



Publishing and Presenting CPWF Achievements: Policy and Guidelines

This document will continue to be updated and amended as necessary. For the most current information, please refer to the CPWF website www.waterandfood.org

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POLICY AND GUIDELINES FOR PUBLISHING AND PRESENTING CPWF RESEARCH OUTPUTS

1. Overview

1.1 Purpose of the Publications Policy and Guidelines

CPWF strongly encourages the publication of results of research undertaken as part of the Program. This is important to share our findings, and to demonstrate our achievements to a range of stakeholders e.g. extensionists, donors, policy makers and other researchers.

The purpose of this document is to describe options and procedures for publishing (written) and presenting (audio visual, posters) CPWF research outputs.

1.2 Types of Publications and Promotional Materials for CPWF outputs

The results of CPWF research may be published in a wide range of print media including:

CPWF publication series

- CPWF Project Report Series
 - part of the Completion Report requirement of all CPWF projects
 - internally reviewed
- CPWF Research Report Series
 - externally reviewed
 - includes comprehensive project research reports
 - syntheses
 - short papers on specific aspects of the science
- CPWF Working Paper Series
 - internally reviewed
 - may contain work in progress that is worthy of documentation published to stimulate discussion and critical comment
- CPWF Occasional Paper Series – important keynote addresses, statements
- CPWF Research Highlights Series
 - 2-4 page, A4, well-illustrated project information sheets
- CPWF Brochures
- CPWF Bi-monthly Newsletter
- CPWF Policy Briefs Series
- CPWF Conference or Workshop Proceedings
- Special Issues of Journals for CPWF research papers – joint journal-CPWF
- CPWF sponsored books
- CPWF posters

All papers and posters in the CPWF series will be available at www.waterandfood.org/publications/. Selected publications will also be produced in hard copy for target audiences.

Non-CPWF publications

- Scientific journals – CPWF encourages its researchers to publish in prestigious scientific journals
- Other journals or magazines (hard copy or electronic) read by target stakeholders
- PhD and Masters theses
- Non-CPWF Conference and Workshop Proceedings
- Book chapters
- Posters presented at various fora

1.3 Acknowledgement of CPWF

CPWF Publication Series

All CPWF publications will have standard covers including CPWF logos. Logos of all research partners should also be displayed on the front cover.

Non-CPWF Publications

All CPWF research published in non-CPWF media should acknowledge CPWF as follows:

“This paper presents findings from PNxx ‘.....Short title.....’, a project of the CGIAR Challenge Program on Water and Food.”

All posters and power point presentations reporting the results of CPWF research should include the CPWF logo.



The CPWF logo is available at <http://www.waterandfood.org/publications/program-publications/cpwf-logos.html>

The CPWF logo should always appear alongside any other logos used in presentations about CPWF research.

1.4 Acknowledgement of non-CPWF funders

All sources of funding for the research described in the CPWF publications should be acknowledged. For those CPWF projects receiving IFAD and European Union funds, additional requirements apply. Please refer to Appendix 1 for details.

1.5 Processes for Publication of CPWF research

CPWF Researchers planning to publish the results of CPWF research must obtain approval for publication from the respective Project Leader (PL). Authors are encouraged to share ideas, outlines and early drafts of manuscripts with other

colleagues as appropriate. The Theme Leaders (or Basin Focal Project Leader) will also be able to provide guidance or feedback for many types of publications.

Non-CPWF publications

Project leaders should:

- inform the respective Theme Leader (TL) or Basin Focal Project Leader (BFPL), of intent to publish
- provide a copy of the submitted paper to TL (or BFPL) at the time of submission
- inform the TL (BFPL) when paper/chapter/thesis is accepted – TL (BFPL) will inform Communications Coordinator
- provide a copy of the published paper/chapter/thesis to the TL (BFPL) – TL (BFPL) will provide a copy to the Communications Coordinator
- provide a web-link to the published document to the TL (BFPL) – TL (BFPL) will forward to the Communications Coordinator

CPWF publications

Authors are required to submit a finished manuscript that is ready for publication (subject to meeting review requirements). It should be clearly written, well-structured and include all references and finished figures and tables, and be prepared according to the CPWF style guidelines (Appendix 2).

The requirements for review of CPWF publications vary depending on the type of publication (see a summary in Table 1 and details in section 2).

Once manuscripts have cleared the review process, CPWF editors will do a final review of the document for editorial and style/layout prior to publication in the appropriate CPWF series.

Type of publication	Comment	Guidelines available at	Inform these people of intent to publish	Submit completed manuscript to....	Return to PL for revision within ... weeks after submission	Approval to publish by....
CPWF Project Report	Major part of project Completion Report – comprehensive technical report bringing together all project findings into a single report suitable for publication on web (and for hard copy distribution as desired)	www.....	TL (BFPL) TL (BFPL) inform CC	Project manager and TL (BFPL) for internal review by TL (BFPL) & BC	4 weeks	TL (BFPL) TL (BFPL) inform CPWF Projects Manager TL (BFPL) forward approved copy to CC
CPWF Research Report	Externally reviewed scientific report for publication on the web. Types of reports include: (1) large reports bringing together all technical aspects of a project, (2) syntheses, (3) short papers on an aspect of research	www.....	TL (BFPL) TL (BFPL) inform CC	TL (BFPL) to arrange at least 2 external reviews	6-8 weeks	TL (BFPL) TL (BFPL) forward approved copy to CC
CPWF Working Paper	Internally reviewed scientific paper for publication on the web	www	TL (BFPL) TL (BFPL) inform CC	Lead author to arrange "internal review" by 2 reviewers, then submit revised version to TL (BFPL) together with reviewers' comments and statement of how they were addressed	2 weeks	TL (BFPL) TL (BFPL) forward approved copy to CC
CPWF Occasional Paper	Important keynote addresses, statements	www.....	CC	CC		CPMT
CPWF Research Highlights	Non-scientific, highly illustrated, 4 pp. A4 document on aspects of research projects for the general public; for hard copy display/distribution and available on	Discuss with CC	CC CC inform TL (BFPL)	CC		CPMT

	the web					
CPWF Brochures	Non-scientific short documents on aspects of CPWF	Discuss with CC	CC TL	CC		CPMT
CPWF Bi-monthly Newsletter	Range of types of information suitable for the CPWF community and the general public; for email distribution and available on the web	www....	Communications assistant	Communications assistant		CPMT
CPWF Synthesis Report Series	Topical syntheses bringing together results of CPWF and related research – typically done by TLs on themes or topics, BCs on basins, Harrington et al. on overall program	Will vary depending on nature of the synthesis	Research Integration Coordinator or Basin Network Coordinator CC	Research Integration Coordinator or Basin Network Coordinator to arrange at least 2 external reviews		Research Integration Coordinator or Basin Network Coordinator
CPWF Policy Briefs Series	Short papers on specific topics targeted at particular policy makers	Discuss with CC	Research Integration Coordinator and relevant TL or BC			CPMT
CPWF Conference or Workshop Proceedings	Papers tailored to conference or workshop requirements	www.....	Workshop or conference editor	Workshop or conference editor to arrange review	6-8 weeks	Workshop or conference editor Editor to provide to CC
Special Issues of Journals for CPWF research papers	Papers tailored to Special Issue requirements (topic, journal)	Will vary depending on journal	Special Issue coordinator	Special Issue coordinator	Will depend on journal editor	Journal editor
CPWF sponsored books	Papers tailored to book topic	Will vary depending on publisher	Book coordinator	Book coordinator to arrange at least 2 external reviews	6-8 weeks	Publisher

Table 1. Procedures of review and publishing of CPWF publications

2. CPWF publications

2.1 Project Report Series

Upon completion, all projects are required to submit a comprehensive Project Report as a major part of the contractual Completion Report requirement. The Project Report should bring together all aspects of the project into a single document in a well-written, well-structured and technically sound manner. The Project Reports will be published on the CPWF website.

Contents

Project Reports would typically be 30-60 pages long, depending on the size of the project. Project Reports should contain the following sections (page lengths are indicative only):

- Cover page – templates to be provided by CPWF
- Preface – *a generic paragraph explaining the CPWF (to be drafted by CPWF) and introducing this project (to be drafted by PL)*
- Table of contents
- Acknowledgements
- Project highlights (1 p) – *in a style suitable for a media release*
- Executive summary (2-4 pp.) – *brief summary of the issue, objectives, methods, research findings, outcomes, impacts, international public goods and recommendations*
- Brief introduction (1-2 pp.) - *the development problem, reasons for the research*
- Objectives (0.5 p)
- For each objective - Methods, Results, Discussion, Conclusions – *this will be by far the largest section in the report e.g. 20-40 pp); include figures, diagrams and tables in results section*
- International public goods (2 pp.) - *summarise new insights, tools and methodology, data and any other IPG of value beyond the project location/country/basin*
- Outcomes (1-2 pp.) – *how has this project influenced your “change partners” – the people, groups and organizations with whom you are working to effect change (see Outcome Mapping at http://web.idrc.ca/en/ev-64698-201-1-DO_TOPIC.html)*
- Impacts (2-4 pp.) – *current, potential (say 5 years after project ended) in terms of scientific impacts, community impacts (social, economic, environmental etc), capacity-building impacts*
- Partnership achievements (1 p) – *what has been the value adding to science, outcomes and impact achieved through new partnerships developed as a result of your participation in CPWF*
- Recommendations (1-2 pp.) – *for research, extension, policy, institutions...*
- Publications – *a list of project publications and other tangible outputs (e.g. software; training materials; survey materials); include to links to websites where these materials are available*
- Bibliography - *list of references cited in the report other than project publications*

- Project participants – *list of all participants and their affiliations*
- Appendices – *include copies of Abstracts of all key publications*

Format

The standard format for all CPWF reports and papers should be used – see Appendix 2.

Submission

The Project Report should be submitted to the Project Manager together with the rest of the Completion Report, with a copy to the respective Basin Coordinator (BC) and Theme Leader (TL) or Basin Focal Project Leader (BFPL).

Review

The TL and BC will review the Project Report, and may request revision to improve scientific content and/or presentation. **The TL or BFPL will be responsible for final acceptance of the report, for informing the CPWF Project Manager of its acceptance, and for forwarding the approved version to the CPWF Communications Coordinator for publication.**

2.2 Research Report Series

This series offers project teams the opportunity for to publish an externally reviewed paper or report. Types of publications in this series include comprehensive technical project reports, syntheses, and shorter papers on particular aspects of CPWF research.

A project Research Report would bring together all the different scientific components of the project into a single report, as in the Project Report Series. However, the style and level of detail and rigor in reporting methodology, results and interpretation of results will be similar to that required for a reasonably prestigious international journal. There is no limit to the length of such reports, but typically they would be 60-80 pages, much longer than is possible with a journal publication.

Syntheses would typically be derived from insights across projects, themes and basins.

Shorter papers on particular aspects of a CPWF research project may also be published in the Research Report Series, again with the benefit of external review.

Contents

The contents should include those typically found in scientific publications, i.e.:

- Cover page
- Preface – *a generic paragraph explaining the CPWF (to be drafted by CPWF) and introducing this project (to be drafted by PL)*
- Table of contents

- Acknowledgements
- Abstract
- Introduction
- Methods
- Results
- Discussion
- Conclusions
- References
- Appendices

Format

The standard format for all CPWF reports and papers should be used – see Appendix 2.

Submission and Review

The Research Report should be submitted to the relevant Theme Leader (TL) or Basin Focal Project Leader (BFPL), who will oversee the external review process, with at least two external reviewers. The reviewers will be asked to evaluate the Research Report using criteria presented in Appendix 3. **The TL (BFPL) will be responsible for final acceptance of the report, and for forwarding the approved version to the CPWF Communications Coordinator for publication.**

2.3 CPWF Working Paper Series

Working papers aim to record CPWF work in progress that is worthy of documentation while the work is still in progress. Working papers may contain preliminary material and research results - data sets, methodologies, observations, and findings that have been compiled in the course of research, which have not been subject to formal external reviews, but which have been reviewed by at least two experts in the topic. They are published to stimulate discussion and critical comment. The ideas and research published as working papers should evolve into peer-reviewed research publications (CPWF Research Reports or external journal articles).

Working papers may be co-published by CPWF and partner organizations and will be posted on the CPWF and relevant partner websites for wide dissemination. In the case of joint publication, if the cost is shared between CPWF and another institution, an agreement should be signed setting out the obligations of each party regarding responsibility for content, copyright, content of cover (publishers, logos, etc.), and the sharing of editorial and printing costs.

Format

The standard format for all CPWF reports and papers should be used – see Appendix 2.

Submission and Review

The lead author will arrange “internal” review with two experts in the topic. The reviewers should evaluate the Research Report using the criteria presented in

Appendix 3. The revised paper, together with the reviewer's comments and a statement of how the comments were addressed in revising the paper, should be submitted to the relevant TL (BPFL). **The TL (BFPL) will be responsible for final acceptance of the Working Paper, and for forwarding the approved version**

2.4 Research Highlights

Approximately two pages in length, highlights aim to present CPWF research to a non-specialist audience and will be distributed widely in international conferences, seminars and events. Highlights should be based published documents that provide solid evidence of the claims in the published highlight.

Researchers interested in contributing to a highlight are asked to refer to examples provided by the CPWF. Concise and focused information outlining the problem, the research and the project accomplishments thus far can be submitted to the Communications Coordinator along with appropriate photos. The Communications Coordinator will work with the Project Leader or their nominee to produce the highlights, and will be responsible for obtaining approval for publication from the CPMT.

APPENDIX 1

Appendix 1. Acknowledgements for CPWF Projects and Activities Receiving Funds from IFAD and European Union

Introduction

CPWF projects and activities that receive funds from the International Fund for Agricultural Development (IFAD) and the European Union must take additional steps to the acknowledgement procedures outlined in the CPWF Publication Guidelines. These steps are outlined in section 3.08. of the document, Grant Agreement between IFAD and CPWF (EC/IFAD CGIAR Grant Program), 2007 and read as follows:

Section 3.08. *Acknowledgements and Visibility* (i) In the event that and prior to the production of any written, audio-visual and/or information technology material connected with or resulting from the Programme by the Recipient [CPWF] and intended for limited or general publication, the Recipient [CPWF] shall consult with the Fund regarding the form and substance of the acknowledgement of the Fund's and the Donor's role in providing Funding for the Programme and shall include an acknowledgement in terms agreed by both parties. Information given to the press, the beneficiaries of an Action, all related public material, official notices, reports and publications, shall acknowledge that the Action was carried out "with funding by the "IFAD" and "European Union" and shall display in an appropriate way IFAD's official emblem in a green colour and also the European Logo (twelve [12] yellow stars on a blue background).

(iii) The Size and Prominence of the acknowledgement and IFAD's official emblem and the European Union Logo shall be clearly visible in a manner that will not create any confusion regarding the identification of the programme as an activity of the Recipient [CPWF], the ownership of the equipment and supplies by the Recipient [CPWF], and the application to the Programme of the Fund's and Donor's privileges and immunities.

(iv) All publications by the Recipient [CPWF] pertaining to Actions that have received funding from IFAD and the European Community, in whatever form and whatever medium, including to the internet, shall carry the following or a similar disclaimer: "This document has been produced with the financial assistance of IFAD and the European Union. The views expressed herein can in no way be taken to reflect the official opinion of IFAD and the European Union."

APPENDIX 2:

Style Guide for CPWF Publications

1. Front page and cover page

Use the CPWF publication series templates provided at www.waterandfood.org/publications/program-publications/cpwf-templates.html

2. Standards

Writing style

The style authority for CPWF publications is *The Chicago Manual of Style, 15th edition*, (2003) (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, 11th 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>	<i>Not aligned</i>
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 examples¹, 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.

¹ All examples in this section are from *The Chicago Manual of Style, 15th edition*, (2003), chapter 17, www.chicagomanualofstyle.org.

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.

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 m³/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, 15th 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, 15th 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'.

APPENDIX 3A

Guidelines for Review of CPWF Research Reports

Paper Title:

Paper Sent to Reviewer by (which TL or BFPL):

Date Sent to Reviewer:

Please Complete the Review by:

Instructions for Reviewers

The primary goal of the review is to determine whether the report or paper is suitable for publication as a CPWF Research Report or Working Paper – in terms of the quality of the science, and its presentation. A secondary goal is to assist the author to improve the report or paper, aided by a constructive review.

To complete the review, please answer the questions below. We also encourage you to make comments and notes on the manuscript using track changes. Your name will be kept anonymous unless you indicate that your identity can be revealed to the authors. Please note, however, that track changes can reveal your identity. If you wish to retain your anonymity, we suggest that you change the identifier used in the comments.

Recommendation

Do you recommend publication?:

as received after minor changes after major changes no

Content

- 1. Does this report/paper contribute to the objectives of CPWF?**
- 2. Is the methodology sound?**
- 3. Is the data analysis complete and correct?**
- 4. Are the basic concepts and the central argument clear?**
- 5. Are any key areas of analysis missing?**
- 6. Has the author cited the key references on the topic?**
If not, please recommend references you think most relevant

- 7. What new contributions does the manuscript make to the existing literature?**

8. How relevant are the policy issues which the report seeks to address to policymakers? How successfully are these issues addressed?

9. Is this work of the quality required for publication in reputable international journals?

10. Additional comments on how the content of this report/paper can be improved:

Presentation

11. Do the title, abstract and keywords accurately reflect the content of the paper? yes no

If no, please suggest alternatives

12. Is the standard of the language and grammar acceptable?

yes no

If no, does it need : minor editing major editing

13. Is the organization of the material logical?

If no, please suggest alternatives

14. Are the figures and tables relevant and presented clearly?

yes no

If no, please suggest which are redundant, and how to improve presentation of the data.

APPENDIX 3B

Guidelines for Review of CPWF Working Papers

Paper Title:

Reviewer Name (Optional):

Paper Sent to Reviewer by (which TL or BFPL):

Date Sent to Reviewer:

Please Complete the Review by:

Instructions for Reviewers

The primary goal of the review is to determine whether the report or paper is suitable for publication as a CPWF Research Report or Working Paper – in terms of the quality of the science, and its presentation. A secondary goal is to assist the author to improve the report or paper, aided by a constructive review.

To complete the review, please answer the questions below. We also encourage you to make comments and notes on the manuscript using track changes. Please note, however, that track changes can reveal your identity. If you wish to retain your anonymity, we suggest that you change the identifier used in the comments.

Recommendation

Do you recommend publication?:

as received after minor changes after major changes no

Content

- 1. Does this report/paper contribute to the objectives of CPWF?**
- 2. Is the data analysis complete and correct?**
- 3. Are the basic concepts and the central argument clear?**
- 4. Are any key areas of analysis or discussion missing**
- 5. Has the author cited the key references on the topic?**
If not, please recommend references you think most relevant
- 6. What new contributions does the manuscript make to the existing literature?**
- 7. Additional comments on how the content of this report/paper can be improved:**

Presentation

8. Do the title, abstract and keywords accurately reflect the content of the paper? yes no

If no, please suggest alternatives

9. Is the standard of the language and grammar acceptable?

yes no

If no, does it need : minor editing major editing

10. Is the organization of the material logical?

If no, please suggest alternatives

11. Are the figures and tables relevant and presented clearly?

yes no

If no, please suggest which are redundant, and how to improve presentation of the data.