

**Secretariat of the Pacific Community**

# **English Style Guide**

**October 2001**



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## 1. INTRODUCTION

**1.1** This style manual has been written to help SPC authors produce documents for publication and is designed to establish a convention for style and grammar, streamline the editing process, and facilitate layout.

It is not meant to cover every style and grammatical issue the SPC author may encounter. Volumes have been written on the subject. It is also impossible (not to mention unnecessary) to include every eventuality an author might run into.

For many readers of SPC publications, English is not the first language. Therefore, one of the most important considerations in producing a publication is that it be written clearly, concisely, and without unnecessary words and phrases.

The style rules in this guide have been derived from the latest editions of the following internationally recognised sources:

- *Scientific Style and Format: the CBE Manual for Authors, Editors, and Publishers*
- *The Chicago Manual of Style*
- *The Oxford English Dictionary*
- *The Concise Oxford Dictionary*
- *The Random House Dictionary of the English Language*
- *European Association of Science Editors: Science Editors' Handbook*
- *Times Atlas of the World*

**1.2** The spelling of words in English is not governed by any national or international authority as the spelling of French words is. Many words in English take different forms that can be generally characterised as either American English or UK English. UK forms are used in Commonwealth countries such as Australia, New Zealand and Canada.

### Preparing publications

**1.3** All documents should be double-spaced before they are presented to Publications. This makes it easier for the editor to write comments in the margins and between the lines of text and makes it easier for the author to read these changes. In addition, pages should be numbered and the entire document should be spell-checked.

References in the text body to tables and figures should correspond with the actual illustrations. Use a simple font such as Times Roman. If your publication has complicated graphs or tables in Microsoft Excel or some other program, check with Publications before submitting your document for layout.

**1.4** If you need to include general cultural and physical background information about a Pacific country in your publication (eg total rainfall, land area, capital, major ports, language spoken, or other geographical information), PLEASE consult a reliable source. This does not mean any of the *Lonely Planet* guides. Reputable sources can be found in the SPC library and include: *The Pacific Islands: an encyclopedia*, University of Hawai'i Press, 2000; *The Statesman's Yearbook*, Palgrave Publishers, 2001; *The World Guide*, New Internationalist Publications, 2001. There are others.

**1.5** With a few exceptions, each SPC publication should have the following:

- title page
- copyright
- funding credit(s)
- table of contents
- CIP data
- ISBN or ISSN
- references (if needed)
- printing credit
- SPC logo.

### **SPC's copyright**

**1.6** © Copyright Secretariat of the Pacific Community, [current year]

All rights for commercial / for profit reproduction or translation, in any form, reserved. The SPC authorises the partial reproduction or translation of this material for scientific, educational or research purposes, provided that SPC and the source document are properly acknowledged. Permission to reproduce the document and/or translate in whole, in any form, whether for commercial / for profit or non-profit purposes, must be requested in writing. Original SPC artwork may not be altered or separately published without permission.

Original text: English

In the case of brochures, where space is a premium, the copyright can be shortened to:

© SPC [insert current year]

## **ISBN, ISSN, Agdex and CIP**

**1.7 ISBN** — International Standard Book Number is a unique code used to identify a publication by its title, publisher and edition. The ISBN can be used to identify books in orders (e.g. Amazon.com), stock control and library systems.

ISBNs are always 10 digits long, and are divided into four parts. For example, the ISBN 982-203-810-0 refers specifically to the document, *Pacific kava — a producer's guide*. The 982 refers to the South Pacific region; the 203 refers to the individual publisher (in this case SPC); 820 refers specifically to that document (i.e. is keyed to the title); the last digit is a kind of check mechanism.

ISBNs should be assigned to books, pamphlets, and reports more than four pages long. Microfilm publications, microcomputer software, multimedia kits containing printed matter, books on cassettes and maps.

ISBNs are not given to most posters (unless there is detailed information), calendars, advertisements, and most serial publications.

**1.8 ISSN** — International Standard Serial Number is a unique number given to serial publications such as newsletters, magazines, newspapers.

ISSNs are helpful in identifying a specific serial, especially when different serials have the same or similar title. An ISSN can be given to any serial publication, no matter the format (CD ROM, online, etc.). A serial publication is one that is published successively under the same title (e.g. *Fisheries Newsletter*)

ISSNs are eight digits long. For example, the *Pacific Islands Nutrition* newsletter has the ISSN 1022-2782. ISSNs should appear in the upper right-hand corner of the front cover of each issue.

**1.9 Agdex** — Agdex is a system for cataloguing agricultural publications. An Agdex number is not a unique number like an ISBN or ISSN, but instead links similar subject matter (i.e. an Agdex number is subject specific, rather than item specific). Two publications with the same Agdex number means they are on the same subject. For example, any publication with an Agdex number of 622, means those publications are about insect pests and their control. Agdex numbers are three digits long.

**1.10 CIP data** — Cataloguing-in-publication data is an internationally recognised description for a publication, and can include information on the title, author(s), or editor(s), place of publication, publisher, year of publication, and page numbers. CIP data is generally found on the reverse side of the title page of a publication, near the publisher's copyright.

For more detail, see the brochure *Publishing at SPC*.

#### SPC's address

**1.11** In English language documents, SPC's address should appear as:

Secretariat of the Pacific Community  
BP D5  
98848 Noumea Cedex  
New Caledonia  
Tel: +687 20.00.00  
Fax: +687 26.38.18  
E-mail: spc@spc.int

## 2. SPELLING

### Conventions

**2.1 British spelling.** In general, SPC Publications follows UK English usage; however, influences are crossing the Atlantic in both directions all the time. For example, the *Concise Oxford Dictionary* uses 'organize' with a 'z' as its first choice of spelling. Also, the spellings *program* and *disk* have become required UK usage in 'computerese'). There may even be times when it is preferable to use American English, such as for publications specifically targeting Micronesian countries. In general, it is suggested that SPC authors use the *Concise Oxford Dictionary* as a basic reference for spelling.

**2.2 Words ending in -ise/-ize, -yse/-yze.** Use -ise and -yse endings. Both spellings are correct in UK English, but the -ise and -yse forms tend to be more common. Again, refer to the *Concise Oxford* for the latest convention.

*But*, for proper names follow the style of the organisation itself. For example, *World Health Organization*, *Food and Agriculture Organization* (both take a 'z')

**2.3 Judgment/judgement and acknowledgment/acknowledgement.** SPC style is to retain the first 'e'.

**2.4 Words with -ae- or -oe-.** Use the British spelling for words such as *aetiology*, *foetus*, and *oestrogen* (*etiology*, *fetus*, and *estrogen* are American usage).

**2.5** Write *gram*, *kilogram*, *litre*, *metre* (not *kilogramme*, *liter*).

### Capital letters

**2.6** As a general rule, capitalise all nouns and adjectives in names of specific institutions and their subdivisions (DGs, directorates, divisions and other departments), committees, or working groups.

World Health Organization

Demography Programme

Catholic Church

Standing Committee on Tuna and Billfish

*But*, the committee discussed ...; the programme encompasses...

**Note.** When using an original name in French or another language where only the first word is capitalised, follow the foreign style and put in italics or add inverted commas if confusion could arise.

**2.7 Political entities.** Capitalise *specific* political entities, but use lowercase when the reference is *general*.

The Federated States of Micronesia; Kosrae State

**2.8 Treaties and international agreements.** Follow the same general rule for treaties, conventions, arrangements, understandings and protocols.

the Treaty of Waitangi; the Canberra Agreement

**2.9 Seasons, weekdays, months, and events.** No capitals for *spring*, *summer*, *autumn*, *winter*; use capitals for weekdays, months, holidays, and events (e.g. Friday, July, Bastille Day, International Year of the Child).

**2.10 Earth, world, and other celestial bodies.** Capitalise *earth* and *world* only in connection with astronomy or astronautics (*the Earth*, *the Galaxy*, *the Moon*), except where the proper noun is used as an

adjective (earth satellites, moon rock); no capitals for *the resources of the earth, the population of the world*.

**2.11 Proprietary names.** Proprietary names (or trade names) are normally capitalised, unless they have become generic terms, such as *aspirin, linoleum* and *nylon*. Capitalise registered trade names such as *Xerox, Land-Rover, Coca-Cola*.

**2.12 Quotations.** Start with a capital in running text only if the quotation is a complete sentence in itself.

According to Françoise Sagan, 'Writing is just having a sheet of paper, a pen and not the shadow of an idea of what you're going to say.'

**2.13 Nationalities, languages, etc.** All words derived from country names should be capitalised.

I-Kiribati; ni-Vanuatu; English style guide; French-speaking people

**2.14 Titles.** Capitalise titles before a name.

President Kennedy; Ratu Seru Epenesa; Reverend Jesse Jackson; Dr Arthur Whistler

### Geographical names

**2.15 Place names and topographical features should always be capitalised:** Pacific Ocean, Coral Sea, Grande Terre, Majuro Atoll, Suva, Mauna Loa, Marianas Trench, Emperor Seamounts.

NB: Pacific, when referring either to the region or the ocean, is always capitalised. Ignore your spell checker which suggests a lower case 'p' for Pacific.

**2.16** Likewise, all island groups are capitalised: Bismark Archipelago, Hawaiian Islands, Tuamotu Archipelago, Pacific Islands.

**2.17** Compass points (north, south, east, west) and their derivations (northern, southern, eastern, western; southwest, northeast, ...) are lower case unless they form part of a place name. For example: South Pacific, Southeast Asia, Pacific Northwest. A single capital letter (N,

S, E, W) is used when writing latitude and longitude (e.g. Honolulu is at 21°18.47'N, 157°52.00'W).

**2.18** Ocean currents are capitalised: Equatorial Counter Current, Humboldt Current.

**2.19** Winds are not capitalised: southeast trades, monsoon winds. *But*, weather and climatic systems are: El Niño, La Niña, Intertropical Convergence Zone, North Pacific High.

### Hyphens and compound words

**2.20** *General.* The trend is away from hyphens and to either join words or to leave them open. For example: seawater, gill net. Compound words may be written as two or more separate words, or with hyphen(s), or as a single word. Many compounds have followed precisely those steps (e.g. *data base*, *data-base*, *database*).

Open compound: gill net

Hyphenated compound: mass-produced

Closed compound: taxpayer

Sometimes hyphens are necessary to clarify the sense or to avoid confusion.

re-cover — recover; re-creation — recreation; re-form — reform

**2.21** There are few hard and fast rules, but note the following examples.

small-scale fisheries; user-friendly software; two-day meeting; four-month stay; thiamine-deficient diet; sea-surface temperature; purse-seine fishery; long-term plan; five-year-old wine; up-to-date information

**2.22** In adverb-adjective modifiers, no hyphen is needed when the adverb ends in *-ly*.

genetically modified foods; a beautifully phrased sentence

**2.23** Many compounds lose their hyphens when used after the noun.

policy for the long term; production on a large scale; news that is up to date

**2.24** If, however, the compound is used as an adverb or adjective, it is hyphenated.

she works full-time; a part-time position

**2.25** *Prefixes* are usually hyphenated in recent or ad hoc coinages.

co-worker, non-resident, non-flammable, non-smoker

Many words tend to drop the hyphen as they become established.

antibody, codecision, cooperation, coordinate, subcommittee

**2.26** *Nouns from phrasal verbs.* These are often hyphenated, but the situation is fluid and US usage (no hyphen) is increasingly adopted in UK English. Thus *handout*, *takeover*, *comeback* but, *follow-up*, *run-up*, *spin-off*.

**2.27** *Avoid double consonants and vowels in words that are not frequently used.* Hyphens are often used to avoid juxtaposing two consonants or two vowels.

part-time, re-election, re-entry, re-examine

**2.28** *Numbers and fractions.* Numbers take hyphens when they are spelled out. Fractions take hyphens when used as an adjective, but not when used as nouns.

twenty-eight, two-thirds completed

*But* an increase of two thirds.

**2.29** *Prefixes before proper names.* Prefixes before proper names are hyphenated: *pre-Colombian*, *mid-Pacific*, *trans-European*.

### 3. PUNCTUATION

#### Full stop or period

**3.1** Use only one space after the full stop at the end of a sentence.

**3.2** No additional full stop is required if a sentence ends with an abbreviation that takes a point (for instance a.m.) or a quotation complete in itself that ends in a full stop, question mark or exclamation mark before the final quotes. Mark Twain once said, ‘When in doubt strike it out.’

**3.3** *Full stops as omission marks (aka ellipsis points).* Always use three points, preceded by a hard space (non-breaking space). In Word, use Alt + Ctrl + (full stop) to insert ellipsis points. In French texts the points are commonly enclosed in brackets. This is never done in English.

‘The objectives of the Secretariat will be achieved ... while respecting the wishes of individual governments.’

**3.4** If a sentence ends with an omission, do not add an extra full stop.

**3.5** If any other punctuation mark follows, there is no space before it.

#### Colon

**3.6** Colons are most often used to indicate that an expansion, qualification or explanation is about to follow (e.g. a list of items in running text).

**3.7** Do not use colons at the end of headings or to introduce a table or graph set in text matter.

**3.8** Do not start the word following a colon with a capital letter (unless it needs one anyway).

**3.9** Do not leave a space between a colon and the preceding word (unlike French usage).

The discussion group covered three topics: carbohydrates, lipids and proteins.

## Semicolon

**3.10** Use the semicolon to link two connected thoughts in the same sentence; to separate items in a series in running text, especially phrases containing commas; or to add emphasis.

John says he intends to go on duty travel in August; however, he hasn't made definite plans.

In men the most important aetiological factor is a high-fat diet; in women, an oestrogen deficiency.

John Green, Fisheries Statistician, ICLARM; Jane Brown, Fisheries Development Adviser, SPC; Pierre Blanc, Fisheries Information Officer, SPC.

## Comma

**3.11** Commas, or their absence, can completely change the sense of a sentence.

There were, too, many objections

There were too many objections

**3.12** *Non-defining relative clauses.* Non-defining relative clauses must be set off by a *pair* of commas to distinguish them from relative clauses that define the preceding noun.

The translations, which have been revised, can now be typed.

(*which* adds detail — all the translations have been revised)

The translations that have been revised can now be typed.

(*that* defines the subset that is to be typed — only those that have been revised are to be typed)

**3.13** *Adjectives.* Strings of adjectives all modifying a later noun but not each other should be separated by commas.

long, sharp spines

*But* where the last adjective is part of the core it is not preceded by a comma:

<sup>1</sup>moderate, <sup>2</sup>stable <sup>3</sup>agricultural <sup>4</sup>prices.

Here, 1 and 2 each separately modify the core (3 and 4).

#### Dashes/rules

**3.14** *Em dashes, or em rules*, are used to indicate an abrupt break in a sentence. An em rule should be used instead of commas or parentheses. Include a space on either side of an em dash.

There are many differences — aside from physical ones — between men and women.

**3.15** *En dashes, or en rules*, are used to join coordinate or contrasting pairs of words (*a current–voltage graph, cost–benefit analysis, mark–recapture study, ice–seawater slurry*); or to indicate a range of numbers (34–96), including dates (1956–2001), degrees of latitude (23°N–18°S) or temperature (0°–30°C)

**3.16** Use an en dash to express a minus sign (e.g. –10°C) or to give a range in months or page numbers (May–August; p.37–48).

En rules should be closed up (ie without a space on either side of it).

#### Brackets

**3.17** *Bracketed sentences*. A whole sentence in brackets should have the final stop inside the closing bracket.

**3.18** *Square brackets*. Square brackets are used to make insertions in quoted material.

#### Question mark

**3.19** *Courtesy questions*. No question mark is needed after a request or instruction put as a question for courtesy.

Would you please sign and return the attached form.

**3.20** Do not use a question mark in indirect speech.

The Director-General asked when the Annual Report would be completed.

## Exclamation mark

**3.21** Avoid using it.

## Quotation marks

**3.22** *Double vs single quotation marks.* Use single quotation marks first and double marks for quotations within quotations.

**3.23** *Short quotations.* Short quotes of up to four lines or so are normally run into the surrounding text. They are set off by opening and closing quotation marks.

**3.24** *Block quotations.* Extended (block) quotations should be indented and separated from the surrounding text by paragraph spacing before and after. No quotation marks are required with this distinctive layout.

**3.25** *Other uses.* Generally, use quotation marks as sparingly as possible for purposes other than actual quotation.

## Apostrophe

**3.26** *Words ending in -s.* Common and proper nouns and abbreviations ending in -s form their singular possessive with -'s (the plural remains -s'), just like nouns ending in other letters.

Chris's document; a hostess's pay; the Smiths' house

**3.27** *Plurals of abbreviations.* Plurals of abbreviations do not take an apostrophe.

NGOs, FADs, NCDs, VCRs

**3.28** *Plurals of figures.* Plurals of figures do not take an apostrophe. Pilots of 747s undergo special training.

## Italics

**3.29** The names of ships, vehicles and aircraft are italicised.

*S/V Nomad; F/V Rachel; HMS Endeavour*

**3.30** The names of newspapers, books, SPC publications or journal names (within running text, not within a list of references) are italicised (except for 'the' in a newspaper title).

#### **4. NUMBERS**

**4.1** *General.* In deciding whether to write numbers in words or figures, the first consideration should be consistency within a passage. Where statistics are being compared in running text, use figures. In non-statistical documents write the numbers nine and below in words (except in a range such as 9–11); all others to be written as numerals. In scientific writing, metric measure is the accepted form for expressing quantities. SPC uses the *Système international d'unités* (or *SI*).

**4.2** Do not use a comma in numbers under 9999.

**4.3** Always use figures with units of measurement denoted by symbols or abbreviations.

10°C; 1000 nm; 50 ml; 250 kW; 5 km *or* five kilometres *not* five km

**4.4** However, numbers qualifying units of measurement that are spelled out may be written with figures.

250 kilowatts, 500 miles, 300 kilohertz

**4.5** With hundreds, thousands and so on there is a choice of using figures or words.

300 *or* three hundred *but not* 3 hundred

**4.6** Million and billion, however, may be combined with figures. 2.5 million; 3 million; 31 billion

**4.7** Try to not start a sentence with a number or a symbol followed by a number. These should be written out, or the sentence rephrased.

#### **Writing out numbers**

**4.8** Do not combine single-digit figures and words using hyphens (e.g. a 2-hour journey). Write out:

a three-year period; a four-door car

**4.9** Compound attributes containing numbers must be hyphenated too.

a seven-year-old wine; a ten-year-old child; five-year plan

**4.10** When two numbers are next to one another, it is often preferable to spell out one of them.

ninety 50-gram weights; seventy 25-franc stamps

**4.11** *Obligatory use of figures.* Always use figures, not words, for temperatures, times, percentages, and units of measurement (see 4.1).

#### Ranges

**4.12** *Written out.* Repeat symbols and multiples (thousand, million, etc.).

from XPF 20 million to XPF 30 million

between 10°C and 70°C

**4.13** *Abbreviated form.* If the symbol or multiple remains the same, insert a closed-up en-dash between the figures.

XPF 20–30 million; 10–70°C

#### Dates and time

**4.14** Write out the month, preceded by a simple figure for the day, e.g. *23 July 1997*. Use all four digits when referring to specific years (i.e. 1997 not '97).

**4.15** Write a range of days as follows: 12–18 May 2000; 29 May–3 June 2000 (no comma).

**4.16** *Decades and centuries.* When referring to decades and centuries write *the 1990s* (no apostrophe), *the 1800s*.

**4.17** *Ranges.* Use a closed-up en dash.

1870–1901; 1996–2006

**4.18** Note the following:

from 1990 to 1995 (*never* from 1990–95)

between 1990 and 1995 (*never* between 1990–95)

1990 to 1995 inclusive (*never* 1990–95 inclusive)

**4.19** When writing dates using the 12-hour system, separate the hour and minute with a full stop. Use a.m. or p.m. to indicate the division of the day.

4.30 a.m.; 2.15 p.m.; 12 noon

## **5. ABBREVIATIONS, ACRONYMS AND SYMBOLS**

**5.1** *General.* In principle, abbreviations and acronyms are upper-cased. In practice, the longer the acronym, the more likely it is to lose its capitals. To ensure consistency and remove the need to make subjective decisions, it is suggested that you follow the ‘five-letter’ rule below. Bear in mind, though, that this rule is arbitrary, so use your judgment.

NB: the initial letters of radar and scuba are lower cased unless a sentence begins with these words.

**5.2** *Short acronyms.* Five letters or fewer: uppercase throughout without full stops (periods), including acronyms that can be pronounced.

AIDS, NGO, UNDP, DWFN, WHO, ACIAR

**5.3** *Longer acronyms.* In general, lowercase those with more than five letters, with initial capital, *provided they can be pronounced.*

Benelux, Esprit, Unesco, *but* AusAID

**5.4** *Indefinite article.* This should be based on the way an abbreviation is read. The choice of the article (*a/an*) depends on the pronunciation of the first letter.

a UN resolution; an SPC publication

**5.5** *Definite article.* Do not use the definite article (*the*) before an

acronym or abbreviation.

SPC is a regional organisation. (*not*, The SPC is a regional organisation.)

**5.6** *Single truncated words.* Single truncated words take a point *unless* the last letter of the word is included.

Jan., Sun., Co., fig., etc.

Mr, Mrs, Dr, Mme, Ltd

**5.7** *Foreign-language abbreviations.* Untranslated foreign language abbreviations should retain the capitalisation and punctuation conventions of the original.

### Mathematical symbols

**5.8** *Per cent.* The per cent sign (%) sits directly next to the figure (e.g. 58%), unlike French practice. Note that *percentage* is one word, but per cent is two words although many scientific journals use per cent as one word. In non-technical texts, spell out per cent rather than using the symbol.

### Scientific symbols and units of measurement

**5.9** *Names of units of measurement.* Names of basic and derived units of measurement are always lowercased when they are written out in full, even if they are derived from a personal name, such as *ampere, kelvin, hertz, watt*. They have normal plurals: *250 volts, 50 watts, 90 hertz*.

**5.10** *Capitalisation of symbols.* The initial letter of symbols for SI units derived from personal names is always capitalised: *Hz (hertz), K (kelvin)*. Symbols derived from generic nouns are always lowercased: *fl oz (fluid ounce), ft (foot), etc. Symbols for units of measurement.* These are normally abridged forms of the names of these units. They are written without stops, with a space between the number and the unit, and do not have plurals (*4 ha, 9 m, 10 lb, 20 psi*).

## 6. FOREIGN IMPORTS

### Foreign words and phrases in English text

**6.1** Latin and other foreign-language expressions that are grammatically integrated into an English text should be italicised (no inverted commas) and should have the appropriate accents, eg ‘used *inter alia* as proof of payment’; ‘a possible *raison d’être* for these studies is ...’

**6.2** Exceptions: words and phrases now in common use and/or considered part of the English language: angst, ennui, ad hoc, per capita, per se, vice versa.

**6.3** Diacritics are marks or symbols written above, below or between letters to indicate a difference in pronunciation from a letter without this mark. For example the French é and ç, or the Spanish ñ. Many Pacific Island languages also use diacritical marks, more commonly in the form of glottals (Hawai‘i, ahupua‘a, Vava‘u, Ha‘apai). SPC’s style, however, is to use diacritics with French documents only. The reason for this is that in addition to glottal stops, some Pacific languages use other types of diacritics as well, many of which are extremely difficult to make with the software we use. Perhaps more importantly though, there is no in-house person to check the accuracy of these notations. If the author feels that diacritics are justified for their document, then they will be responsible for ensuring the accurate use and placement of those marks. Perhaps one of the few exceptions to the use of diacritics with Pacific languages is when an organisation or institution specifically uses a diacritical mark in their name (e.g. the official way to write University of Hawai‘i, is with a mark between the two ‘i’s).

## 7. VERBS

### Singular or plural

**7.1** *Collective nouns.* Use the singular form when the emphasis is on the whole entity.

The government *is* considering the matter.

The advisory committee *has* met twice this year.

**7.2** Use the plural when the emphasis is on the individual members.

The police *have* failed to trace the goods.

A majority of the committee *were* in favour.

**7.3** Countries, institutions and organisations take the singular.

The United States *is* reconsidering its position.

The Secretariat *was* not informed.

**7.4** A singular verb is common in English with a double subject if it is felt to form a whole.

Checking and stamping the forms *is* the job of the customs authorities.

**7.5** *Words in -ics*. The sciences of mathematics, dynamics, kinetics, statistics and economics are singular. *Statistics* meaning simply ‘figures’ is plural; so too is *economics* in the sense of ‘commercial viability’, as in *the economics of the new process were studied in depth*.

**7.6** The word *none* may take either a singular or plural verb.

#### Some verb forms

**7.7** *Verb forms*. In UK usage, a final *-l* is doubled after a single vowel on adding *-ing* or *-ed* (sole exception: *parallel, paralleled*).

total, totalling, totalled

level, levelling, levelled

**7.8** Other consonants double only if the last syllable of the root verb is stressed or carries a strong secondary stress.

admit, admitting, admitted

refer, referring, referred

format, formatting, formatted

exceptions:

benefit, benefiting, benefited

combating, combating, combated

target, targeting, targeted

Further exceptions:

Some verbs ending in *-p* (e.g. *handicapped, kidnapped, worshipped*, unlike *developed*).

## 8. LISTS AND TABLES

Lists

**8.1** *Lists of short items* (without main verbs) should be introduced by a full sentence and have the following features:

- introductory colon
- no initial capitals
- no punctuation (very short items) or comma after each item
- a full stop at the end.

**8.2** *Where each item completes* the introductory sentence, you should:

- begin with the introductory colon;
- label each item (using no initial capital) with the appropriate bullet, number or letter;
- begin each item with a lower case letter;
- end each item with a semicolon;
- close with a full stop.

**8.3** *If all items are complete statements* without a grammatical link to the introductory sentence, proceed as follows:

- a. introduce the list with a colon;
- b. label each item with the appropriate bullet, number or letter;
- c. start each item with a lowercase letter;
- d. end each one with a semicolon;
- e. put a full stop at the end.

Try to avoid running the sentence on after the list of points.

**8.4** If any one item consists of several complete sentences, announce the list with a main sentence and continue as indicated below.

1. Do not introduce the list with a colon.
2. Label each item with the appropriate bullet, number or letter.
3. Begin each item with a capital letter.
4. End each statement with a full stop. This allows several sentences to be included under a single item without throwing punctuation into confusion.
5. The list of points may extend over several pages, making it essential not to introduce it with an incomplete sentence or colon.

## Tables

**8.5** Tables inset in text matter should never be introduced with a colon.

**8.6** *Table headings.* Place table headings above the table. Diagrams, figures and graphs should be labelled at the bottom. It is not necessary to repeat the word *table* in the heading.

## 9. SCIENCE GUIDE

### Scientific names

**9.1** *Biological sciences.* Note that the initial letter of the scientific name is capitalised, while the species name is always lowercased, even if it is derived from a proper noun.

FAMILY:	Araceae	Stichopodidae
<i>Genus:</i>	<i>Colocasia</i>	<i>Stichopus</i>
<i>species:</i>	<i>Colocasia esculenta</i>	<i>Stichopus variegatus</i>

**9.2** The names of genera, species and subspecies (varieties, cultivars) are always italicised: the genus *Thunus*.

**9.3** Most text references are to genus or species. The genus name should be spelled out in full on first occurrence and subsequently abbreviated: *Escherichia coli*, abbreviated *E. coli*. To avoid confusion, if another genus name is introduced into the text with the same initial as one already in use, both genus names should be spelled out in full from that point on.

**9.4** Family names are not italicised.

**9.5** Common or vernacular names that are familiar to the reader should not be bolded or italicised, but left the same as the surround-

ing text (e.g. a taro plant; a taboo area). They should also not be capitalised unless they include a proper name (e.g. Galapagos shark, Asian papaya fruit fly; *but*, blacktip reef shark, melon fruit fly).

## 10. COUNTRIES AND CURRENCIES

### SPC Member Countries and Territories

Country/Territory Name	Inhabitants	Currency	Abbreviation
American Samoa	Samoan	US dollar	USD
Commonwealth of the Northern Mariana Islands	Chamorro	US dollar	USD
Cook Islands	Cook Islands Maori	NZ dollar	NZD
Federated States of Micronesia	Micronesian	US dollar	USD
Fiji Islands	Fijian	Fiji dollar	FJD
French Polynesia	French Polynesian	Pacific franc	XPF
Guam	Chamorro	US dollar	USD
Kiribati	I-Kiribati	Australian dollar	AUD
Marshall Islands	Marshallese	US dollar	USD
Nauru	Nauruan	Australian dollar	AUD
New Caledonia	Caledonian	Pacific franc	XPF
Niue	Niuean	NZ dollar	NZD
Palau	Palauan	US dollar	USD
Papua New Guinea	Papua New Guinean	kina	PGK
Pitcairn Islands	Pitcairn Islander	NZ dollar	NZD
Samoa	Samoan	tala	WST
Solomon Islands	Solomon Islander	SI dollar	SBD
Tokelau	Tokelauan	NZ dollar	NZD
Tonga	Tongan	paanga	TOP
Tuvalu	Tuvaluan	Australian dollar	AUD
Vanuatu	ni-Vanuatu	vatu	VUV
Wallis and Futuna	Wallisian and Futunan	Pacific franc	XPF

N.B.: With some countries the definite article (the) is not used (e.g. Solomon Islands, *not* the Solomon Islands; Cook Islands, *not* the Cook Islands; Fiji Islands, *not* the Fiji Islands)

## 11. SPC HOUSE STYLE

A number of style and punctuation issues particular to SPC include:

Pacific Islands *not* Pacific islands

Pacific Islanders *not* Pacific islanders

Pacific region *not* Pacific Region

Western Pacific

PICTs = Pacific Island countries and territories (which include Samoa, Guam, Pitcairn Islands, French Polynesia and Wallis and Futuna) *not* Pacific Island Countries and Territories

PICs = Pacific Island countries *not* Pacific Island Countries

NGO = non-governmental organisation *not* non-government organisation

Taiwan/ROC *not* just Taiwan

(For more instances of specific usage, see the SPC House Style List [*in preparation*])

## 12. CITATIONS, REFERENCES AND BIBLIOGRAPHIES

**12.1** A list of references is not quite the same as a bibliography. A list of references gives a complete citation of all works cited in the text. A bibliography is a list of references, plus sources used in compiling the document but not necessarily cited within the text.

**12.2** Different publishing houses and journals have their own style for formatting references. SPC uses a combination of the *CBE Scientific Style and Format* and the Vancouver system.

**12.3** Do not translate titles and details of works that have appeared only in a foreign language, but give official English titles, for example of publications of international organisations, if available.

### Citations within text

**12.4** Use the author–date (also known as name–year) system: the author’s surname and the year of publication (without a comma separating the two), and enclosed in round brackets.

The incidence of NCDs in the Pacific region is increasing rapidly (McDonald 1999).

### **Punctuation in citations**

**12.5** A comma followed by a space separates citations of different references by the same author(s).

Nearly 40 per cent of the population are less than 15 years old (Smith 1998, 1999a, 1999b).

**12.6** A semicolon followed by a space separates citations of references by different authors.

Tuna stocks in the western and central Pacific Ocean will soon be extinct (Hampton 1998; Lawson 2000).

**12.7** *Multiple authors.* For two authors, use both surnames, joined by 'and'. For three or more authors, use the first author's surname, followed by 'et al.':

(Dawson and Briggs 1996; Luciani et al. 1997)

**N.B.:** 'et al.' is not italicised, and takes a full stop.

### **References**

**12.8** In general, SPC uses minimal punctuation and capitalisation in all references.

Titles of foreign-language works or names of publishers should not be translated into English or italicised.

Within a reference list, do not write out in full some journal names and abbreviate others. For example, the *Journal of Pacific History* can be abbreviated to *J Pac Hist*. Both are acceptable but only ONE form should be used within any given reference list.

### *Journal articles*

#### **One author**

Johannes, R.E. 1982. Traditional conservation methods and protected areas in Oceania. *Ambio* 11(5):258–261.

#### **Multiple authors**

Chou, R. and H.B. Lee. 1997. Commercial marine fish farming in Singapore. *Aquaculture Research* 28:767–776.

### *Book*

#### **Multiple authors**

Cambie, R.C. and J. Ash. 1994. *Fijian medicinal plants*. Australia: CSIRO. 365 p.

#### **Editors as authors**

Gilman, A.G., T.W. Rall, A.S. Nies, and P. Taylor (eds). 1990. *The pharmacological basis of therapeutics*. 8<sup>th</sup> ed. New York: Pergamon. 1811 p.

#### **Chapter from a book**

Haines, A.K. 1982. Traditional concepts and practices and inland fisheries management. In: L. Morauta, J. Pernetta and W. Hearney (eds). *Traditional conservation in Papua New Guinea: implications for today*. Boroko: Institute for Applied Social and Economic Research. 279–291.

### *Proceedings and conference reports*

Seret, B. and J-Y Sire (eds). 1999. *Fifth Indo-Pacific Fish Conference; 3–8 1997 Nov; Noumea, New Caledonia*. Paris: Société Française d'Ichtyologie. 866 p.

Nietschmann, B. 1984. Indigenous island peoples, living resources, and protected areas. In: *National parks, conservation, and development: the role of protected areas in sustaining society*. J.A. McNeely and K.R. Miller (eds). 333–343. *Proceedings of the World Congress on National Parks, Bali Indonesia, 11–22 October 1982*. Washington D.C: Smithsonian Institute Press.

### *Dissertations and theses*

Ritzmann, R.E. 1974. *The snapping mechanism of Alpheid shrimp* [dissertation]. Charlottesville (VA): University of Virginia. 59 p.

### *Newspaper and magazine articles*

Rensberger, B., Specter B. 1989 Aug 7. CFCs may be destroyed by natural processes. *Washington Post*; Sect A:2(col 5).

### *Electronic citations*

To cite a website (but not a specific document or information within that site), give the address of the site in the text and the year. For example, to cite The Nature Conservancy website:

(<http://www.tnc.org> 2001)

To cite specific information from The Nature Conservancy's website, give the URL and the year (and the day and month if it is listed):

'Scattered in a double chain of 922 islands east of Papua New Guinea, the Solomon Islands cover more than 1.35 million square kilometers of the South Pacific (<http://nature.org/international/work/art567.html> 2001)'

'Mahi mahi are a highly migratory species found in tropical and subtropical waters of the Indian, Atlantic and Pacific Oceans (<http://www.fishbase.org/Summary/SpeciesSummary.cfm?genusname=Coryphaena&speciesname=hippurus> 02 July 2001)'

*Referencing an article from an online journal*

Stone, R. 2000. European Union to fund science in Balkan region. *Science* 290(5500):2230. Retrieved from Web 18 July 2001  
<http://www.sciencemag.org/cgi/content/full/290/5500/2230a>.

Jacobson, J.W., J.A. Mulick and A.A. Schwartz. 1995. A history of facilitated communication: Science, pseudoscience, and antisience: Science working group on facilitated communication. *American Psychologist*, 50, 750–765. Retrieved from Web January 25, 1996, <http://www.apa.org/journals/jacobson.html>

*Putting references in order*

Two or more references by the same author, should be ordered by date; i.e. oldest first, most recent last

Chapman, M.D. 1985. Environmental influences on the development of traditional conservation in the South Pacific region. *Environmental Conservation* 12(3):217–230.

Chapman, M.D. 1987. Women's fishing in Oceania. *Human Ecology* 15(3):267–287.

**Several references where one or more author(s) is common to all of them**

Alcala, A.C. 1988. Effects of marine reserves on coral fish abundances and yields of Philippine coral reefs. *Ambio* 17:194–199.

Alcala, A.C. and T. Luchavez. 1981. Fish yield of the coral reef surrounding Apo Island, central Visayas, Philippines. *Marine Biology* 8:69–73.

Alcala, A.C. and G.R. Russ. 1990. A direct test of the effects of protective management on abundance and yield of tropical marine resources. *Journal of Conservation* 46:40–47.

Ebeling, A.W. and D.R. Laur. 1985. The influence of plant cover on surfperch abundance at an offshore temperature reef. *Environmental Biology of Fishes* 16:123–133.

Ebeling, A.W. and D.R. Laur. 1988. Fish populations in kelp forests without sea otters: effects of severe storm damage and destructive sea urchin grazing. *Ecological Studies* 65:169–191.

Ebeling, A.W., D.R. Laur and R.J. Rowley. 1985. Severe storm disturbances and reversal of community structure in a southern California kelp forest. *Marine Biology* 84:287–294.

Ebeling, A.W., S.J. Holbrook and R.J. Schmidt. 1990. Temporally concordant structure of a fish assemblage: bound or determined? *American Naturalist* 135:63–73.

Ebeling, A.W. R.J. Larson, W.S. Alevizon and R.N. Bray. 1980. Annual variability of reef fish assemblages in kelp forests off Santa Barbara, California. *Fisheries Bulletin* 78:361–377.

**Notes:**

