

## APPENDIX 2:

### Style Guide for CPWF Publications

#### 1. Front page and cover page

Use the CPWF publication series templates and/or guidance provided at:  
<http://www.waterandfood.org/publications/templates-and-logos.html>

#### 2. Standards

##### **Writing style**

The style authority for CPWF publications is *The Chicago Manual of Style, 15<sup>th</sup> edition*, (2003) ([www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)). The CPWF author guide is intended to highlight some critical elements of manuscript preparation that will help speed the review and editing processes. In addition, when the Chicago manual offers alternative guidelines (for example, for citations), this authors' guide indicates CPWF's preferences.

This authors' guide is deliberately confined to a few issues to ensure that authors can read all of it in a few minutes.

For issues not covered here, the editors will follow the recommendations of the Chicago manual. Do not use automatic formatting to create manuscripts.

##### **Spelling**

American spelling is used and conforms to *Merriam Webster's Collegiate Dictionary, 11<sup>th</sup> edition* (2003).

##### **Word processing software**

Researchers are expected to prepare manuscripts in Microsoft Word and to deliver the computer file by electronic mail or on CD/DVD. Tables and figures must be delivered in the programs in which they were originally created. Please consult the Communications department beforehand to ensure compatibility of formats.

#### 3. Manuscript format

##### **Font**

Please use Verdana 10 pt script for all text.

##### **Page size**

Page size corresponds to A4 measurement: 210 x 297 mm (8.27 x 11.7 in).

##### **Margins**

Left/right margins should be set to 3.2 cm (1.25 in), while top/bottom margins should be set at 2.5 cm (1 in). Text should be aligned left. Do not right justify.

##### **Spacing**

The entire text should be vertically single spaced, but double spaced between paragraphs. No indent should appear at the start of a new paragraph. A single character space, not two spaces, should be left after periods at the ends of sentences and after colons.

##### **Style of headings**

The example below provides four levels of headings in addition to the Title. This sequence can be used for chapters of a book as well as for full publications. The sequence is intended to ensure consistency and to help the editors (and authors) understand the intended heading level. At the publication layout stage (after editorial processing), the typography of the heading may change.

For most manuscripts, three or four heading levels are sufficient.

**This is the Title**

The title is in bold, centered. Capitalize all words of the title and in subtitle except for articles, prepositions, and conjunctions

**This is heading 1: Read carefully**

The first-level heading is in bold, and flush to the left margin. Capitalize only the first word of the heading, sub-heading, and proper names. Double line space should be inserted after the heading.

***This is heading 2***

The second-level heading is in bold, italics, and flush to the left margin. Capitalize only the first word of the heading, sub-heading and proper names.

*This is heading 3*

The third-level heading is in italics and flush to the left margin.

*This is heading 4*

The fourth-level heading is in italics, underlined and flush to the left margin.

**Formal tables**

Each table should have a number, and brief title (capitalize first letter and proper names only) that describes the content. Tables should be left aligned on the page.

Table 1. An example of tables.

<i>Aligned</i>	<i>Not aligned</i>	<i>Aligned</i>	<b>Not aligned</b>
45.2	45.2	5-7	5-7
7.7	7.7	321-421	321-421
0	0	20-30	20-30
689	689	5.9-9.4	5.9-9.4

Numbers in columns in tables should be aligned as in the example above. Do not use spacing to align numbers. In Word, set the decimal tabs to align numbers or center tab to align hyphens. Place only one row of numbers in each row on the grid.

**Footnotes**

In the text, keep footnotes to a minimum.

In tables, letter footnotes consecutively (a, b, c, etc.).

**4. Citing literature**

### ***Text citations***

CPWF uses the author-year system of citations.

A citation in a text, table, figure, or footnote consists of the author's last name and the year of publication, usually placed in parentheses (Costa 1994).

Give the names of all authors unless there are more than two, in which case, give the name of the first author followed by "et al.". (Costa et al. 2003).

Where more than one publication is cited, list in order of year of publication starting with the oldest, and separate using a semi-colon (Bagadion and Corton 1985; Costa 1994; Adams et al. 2006).

### ***List of citations***

All literature cited in the text should be listed alphabetically by author at the end of the manuscript. Call the list "Literature Cited" and make sure it contains only citations that can be found in the text.

#### ***Books***

1. Names of authors or editors as appearing on the title page. Give all authors' names; use of "et al." is acceptable when the number of authors exceeds ten, in which case the names of the first three authors should be provided, followed by "et al." Use initials in place of author's given names.
2. Year of publication. (Use "n.d." for undated publications.) If a manuscript has been accepted—not merely sent—for publication, use "forthcoming" in place of the year of publication if this is not known.
3. Title, including subtitle, if any.
4. City and country of publication.
5. Name of the publishing company or organizations (acronym/s spelled out). If the publisher is shown as "author" omit it here.

In the following examples<sup>1</sup>, note order of author names, punctuation, capitalization of various elements, and the use of italics only for publication titles. Use a hanging indent of 1.3 cm (0.5 in) and a double space between references.

#### **Examples**

Doniger, W. 1999. *Splitting the difference*. Chicago: University of Chicago Press.

Cowlshaw, G. and R. Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

Laumann, E.O., J.H. Gagnon, R.T. Michael, and S. Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago University Press.

Wiese, A. 2006. "The house I live in": Race, class, and African American suburban dreams in the postwar United States. In *The new suburban history*, ed. Kevin M. Kruse and Thomas J. Sugrue, 99-119. Chicago: University of Chicago Press.

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<sup>1</sup> All examples in this section are from *The Chicago Manual of Style, 15<sup>th</sup> edition*, (2003), chapter 17, [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org).

Kurland, P.B., and R. Lerner, eds. 1987. *The founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

#### *Articles in periodicals or journals*

1. Full names of authors.
2. Year of publication.
3. Title of article.
4. Full name of the periodical/journal.
5. Volume no.
6. Inclusive page numbers of the article.

#### Examples

Smith, J.M. 1998. The origin of altruism. *Nature* 393: 639–40.

Hlatky, M. A., D. Boothroyd, E. Vittinghoff, P. Sharp, and M. A. Whooley. 2002. Quality-of-life and depressive symptoms in postmenopausal women after receiving hormone therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) trial. *Journal of the American Medical Association* 287, no. 5 (February 6). <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo>.

#### *Thesis or dissertation*

##### Example

Amundin, M. 1991. Click repetition rate patterns in communicative sounds from the harbour porpoise, *Phocoena phocoena*. PhD diss., Stockholm University.

#### *Paper presented at a meeting or conference*

##### Example

Doyle, B. 2002. Howling like dogs: Metaphorical language in Psalm 59. Paper presented at the annual international meeting for the Society of Biblical Literature, June 19–22, in Berlin, Germany.

See the *Chicago Manual of Style*, chapter 17, for examples of citations for many other types of literature.

## **5. Usage**

### ***Abbreviations and acronyms***

Avoid excessive use of abbreviations. Do not use an abbreviation or acronym if it is not or seldom used again in the text. Use a period after a truncated abbreviation (for example, "Exp." for "Experiment", or "Doc." for "Doctor") but not after a contraction abbreviation (for example "Expt" or "Dr").

Spell out an abbreviation or acronym when it is first used, with the abbreviation or acronym given in parentheses. If there have been long gaps between references to the term, spell it out again to reduce confusion and to support reader comprehension.

Abbreviate units of measure in tables and figures.

In running text, spell out commonplace units of measures if they stand alone, e.g., 15 kilograms, 120 kilometers, 3 cubic meters, 2 hectares; abbreviate them if they

appear in rates (e.g., 5 m<sup>3</sup>/s). Insert one space between the number and the unit, except in the case of kilobytes and Celsius (e.g., 532K and 27°C). Note: CPWF uses the International System of Units (SI). For more examples, please see section 15.55 of the *Chicago Manual of Style, 15<sup>th</sup> edition*.

### ***Units of measure***

CPWF uses the International System of Units (SI). SI must be used except in the case of widely used units such as liter (L), metric ton (t) and hour (h). Similarly, crop yields should be presented in tons per hectare (t/ha). Fertilizer rates should be expressed as kg element/ha, followed by the carrier if necessary.

Monetary values should be given in U.S. dollars or, if other currencies are used, the equivalents in U.S. dollars should be given in parentheses. In a table, the equivalent or the conversion rate and the date the conversion rate applied should be footnoted. Currency symbols should precede the numerals, with a space between the symbol and the numeral (£300, \$28) unless one or more letters are used, then a space separates the letters and the number (EUR 40, Rp 520).

### ***Numerals***

When a number begins a sentence, it is always spelled out. In general, spell out numbers below 10 except when they appear with units of time, money, or measurement (e.g., six parts, four plants; 8 years, 3.5 t/ha, \$6.00). Use numerals for all if some numbers are higher than 10 and some are lower than 10, in the same unit (12 eggs, 9 of which were broken rather than 12 eggs, nine of which were broken). When in doubt, err on the side of consistency.

Percentages are always given in numerals. In scientific manuscripts, the symbol % is correct (e.g., the treatment resulted in a 10% - 15% increase in yield).

### ***Rounding***

Round data in text and tables to meaningful numbers of significant figures. If data from replicated experiments are being reported, a useful rule "is to round the data so that the change caused by rounding is less than one-tenth of the standard error" (Council of Biology Editors Style Manual).

### ***Punctuation of series***

Use a comma before "and" or "or" in a series of three or more words or phrases in order to prevent ambiguity.

#### *Example*

I visited Paris, London, Rome, and Cairo.

The ministry does planning, research and development, and extension.

### ***Capitalization***

Capitalize proper names, but not common words used as a short form of the proper name.

#### *Example*

World Bank, Shared Control of Natural Resources Project, Ford Foundation, *but* the bank, the project, the foundation.

Do not capitalize strings of words merely because they are often abbreviated.

IARCs *but* international agricultural research centers.

***Foreign words, phrases, and languages***

Do not italicize or underline foreign words or phrases commonly used in English, such as "esprit de corps." Italicize uncommon foreign words and phrases and give the meaning in parentheses the first time they are used.

***Hyphenation***

Most words formed with the following prefixes are rarely hyphenated:

Anti, ante, bi, bio, do, counter, extra, infra, inter, macro, micro, mid, mini, multi, non, over, post, pseudo, re, semi, sub, super trans, ultra, un, under

For hyphenation guidelines, please refer to section 7.9 of the *Chicago Manual of Style, 15<sup>th</sup> edition*.

***Slash***

Placing a slash or stroke (/) between two words is clumsy and usually ambiguous. Avoid the legalistic "and/or" by choosing one. In most contexts, the use of "and" does not obviate the sense of "either." In unusual cases, use "a, or b, or both."

***Example***

'Farmers need credit to buy fertilizer and other inputs'.

Not 'Farmers need credit to buy fertilizer and/or other inputs'.