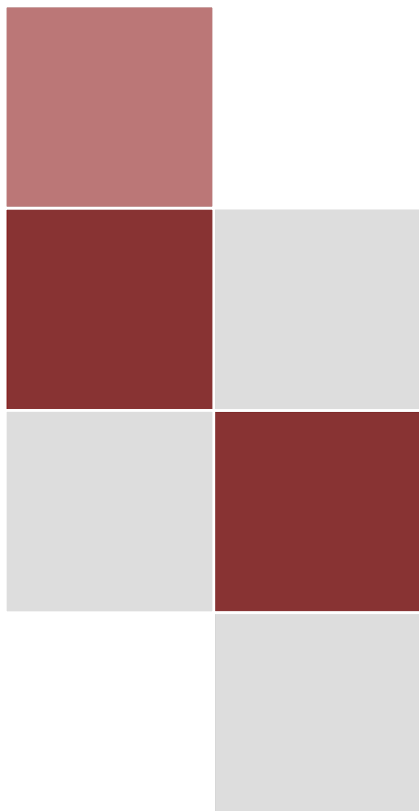




CGIAR

ILRI

INTERNATIONAL
LIVESTOCK RESEARCH
INSTITUTE



ILRI style guide for editors and writers

March 2017

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Introduction

This style guide contains the house style to be followed when preparing documents for the International Livestock Research Institute. Consistent use of the house style will ensure that all material published maintains the institute's corporate identity.

The Editorial and Publishing team can assist with identifying professional editors/proofreaders for manuscripts (See [ILRI editorial and publishing checklist](#)). A copy of this document should be made available (give them this link: <http://hdl.handle.net/10568/33429>) to any external editors, writers or others providing such services.

This document is also available online at: <http://hdl.handle.net/10568/33429>

Spelling and terminology

ILRI follows British English spellings and usage. Primary references for these are *The Concise Oxford Dictionary* for spelling and hyphenation, *Collins Gem Dictionary of Spelling and Word Division* for word division and *Fowler's Modern English Usage* for usage.

Use the first spelling listed in the *Concise Oxford Dictionary*, which includes using 'ize' rather than 'ise' spellings in such words as hybridize, organize, realize, recognize and sympathize. Note, however, a few exceptions in British 'ize' usage: analyse, dialyse, catalyse etc. Also note that some ILRI terminology differs from this standard (see Appendix 2).

Compile a custom dictionary on your computer for commonly used words. Ensure that the default language for your document is set to English (UK) by selecting Language from the Review menu.

Compound words

In general, follow the *Oxford Concise*, but regardless of particular compound lists, cut down on hyphens and compounds words.

- The tendency for English spelling is not to hyphenate where the sense is clear, e.g. subeditor, subregion, overuse, database, germplasm, ongoing, proofreader, worldwide etc.
- Do not hyphenate adverbial clauses, e.g. environmentally sound development.
- Hyphenate compound adjectives when they preceded the noun they modify, e.g. short-term objective (but 'an objective that is short term').
- Do not hyphenate compound adjectives denoting regions, e.g. southeast, southwest, northeast, northwest.

Emphasis

Because there are so many scientific names in ILRI publications in italics, use single quotation marks for words that need emphasis. Put local names of plants and similar terms in single quotes (regular typeface) the first time they are used.

Jargon

Avoid jargon and buzz words of the moment: e.g. *not* backstop *but* back up, support, reinforce.

Non-biased language

- As far as possible, avoid biases in the language: e.g. *not* 'the farmer tilling his fields...' *but* 'the farmers tilling their fields...'.
● Avoid sexist language. Correct: people, chairperson, humanity, spokesperson, handmade, trader, worker etc. Incorrect: man, chairman, mankind, spokesman, manmade, middleman, workman.

Scientific and technical names

- Use italics for Latin genus and species names. Note: abbreviations such as ssp, var, cv in a scientific name are not italicized.
- Latin names for family, order, class etc. start with a capital letter but are neither underlined nor put in italics.
- Use full stops when abbreviating genus and species names (*T. b. brucei*, not *T b brucei*).
- Insert a space between abbreviations of genus and species names (*T. b. brucei*, not *T.b. brucei*).

- When names of species occur in titles or heads the style of which is to capitalize the first letter of every main word, do not capitalize the species names for the sake of stylistic consistency (The Importance of *Trypanosoma brucei* in Africa, not The Importance of *Trypanosoma Brucei* in Africa).
- English names are not capitalized unless they contain a proper noun, such as someone's name or other proper name (ascochyta blight, but East Coast fever).
- Sometimes the Latin name and the English name are the same; make clear whether the scientific name or the common equivalent is intended (*Leucaena*, leucaena; *Acacia*, acacia).
- Refer to crops by their English names; weeds, insects, and pathogens by Latin names (without authorities unless especially required, such as in a taxonomic paper), except for the most common pests and for diseases for which English names are widely accepted and unambiguous.
- Common (generic) names start with a lowercase letter, trade names with a capital.
- Variety names of crops start with a capital letter, e.g. Katumani, Sissay, Enkoy.
- Soil types start with a capital letter, e.g. Vertisol.

Acronyms and abbreviations

- Do not abbreviate figure, table or litre.
- Do not use an acronym or abbreviation if the term it stands for appears only once in a document. If a term appears more than once, spell it out on its first use and put the abbreviation or acronym in parentheses immediately after. Thereafter use the acronym only without full stops or spaces.

dry matter (DM)

tonnes (t)

Food and Agriculture Organization of the United Nations (FAO)

- In tables, use footnotes to define all abbreviations, acronyms and symbols used.
- In figures, define abbreviations and acronyms in the caption; symbols will generally be defined in the key/legend.
- Do not spell out SI or statistical symbols.

Keep a separate list of all acronyms you use and their full names. A list of acronyms is useful if several are used in the paper.

Capitalization

- In book titles, headings, subheadings and captions, use capitals only for the initial letter.
- In text, capitalize table, figure, annex, appendix, section etc. when referring to a specific table etc. in the document.
- Use upper case for definite geographical places, regions, areas and countries, e.g. North America, South America, Latin America, North Africa; do not use upper case for poorly defined areas, such as east Africa, west Africa, southern Africa, south Asia, southeast Asia, western Europe, etc.
- If a name consists of more than one word, capitalize the first letter of each word except articles, conjunctions and prepositions such as *of*.

Association for Strengthening Agricultural Research in Eastern and Central Africa

- Where a multiple-word name is subsequently shortened to part of the name, do not capitalize the short name.
 - Coast Province . . . the province
 - International Livestock Research Institute . . . the institute
 - Addis Ababa University . . . the university
- Such terms should also not be capitalized if used in a general sense.
 - A university, a province, a centre, government policies
- Do not capitalize the common names of plant and animal species and various groupings of species, but capitalize names of breeds.
 - N'Dama, West African Dwarf goats, East African Zebu cattle, zebu cattle, hair sheep, taurine cattle
- Jobs are all lowercase, e.g. prime minister, US secretary of state, chief rabbi, editor of ILRI.
- Capitalize titles, but not job description, e.g. President Uhuru Kenyatta (but Kenya's president, Uhuru Kenyatta, and Kenyatta on subsequent mention).
- Government departments in English-speaking countries
 - Initial capitals when full name is used, e.g. Foreign Office (UK), United States Department of State Ministry of Agriculture and Farmers Welfare (India), Ministry of Agriculture Livestock and Fisheries (Ethiopia).
 - Lowercase when abbreviated or paraphrased, e.g. US state department, Indian agricultural ministry, etc.
 - Lowercase for translations of government departments in non-English-speaking countries, e.g. German foreign ministry, etc.
- Government agencies, public bodies, quangos initial caps, e.g. United States Agency for International Development, Food and Agriculture Organization of the United Nations
- Acts of parliament initial caps (but bills are lowercase), e.g. Agricultural Produce Marketing Act 1965 (Kenya), Water Infrastructure Resiliency and Sustainability Act 2015 (US), the fertilizers and animal foodstuffs bill 2013
- Parliamentary committees, reports and inquiries, all lowercase, e.g. Joint Committee on National Cohesion and Equal Opportunity (Kenya), the Standing Committee on Environment and Sustainable Development (Canada)
- Universities and colleges of further and higher education caps for institution, lowercase for departments, e.g. Sheffield University, department of agriculture.
- Do not capitalize geographical features, e.g. river Nile

Punctuation

Full stops

- Leave only one letter space after a full stop at the end of a sentence.
- Use full stops in i.e., e.g., etc., et al., p. and pp.
- Otherwise, do not use a full stop in abbreviations unless the abbreviation might be confused with a word.

no. for number (not 'no')

temp

- Do not punctuate degrees, titles etc.

BSc MSc PhD FRCVS The Right Hon Mr Mrs Ms Dr Prof

- Do not use full stops after sp, spp, var and cv.

Commas

Minimize the use of commas. Use commas to separate clauses within complex sentences to prevent possible misreading.

- Do not use commas after i.e. and e.g.
- Do not use commas before 'and' or 'or' in a list and before 'etc.'.

Colons and semicolons

- Use a colon when the second part of the sentence directly results from the first part, e.g. the farmer had five children: one is working at the farm, three are working in the city but the youngest is still looking for a job. (Do not capitalize after the colon).
- Use a semicolon to join two parts of a sentence that belong together but contain different statements. In most cases the semicolon can be replaced by 'and', 'but' or 'because'. Both parts must be a complete sentence, with a subject and verb. For example: It is a pity that the farmers in our trial are illiterate; this is hampering the experiment.

Brackets

- (When a complete sentence is enclosed in brackets, its punctuation is enclosed.)
- When only part of a sentence is enclosed in brackets, punctuation is placed outside (as in this example).

Quotation marks

- Use single quotation marks (' ') to enclose quoted material that is run into text.
- Use double quotation marks (" ") to enclose a quotation within a quotation.
- If the quotation is not a full sentence, place punctuation marks such as commas, colons and full stops outside the quotation marks. If the quotation is one or more full sentences, place the quotation marks outside the associated punctuation.
- Where the quoted text is set off from the text, no quotation marks are needed.

For instance, 'logical punctuation is deemed to be more in keeping with the principle of minimal change.' If you put a full stop or comma inside quotation marks, you are suggesting that the period or comma is part of the quoted material. You have, therefore, altered the quotation.

Bullet points

Do not punctuate the end of bullet points which are a list of items.

ILRI publications:

- policy briefs
- corporate reports

If the bullet points form a complete sentence with preceding text, add a full stop to the end of the last point.

ILRI participated in the Economist Ethiopia Summit 2015, at which the following organizers attended:

- African Development Bank.
- Bill & Melinda Gates Foundation.
- Ethiopian Investment Commission.

If text inside the bullet point is a complete sentence in its own right, add a semicolon to the end of each point, 'or' or 'and' (depending on the sense of your sentence) to the end of the penultimate point, and a full stop to the end of the last one.

The following were considered good reasons for attending the COP21 conference in Paris in December:

- there was a good chance of influencing governments; or
- there was a chance of making good contacts with other influential stakeholders.

Numbers, units and dates

Numbers

Write out numbers below 10 except:

- When they are part of a series with some numbers below 10 and some of 10 or more.
The average farm livestock holding consists of 2 cows, 7 sheep and 11 goats.
- When used in conjunction with a standard (abbreviated) unit of measure.
3 kg, 5 TLU, 2 t/ha, 5%
- A number implying an arithmetical manipulation.
a factor of 2
- When a number begins a sentence it is always written out.
Fifteen sheep were infected.
- In numbers consisting of two to three digits, run the numerals together.
150, 250, 999.
- In numbers consisting of more than three digits, separate groups of three with a comma.
1,000 9999 10,000 100,000 1,273,000
- Avoid writing numbers ending in several zeros; either substitute a word for part of the number or add a prefix to a basic unit of measurement.
1.25 million, rather than 1,250,000
9 mg, rather than 0.009 g
- Numbers smaller than 1.0 should be written with a zero in front of the decimal point.
0.05, not .05

Units

- Use the metric system (tonnes, hectares etc.).
- Use the symbols for per cent (%) and degree (°) with numerals; leave no space between the numeral and the symbol.
15°C 25%
- Insert a space before a figure and a unit of measurement.
33 cm (*not* 33cm)
- In an expression of range, omit the symbol after the first number.
15–25% 20–27°C
- Do not use full stops or spaces after measurements, e.g. cm, mm, g, ha.
- Write out if the unit is used without numerals, e.g. the level of N applied in kilograms per hectare.

Expression of division, rate and concentration

- Use a slant line as a sign for division and to show rates or concentrations. Do not use the negative powers system.

One-quarter = 1/4

kg/ha

mol/litre

- Do not use more than one slant line in an expression.

kg/ha/year should be written as kg/ha per year

Dates

- Report dates in the sequence day, month, year, with no punctuation.

12 June 1993 (not 12/6/93, since this could mean either 12 June or 6 December 1993, depending on the convention used)

- Do not use apostrophes in decades: e.g. 1990s.
- Do not abbreviate years, i.e. use 1990 not '90.
- Indicate a range of dates as 1998–99 or from 1998 to 1999.

Time

Report times using the 24-hour time system; the time is indicated by four digits, the first two for the hour, the last two for minutes, with no punctuation between the two sets.

0830 hours 1200 hours 1905 hours

Currency

- Prices etc. will normally be expressed in local currency, but the exchange rate to the US dollar should be given at first mention.
- The name of the local currency should be spelled out at the first mention, and an ISO-approved abbreviation, using the alphabet rather than symbols, used thereafter (e.g. United States dollar, USD; British pound, GBP; Euro, EUR; Ethiopian birr, ETB; Kenyan shilling, KES; Tanzanian shilling, TZS; Ugandan shilling, UGS; for a full list of such approved currency abbreviations, see: <http://www.xe.com/iso4217.htm>)
- When the unit of currency is written out in full, it comes after the number; when abbreviated, it comes before the number.

. . . a price of 20 Ethiopian birr (ETB) per kilogram (ETB 8.8 = USD 1.00 at 18 March 2006).
then . . . ETB 15/kg

Tables and figures

Tables are used for reporting extensive numerical data in an organized manner. They show classifications, facilitate comparison, reveal relationships and save space. They should be self-explanatory. It is seldom necessary to use a table for fewer than eight items of data; instead, present the information in the text.

Figures present comparisons and contrasts quickly and visually. They catch the reader's attention and are vivid in the message they convey. But by their nature, they do not give the detail of data that can be carried in a table.

You must decide whether a table or figure is better for conveying a particular message. Data presented in tables should not be duplicated in figures. Neither tables nor figures should be discussed extensively in the text, as if they were not there for the reader to see. However, important points can be brought out and reinforced in the text. Every table and every figure should be cited in the text. Tables and figures both should be numbered consecutively in the order they are referred to in the main text. Each should have its own number: not Table 2a, Table 2b but Table 2, Table 3; not Figure 3a, Figure 3b, Figure 3c but Figure 3, Figure 4, Figure 5.

Both tables and figures should be self-explanatory; that is, they should stand on their own, in that the reader does not have to refer to the text to understand the material being presented.

Abbreviations in a table should be spelled out in the table footnotes. Axes in a figure should be clearly labelled and symbols used explained in a key.

Notes:

A table should be an analysis, not merely a listing of all the raw data collected.

Show the units for all measurements. Use no more digits than the accuracy of the method justifies. Do not include columns of data that can be calculated easily from other columns.

Table titles should be brief but sufficiently explanatory of the data included. They should not include the units of measurement. Table titles go above the table. The title is not a complete sentence and should not end with a full stop. It should be flush at the left, not centred.

Figure captions are positioned above figures. The caption is often a complete sentence; even if it is not, it should end with a full stop. Submit your data figures with your figure, whether it is drawn by hand or on the computer, so that if it needs to be redrawn, that can be done accurately and efficiently.

Table and figure captions should not be in bold, nor italicized.

References

Every reference cited in the text of an article or as a source of a table or figure must be included in the reference list with full bibliographic details. The details must be complete, so that an interested reader can locate the reference. Also, any work listed in the reference list must be cited in the text.

Citations in the text

- Use the name-year system, with no comma between the author and the year (O'Connor 1992).
- When an author has written more than one work in the same year, use a, b etc. to differentiate, e.g. 1999a, 1999b.
- Where there are more than two authors for a publication, use the first author's name and et al. in the text; give all the names in the reference list (Smith et al. 2003).
- When there is more than one reference for a certain issue, separate the citations with a semicolon; place the citations in chronological order with the earliest citation first (O'Connor 1992; Smith et al. 2003; FAO 2004).

Styling the reference list

- All lists of literature cited should be in alphabetical order by surname (or main name) of the first author, followed by initials; if there are listings of different authors with the same surnames and initials, then alphabetize by date.
- After five authors, use et al.
- All works by a single author precede works by that author jointly with others.
- Works written by an author precede those edited by the same author.
- Works published in the same year are alphabetized by title.
- Multi-authored works are alphabetized by surname of the first author, then of the second etc.

Components of a publication

Major components for a journal article

Author. year.

title of article. Capitalization is 'sentence style', that is, capitalize only the first word and proper nouns, as you would in a sentence. Followed by a full stop.

name of journal. Italicized. Do not abbreviate the journal title.

volume, issue number, inclusive pages.

Add a permanent URL such as a DOI or handle if such exist. Never include links to dropbox, academia.edu or ResearchGate whose URLs are of questionable legality. Where there is a handle address (as in CGSpace) use the handle and never link to a bitstream address.

Major components for a book

Author. year.

title of book. Italicized and followed by a full stop.

city and country of publication: Give the city (followed by a comma) and country (followed by a colon) where the book was published followed by a colon.

publisher: Give the name of the publisher followed by a full stop.

Add a permanent URL such as a DOI or handle if such exist. Never include links to dropbox, academia.edu or ResearchGate whose URLs are of questionable legality. Where there is a handle address (as in CGSpace) use the handle and never link to a bitstream address.

Note: if the publisher has multiple offices around the world, omit the city and country.

Major components for a chapter in a book or a paper in a proceedings

Author. year.

title of chapter or paper. Not italicized.

In: Give editors names and initials followed by (eds) and a comma.

title of book or proceedings. Italicized and followed by a full stop.

city and country of publication: Give the city (followed by a comma) and country (followed by a colon) where the book was published.

publisher: Give the name of the publisher followed by a full stop.

Note: if the publisher has multiple offices around the world, omit the city and country.

page numbers

If the item is in a series of working papers or reports, give the series title and number of the item in the series.

Add a permanent URL such as a DOI or handle if such exist. Never include links to dropbox, academia.edu or ResearchGate whose URLs are of questionable legality. Where there is a handle address (as in CGSpace) use the handle and never link to a bitstream address.

ILRI and corporate authors

If the author is a corporate author, for example ILRI, which would be cited in the text as (ILRI 2005), list the acronym or abbreviation of the corporate entity as the author, followed by the name spelled out in full in brackets.

- ILRI (International Livestock Research Institute). 2005. *Annual report 2004*. Nairobi, Kenya: ILRI.

Examples of references

Citation style—Book chapter

Nkedianye, D., Radeny, M., Kristjanson, P. and Herrero, M. 2009. Assessing returns to land and changing livelihood strategies in Kitengela. In: Homewood, K., Kristjanson, P. and Trench, C.P. (eds), *Staying Maasai? Livelihoods, conservation and development in East African rangelands*. New York, USA: Springer: 115–149.

Citation style—Book

Homewood, K., Kristjanson, P. and Chenevix Trench, P. 2009. *Staying Maasai? Livelihoods, conservation and development in East African rangelands*. New York, USA: Springer.

Citation style—Journal article

Githui, E.G., de Villiers, E.P. and McArthur, A.G. 2009. Plasmodium possesses dynein light chain classes that are unique and conserved across species. *Infection, Genetics and Evolution* 9(3): 337–343.

Institutionally published documents, government reports etc.

If they have named authors or editors, documents published by institutions, government agencies etc. should be treated in the same way as published articles, books etc. For example:

- Goldson, J.R. 1977. *Calf and dairy heifer rearing at Kitale with special reference to smallholder practice*. National Agricultural Research Station Technical Report 15. Nairobi, Kenya: Ministry of Agriculture.
- Thornton, P.K., Notenbaert, A. and Herrero, M. 2008. *The livestock–climate–poverty nexus: A discussion paper on ILRI research in relation to climate change*. ILRI Discussion Paper 11. Nairobi, Kenya: ILRI.
- Al-Najim, M.N. 1991. *Changes in the species composition of pastoral herds in Bay Region, Somalia*. Pastoral Development Network Paper 31b. London, UK: ODI.

If the documents do not have a named author, show the issuing institution or government as the author.

- Australian Meat and Livestock Corporation. 1991. *Statistical review, July 90–June 91*. Sydney, Australia: Australian Meat and Livestock Corporation.
- FAO (Food and Agriculture Organization of the United Nations). 1970. *Improvement of livestock and dairy industry, Malawi. Pasture and range conditions*. FAO Technical Report 3. Rome, Italy: FAO.

If the documents have multiple institutional authors and one is the major publisher, show the main publisher as follows:

- International Livestock Research Institute; Kenya Bureau of Statistics. 2003. *Kenya poverty mapping*. Nairobi, Kenya: ILRI.

Unpublished reports

- Huxley, P.A. 1986. Rationalising research on hedgerow intercropping: An overview. ICRAF Working Paper 40. Nairobi, Kenya: ICRAF. (unpublished report)

Electronic publications (reference to internet documents)

The basic rules of citing do not differ markedly between internet and printed publications. There is always an author or organization with responsibility for the publication, a date of publication, a title, a place of 'publication' and a publisher. It is true, however, that some elements are harder to locate when citing internet publications. When certain elements are missing, square brackets can be used to indicate missing data or for clarification by the person doing the citing, e.g. [no date]. For publications available on the internet, give the full reference. Wherever you cite non-permanent URLs, add: 'Accessed on [give full date]'.

- FAO (Food and Agriculture Organization of the United Nations). 2005. *Training HIV/AIDS orphans in sub-Saharan Africa*. FAO Newsroom. Rome, Italy: FAO. (Available from <http://www.fao.org/newsroom/en/news/2005/102183/index.html>) (Accessed 16 May 2005).

Newspaper

The most basic entry for a newspaper consists of the author name(s), article title, newspaper name, and publication date.

Last Name, First Name. 'Article title.' Newspaper Name, Publication date.

Smith, J. *Steelers win Super Bowl XLIII*. Pittsburgh Post-Gazette, 2 February 2009.

Appendix 1: SI units

In general, ILRI uses SI (Systeme Internationale) units. The SI base units are:

Physical quantity	Name of unit	Unit symbol
length	metre	m
mass	kilogram	kg
time	second	s
electric current	ampere	A
thermodynamic temperature	kelvin	K
luminous intensity	candela	cd
amount of substance	mole	mol

Acceptable SI-derived units include:

Unit name	Symbol	Physical quantity
degree Celsius	°C	Celsius temperature
joule	J	energy, work or quantity of heat
Newton	N	force
ohm	[omega]	electric resistance
Pascal	Pa	pressure
volt	V	electric potential, potential and electromotive force
watt	W	power

Non-SI units accepted for general use:

Physical quantity	Name of unit	Unit symbol
volume	litre	litre
mass	tonne	t
time	minute	min
time	hour	h
time	day	day
plane angle	degree	°
plane angle	minute	'
plane angle	second	"

Appendix 2: Preferred usage

For a full list of variants in British and American spellings, check web resources such as:

http://www.spelling.org/Freebies/british_vs_american_spelling.htm

acknowledgement	<i>not</i> acknowledgment
advice (noun)	
advise (verb)	
ageing	<i>not</i> aging
agro-ecology	<i>not</i> agroecology
altogether	
aluminium	<i>not</i> aluminum
anaemia	
anaesthesia	
analogue	
analyse	
And	<i>not</i> &
annexe (noun)	
antigen-trapping ELISA	<i>not</i> antigen ELISA
appal	
artefact	<i>not</i> artifact
B cell (noun)	<i>not</i> B-cell
B-cell (adjective)	<i>not</i> B cell
behaviour	<i>not</i> behavior
biophysical	<i>not</i> bio-physical
biosecurity	<i>not</i> bio-security
Blue Sepharose	<i>not</i> blue sepharose
B lymphocyte (noun)	<i>not</i> B-lymphocyte
B-lymphocyte (adjective)	<i>not</i> B lymphocyte
calliper	
cancelled, cancelling	<i>not</i> canceled, canceling
catalogue	
catalyse	
centimetre	<i>not</i> centimeter
centre	<i>not</i> center
Chad	<i>not</i> Tchad
Chagas' disease	<i>not</i> Chagas disease
chancellor	
changeable	
channelled, channelling	<i>not</i> channeled, channeling
cheque	<i>not</i> check
chilli	
co-localized	<i>not</i> colocalized
colour	<i>not</i> color
compelled	
Coomassie	<i>not</i> coomassie

Côte d'Ivoire	<i>not</i> Ivory Coast
Crossbred, crossbreeds	<i>not cross-bred, cross-breed</i>
cross-react	<i>not</i> cross react
cross-resistance	<i>not</i> cross resistance
crystallize	
C-terminus (carboxyl end, carboxyl terminus)	<i>not</i> C terminus
curable	
Dar es Salaam	<i>not</i> Dar-es-Salaam
database	<i>not</i> data base
decision-maker	<i>not</i> decisionmaker or decision maker
decision-making	<i>not</i> decisionmaking or decision making
defence	<i>not</i> defense
device (noun)	
devise (verb)	
dialogue	<i>not</i> dialog
diarrhoea	
disulphide	<i>not</i> disulfide
draught	<i>not</i> draft
Eagle's medium	<i>not</i> Eagles medium
encyclopaedia	
endeavour	<i>not</i> endeavor
endocytic	<i>not</i> endocytotic
enquire	<i>not</i> inquire
enrol, enrolls, enrolled, enrolling	<i>not</i> enroll, enrolls
equalling	<i>not</i> equaling
excelling	
favour	<i>not</i> favor
feeder layer	<i>not</i> feeder-layer (except as adj)
fibre	<i>not</i> fiber
fluorescence-activated cell sorter	<i>not</i> fluorescence activated cell sorter
focuses	<i>not</i> focusses
fold: twofold, ninefold etc. (but 70-fold)	<i>not</i> two-fold, nine-fold etc.
Freund's adjuvant	<i>not</i> Friends adjuvant
fulfil, fulfilment	<i>not</i> fulfill, fulfillment
gastro-intestinal	<i>not</i> gastrointestinal
gauge	
grey	<i>not</i> gray
haemophilia	
high-performance liquid chromatography	<i>not</i> high performance liquid chromatography
homologue	
hydrolyse	
immunogold	<i>not</i> immuno-gold
infection and treatment	<i>not</i> infection-and-treatment (except as adj)
infection-and-treatment immunization	<i>not</i> infection and treatment immunization
infra-red	<i>not</i> infrared
initialled	

internet	<i>not</i> Internet
interrelationship	<i>not</i> inter-relationship
judgement	<i>not</i> judgment
kDA (for kilodalton)	<i>not</i> kD
kerb	<i>not</i> curb
kilogram	
kilometre	<i>not</i> kilometer
knowledgeable	
labelled	<i>not</i> labeled
labour	<i>not</i> labor
leukaemia	<i>not</i> leukemia
levelled	<i>not</i> leveled
licence (noun)	<i>not</i> license (n. & v.)
license (verb)	
life cycle	<i>not</i> lifecycle or life-cycle (except as adj)
likeable	
litre	<i>not</i> liter
liveable	<i>not</i> livable
live weight	<i>not</i> liveweight (except as adj)
MAB (monoclonal antibody)	<i>not</i> mAb
marvellous	
metre (unit of measure)	<i>not</i> meter
modelling	<i>not</i> modeling
monologue	
movable	
Mozambique	<i>not</i> Moçambique
N'Dama	<i>not</i> ndama, D'dama, NDama
neighbour	<i>not</i> neighbor
net	<i>not</i> Net
neurone	<i>not</i> neuron
northeast, northeastern	<i>not</i> north-east, north-eastern
northwest, northwestern	<i>not</i> north-west, northwestern
notable	
N-terminus (amino end, amino terminus)	<i>not</i> N terminus
oedema	<i>not</i> edema
oesophagus	
oestrogen	
organize	
orthopaedic	
paediatric	
palaeontology	<i>not</i> paleontology
panellist	
paralyse	
pelleted	<i>not</i> pelleted
per cent	<i>not</i> percent
plough	<i>not</i> plow

policy maker	<i>not</i> policy-maker or policy maker
policy making	<i>not</i> policy-making or policymaking
postcode	<i>not</i> zip code
practice (noun)	
practise (verb)	<i>not</i> practice (v.)
program	<i>not</i> programme
propelled	
provable	
quantification	<i>not</i> quantitation
quarrelled	
quotable	
radiolabelled	<i>not</i> radiolabeled
realize	
recognize	
rigour	<i>not</i> rigor
saleable	
savannah	<i>not</i> savanna
scalable	
sceptic	<i>not</i> skeptic
semi-arid	<i>not</i> semiarid
sheikh	<i>not</i> sheik
signalling	
sizeable	
skilful, skillfully	<i>not</i> skillful, skillfully
socio-economics	<i>not</i> socioeconomics
solvable	
southeast Asia	<i>not</i> South-East Asia
southeast, southeastern	
Southern blot	<i>not</i> southern blot
southwest, southwestern	
speciality	<i>not</i> specialty
spiralled	<i>not</i> spiraled
subhumid, subunit, subpopulation etc.	<i>not</i> sub-humid, sub-unit etc.
sulpha	<i>not</i> sulfa
Superose	<i>not</i> superose
T cell (noun)	<i>not</i> T-cell
T lymphocyte (noun)	
targeted	<i>not</i> targetted
T-cell (adjective)	
the Gambia	<i>not</i> The Gambia
the Netherlands	
the Philippines	<i>not</i> The Philippines
theatre	<i>not</i> theater
T-lymphocyte (adjective)	
totalling	<i>not</i> totaling

towards	<i>not</i> toward
traceable	
tranquillize	
<i>trans</i> Golgi	<i>not trans</i> -Golgi or trans Golgi
transferral	<i>not</i> transferal
travelling	<i>not</i> traveling
trypano-resistant	
trypano-sensitive	
trypanotolerant	<i>not</i> trypano-tolerant
tumour	<i>not</i> tumor
tyre	<i>not</i> tire
UK	<i>not</i> U.K.
under way	<i>not</i> underway
unparalleled	
USA	<i>not</i> U.S.A.
usable	
useful	
web	<i>not</i> Web
web page	<i>not</i> Webpage, Webpage or webpage
webmaster	<i>not</i> Webmaster or web master
website	<i>not</i> Website, Website or web site
Western blot	<i>not</i> western blot
while	<i>not</i> whilst
yoghurt	<i>not</i> yogurt
zebu	<i>not</i> Zebu (except in proper name such as East African Zebu)

Appendix 3: CGIAR research programs

CGIAR is never spelled out, as it now serves only as an acronym. For this reason, do not insert 'the' before 'CGIAR' in statements such as 'CGIAR is a fine institution'. Exceptions are in statements such as 'The CGIAR research programs are undergoing more changes.'

Never use any CRP numbers (such as 3.7). Do not use the abbreviation 'CRP' in public documents. Always spell out this term, or use shorthand terms such as 'these research programs'. Do not capitalize phrase 'CGIAR research program', unless referring to a specific program but its full name, e.g. The CGIAR Research Program on Livestock is doing well; this CGIAR research program is doing well etc.

Never create an abbreviation (official ones are listed here)

- CGIAR Research Program on Livestock
- CGIAR Research Program on Agriculture for Health and Nutrition (A4NH)
- CGIAR Research Program on Climate Change, Agriculture and Food Security (CAAFS)
- CGIAR Research Program on Fish
- CGIAR Research Program on Food, Trees and Agroforestry
- CGIAR Research Program on Maize
- CGIAR Research Program on Policies, Institutions and Markets (PIM)
- CGIAR Research Program on Rice
- CGIAR Research Program on Roots, Tubers and Bananas (RTB)
- CGIAR Research Program on Water, Land and Ecosystems (WLE)
- CGIAR Research Program on Wheat
- CGIAR Big Data Platform
- CGIAR Excellence in Breeding Platform
- CGIAR Genebanks Platform

Appendix 4: ILRI programs

The official names and acronyms of the ILRI programs are:

- Animal and Human Health - AHH
- BecA-ILRI Hub - BecA
- Feed and Forage Development - FFD
- Impact at Scale
- Livestock Genetics - LiveGene
- Policies, Institutions and Livelihoods - PIL
- Sustainable Livestock Systems - SLS