule, when the prefix is capitalized then use that for alphabetization:

De Leo, F. (alphabetize under D)

Le Roux, B. (alphabetize under L)

Van Rooyen, J.(alphabetize under V)

But when the first component is lower case the the first letter of the main surname should be used for alphabetization:

de Brunswick (alphabetize under B)

van Hammel (alphabetize under H)

Mac and Mc

Family names beginning with Mac and Mc should be arranged as though the letter a were present in all cases:

McAdoo

Macalister

MacAllister

Mac Arthur

O'

Family names beginning with **O'** are always alphabetized at the beginning of the Os.

O'Leary

O'Toole

Ochua

Owen

Arabic names

The family name of most Arab names comes last, so take the final name as the basis for ordering. Those names beginning with al, el, bin and ibn are alphabetized under the element following the suffix:

- al Fayed (alphabetize under F)
- Al-Thani (alphabetize under T)
- el Kazir (alphabetize under K)
- ibn Amali (alphabetize under A)

Chinese names

People's Republic of China names generally consist of three syllables, the single syllable family name coming first, the double syllable given name following. The clan and personal names are now usually joined together, i.e. Chong Peng Wah is written as Chong Pengwah. The single syllable family name should be used for alphabetizing. Chinese names that follow the usual Chinese order place the surname first so do not reorder these or use commas. Unless the name has been Anglicized (e.g. T.J. Chin) in which case follow normal rules for Western names.

- Chang Sangtai (alphabetize under C)
- Fu Chuangsheng (alphabetize under F)

The second and third syllables of all other Chinese names (Hong Kong, Korean, Taiwanese) should be hyphenated.

- Choi Shum-Ming (Hong Kong, alphabetize under C)
- Shin Myoung-Ho (Korean, alphabetize under S)
- Wu Kuan-Hsiung (Taiwanese, alphabetize under W)

Japanese names

The family name comes first in Japan and so should be treated like Chinese names. However, in most cases the name will have been Westernized.

Indonesian names

If the name consists of more than one element, the first name can be considered the surname. When the first name is of European origin, use the first Indonesian origin name as the surname for citation purposes.

Malay names

Usually the first name is used as the surname, but occasionally another element of the name is preferred.

Thai names

The last element of the name is usually the surname.

Portuguese names (including Angolan, Brazilian, Mozambican)

These are alphabetized under the "second" or "last" family name.

Sousa Franco (Antonio) (alphabetize under F)

Paiva Lopes (Carlos) (alphabetize under L)

Exception: cases where Filho or Neto is the last name given, as Filho means Junior and Neto means "Grandson" in Portuguese.

Jorge Filho (Miguel) (alphabetize under J)

Campara Neto (Isaias) (alphabetize under C)

Spanish names

Spanish names with two or more components should be alphabetized under the "first" family name.

Diaz Güell (Luis) (alphabetize under D)

Garcia Carmona (Alberto) (alphabetize under G)