ANR Communication Services Style Guide

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Based on *Scientific Style and Format*, 6th ed., *The Chicago Manual of Style*, 15th ed., and *Merriam Webster's Collegiate Dictionary*, 11th ed.

This style guide covers issues of particular application to CS publications and points on which we depart from the basic references. Note that IPM publications follow IPM's own style guide. No style guide can be comprehensive. The publication is ultimately the author's work; copyeditors should exercise judgment while maintaining internal consistency and meeting accepted publishing standards.

Revised July 14, 2010

The Submitted Manuscript

This section outlines the elements of manuscripts submitted for production. Please arrange the elements in the order discussed.

Online Publications

Title. Our online catalog software limits the length of titles to 80 characters (letters, punctuation, spaces, etc.); we cannot accomodate titles longer than this. If possible, begin the title with keywords, since titles are listed alphabetically in our online catalog.

Authors and Affiliations. Give the full name of each author as it should appear in the final publication. Include the author's affiliation after the name (do not use footnotes for this). Give the author's affiliation at the time of submission, not the affiliation at the time of writing. We do not include academic degrees when listing authors.

Table of Contents. The table of contents should contain at a minimum the top two levels of heads in the publication. For example, if your publication has chapter titles, A-heads, B-heads, and C-heads, the table of contents should contain at least the chapter titles and A-heads. Indent the next-level heads under the first. It is not necessary to give the page numbers; if page numbers are automatically generated, we can remove them. Your editor will use the table of contents as a reference; it will not appear in the final online publication.

Text. Your manuscript will be edited on a computer using Microsoft Word. Submit the text in a single Word file (the tables and figures should be submitted in separate files; see below). We prefer the typeface Times New Roman or Courier New, 12 point, double-spaced. Margins should be 1 inch all around. Do not use line numbering. Include the following at the end of the text file as needed.

- **References.** See this style guide's major section "References and Notes," below.
- **Acknowledgments.** Include acknowledgments such as grant information, assistance with the publication, permission grantors, etc.
- **Trade Name Disclaimer.** If the manuscript mentions registered trade names of products, do not use the trade mark symbol (™) in the text. Add this standard disclaimer at the end of the text: "To simplify information, trade names of products have been used. No endorsement of named products is intended, nor is criticism implied of similar products that are not mentioned."
- **U.S. Customary–Metric Conversion Table.** See this style guide's major section "Numbers and Dates," below.

Tables. Remove the tables from the text and put them into one Microsoft Word file. Begin each table on a new page. Include the source if the source is not one of the authors. See this style guide's major section "Tables and Figures," below.

List of Figures. Remove the figures (drawings, graphs, charts, maps, etc.) from the text and put them into one Word file. See this style guide's major section "Tables and Figures," below.

Printed Publications

Front Matter. Include the following in a front matter file.
- **Title.** Our online catalog software limits the length of titles to 80 characters (letters, punctuation, spaces, etc.); we cannot accomodate titles longer than this. Begin the title with keywords, since titles are listed alphabetically in our online catalog.
- **Authors and Affiliations.** Give the full name of each author as it should appear in the final publication. Include the author's affiliation after the name (do not use footnotes for this); give the author's affiliation at the time of submission, not the affiliation at the time of writing. We do not include academic degrees when listing authors.
- **Technical Editor and Contributors.** If your publication is a multiauthor edited volume, give the full name and affiliation of the technical editor. Also list the full name and affiliation of each contributing author.
- **Table of Contents.** The table of contents should contain the top two levels of heads in the publication. For example, if your publication has chapter titles, A-heads, B-heads, and C-heads, the table of contents should contain the chapter titles and A-heads. Indent the 2nd-level heads under the first. It is not necessary to the page numbers; if they are automatically generated, we can remove them.
- **List of Tables and Figures.** If your publication has 15 to 20 tables or figures, you may want to supply a list of tables or figures. Shorten the titles so that they fit on one line.
- **Acknowledgments.** Include acknowledgments as needed, including grant information, assistance with the publication, permission grantors, etc.
- **Trade Name Disclaimer.** If the manuscript mentions registered trade names of products, do not use the trademark symbol (™) in the text. Add this standard disclaimer: "To simplify information, trade names of products have been used. No endorsement of named products is intended, nor is criticism implied of similar products that are not mentioned."
- **Foreword or Preface.** A foreword is a statement about the publication written by someone other than the author, whose name may be given at the end of the statement. A preface is written by the author, whose name is not given at the end. Short publications do not normally have a foreword or preface.
- **Introduction.** An introduction is included in the front matter only when it is written by someone other than the author, and then it is generally called a foreword.

Text. Your manuscript will be edited on a computer using Microsoft Word.
- If the text is relatively short, submit it in a single Word file. If the text is long, submit each chapter in a separate file.
- We prefer the typeface Times New Roman or Courier New, 12 point, double-spaced.
- Margins should be 1 inch all around.
- Do not use line numbering.
- Remove the tables and figures and place them in separate files (see below).

U.S. Customary–Metric Conversion Table. See this style guide's major section "Numbers and Dates," below.

Appendixes. Appendixes contain explanatory material that is not an essential part of the text but is nonetheless helpful for readers. Identify them as "Appendix A," "Appendix B," and so on.

Glossary. Use a glossary to define words that have a specialized or unique meaning in the text that is not commonly found in a standard dictionary. Arrange the words in alphabetical order; they should be lowercased unless they are proper nouns.

References. See this style guide's major section "References and Notes," below.

Tables. Remove the tables from the text and put them into one Microsoft Word file. Begin each table on a new page. Include the source, if not one of the authors. See this style guide's major section "Tables and Figures," below.

List of Figures. Remove the figures (drawings, graphs, charts, maps, etc.) from the text and put them into one Word file. See this style guide's major section "Tables and Figures," below.

Punctuation

Comma

Always use the **serial comma** in English.
    bananas, apples, and oranges

No comma or colon before **quotations** unless necessary for clarity.

Nonrestrictive vs. restrictive clauses: Use commas to set off nonrestrictive clauses (with "which"). Do not use commas around a restrictive clause (with "that").
    Nonrestrictive: The blossoms, which open over a long period, are pink.
    Restrictive: Blossoms that open in early spring may be damaged by frost.

Compound predicates are not separated by a comma, but compound sentences are.
    The sprinklers ran for an hour but were not able to apply enough water.
    The sprinklers ran for an hour, but they were not able to apply enough water.

After **short introductory adverbial clauses**, no comma is needed.
    In 1968 tests showed
    For the time being it is assumed

Use a comma in **University of California, Berkeley,** and **University of California, Davis**.

Period and Ellipsis

Insert a letter space between the **initials** of people's names, but not between initials of places or things.
    W. E. B. DuBois
    U.S.

Use three ellipsis points for any **omission in a quotation**, regardless of intervening punctuation. **Insert letterspaces** before, between, and after three ellipsis points.
    "The cultivar . . . exceeded all expectations."

Dash

Use **key combinations** to insert hyphens and dashes in Microsoft Word texts:
    hyphen (-)
    en dash (–)
    em dash (—)

Use **no letterspace** around em and en dashes; close them up to the text.

Before expressions such as **that is** and **namely**, use an em dash if what follows is a clause; use a semicolon if it is a complete sentence:
    He was mad—that is, angry.
    He was mad; that is, he was angry.

Use en dashes to show **ranges** of pages in citations. Use "from" and "to" in running text. Do not use en dashes with temperatures.
    pp. 121–125 (on elision of numbers, see **Numbers**)
    from 0.5 to 1 inch (1.2 to 2.5 cm)

Use an en dash with **compounds** if one part is itself an open compound. Use all hyphens if any part is a hyphenated compound.
    the pre–test plot configuration
    post–World War II pesticides
    non-pest-free environment

Use **suspended hyphens** as appropriate.
    their use in macro- or microclimates
    in 40- or 50-year increments

Use hyphens with **dimensional measurements** when they are used as a compound adjective.
    a 6-by-5-foot plot

Colon

Use **lowercase** after a midsentence colon unless what follows is a full-sentence quotation or begins a series of related sentences.

In a **head or title**, capitalize the first character after a colon.

Never separate a **verb** from its **complement** with a colon, whether in running text or a displayed list.
    they include
    send it to
    as follows:

Apostrophe

Singular nouns and names ending in an **-s sound** also take apostrophe-s in the possessive. Names ending in **z-sound** take apostrophe only. Coauthors take one possessive.
    Thomas's theory
    Williams' theory
    Thomas and Williams' theory.

Contractions may be used in moderation, especially in publications directed at the general public.

Quotation Marks

Periods and commas precede enclosing quotation marks.

Colons, semicolons, question marks, and exclamation points follow closing quotation marks unless an question mark or exclamation point belong with the quoted matter.
    He wrote, "I don't like this rule!"
    We received "Yellow Starthistle"; however, we have not begun work on it.

Never use quotes after the expression **so-called**.

Slash

Use the slash to show **opposition** only. Use a hyphen to show **combinations**.
    the researcher/author
    a grass-legume mixture

Avoid **and/or** whenever possible; reword to choose one or the other or use "or both"
    cultivation or herbicide or both

Abbreviations and Symbols

Drop **periods** whenever possible in acronyms and abbreviations.
    USDA
    UC
    PhD
    but U.S.

Spell out **Latinate** abbreviations as follows in running text. Abbreviate when introducing parenthetical expressions unless there are many of them or their overuse becomes awkward.
    etc. (and so on, and so forth)
    e.g. (for example, for instance, such as)
    i.e. (in other words, that is)
    cf. (compare with)
    et al. (and others, and colleagues)

Use postal code **abbreviations of states** in text and citations.

State	Abbr.	State	Abbr.	State	Abbr.
Alabama	AL	Kentucky	KY	Oklahoma	OK
Alaska	AK	Louisiana	LA	Oregon	OR
Arizona	AZ	Maine	ME	Pennsylvania	PA
Arkansas	AR	Maryland	MD	Puerto Rico	PR
California	CA	Massachusetts	MA	Rhode Island	RI
Canal Zone	CZ	Michigan	MI	South Carolina	SC
Colorado	CO	Minnesota	MN	South Dakota	SD
Connecticut	CT	Mississippi	MS	Tennessee	TN
Delaware	DE	Missouri	MO	Texas	TX
District of Columbia	DC	Montana	MT	Utah	UT
Florida	FL	Nebraska	NE	Vermont	VT
Georgia	GA	Nevada	NV	Virginia	VA
Guam	GU	New Hampshire	NH	Virgin Islands	VI
Hawaii	HI	New Jersey	NJ	Washington	WA
Idaho	ID	New Mexico	NM	West Virginia	WV
Illinois	IL	New York	NY	Wisconsin	WI
Indiana	IN	North Carolina	NC	Wyoming	WY
Iowa	IA	North Dakota	ND		
Kansas	KS	Ohio	OH		

Use **United States** as a noun and **U.S.** as an adjective.

Use periods with abbreviations of **months**.
    Jan.   Feb.   Mar.
    Apr.   May   June

| July | Aug. | Sept. |
| Oct. | Nov. | Dec. |

Spell out **units of measure** in text, whether English or metric, unless there are so many as to become awkward. Abbreviate in tables and within parens. Use no periods with abbreviated units of measure; if misreading is possible (as with "in"), try to reword. Always use the singular form of an abbreviated measure.

Repeat the **degree** symbol in temperature ranges. Insert no space between the symbol and the number or scale. Do not use an en-dash with temperatures in text.

15° to 20°F (–10° to –7°C)
at 41°F (5°C).

Spell out **percent and percentage**. Use symbols in tables and within paretheses only. Don't repeat the word or symbol in ranges unless significant text intervenes.

Of all varieties tested, 17 (25%) failed to survive the winter.
a 20 to 30 percent chance
a 20 percent, or in tropical zones, a 30 percent chance

Abbreviate **parts of a book** in notes, tables, and refs., but spell out (lowercased) in text.

vol(s).
chap(s).
fig(s).
For more information, see chapter 7.

Do not abbreviate **names of elements** in running text. Use abbreviations in parens, formulas, tables, etc.

Apply additional nitrogen to the crop.
P_2O_5

Abbreviate **genetic terms** when they are given as part of scientific names. Do not abbreviate them when used in a general sense ("several eucalyptus species")

species (sp.) (singular)
species (spp.) (plural)
subspecies (ssp.)
cultivar (cv.)
variety (var.)
forma (f.)
pathovar (pv.) (when given as part of a pathogen name)

To indicate **hybrid** in plant names use the multiplication symbol (or sans serif x) Do not italicize the symbol or x.

Rosa × fortuneana

Do not use a **trademark** symbol with trademarked names, nor attempt to change brand names to generic chemical names. Use the disclaimer in the publication's front matter.

Numbers and Dates

Spell out **one to nine** and use figures for 10 and up in general counting contexts, **except**:

Use figures for all **units of measure**, (except for casual usage—see below) including time and age.
> 2 to 3 pounds
> $25
> 6 cents
> 6:30 PM (small caps; *but* six o'clock)
> 1 year
> 60 seconds
> 3 feet
> <1/2> inch (set as case fraction; use decimals if infrequent)
> an 8-year-old (*but* in his twenties)

Numbers in **casual usage** or dialog are spelled out.
> I felt a thousand times better.
> Simmons claimed, "We achieved a six percent gain in productivity!"
> He wouldn't touch it with a ten-foot pole.

For **large units** of measure, use commas in thousands and figures with the words million or billion:
> 1,342
> 2.3 million
> $1 million

Spell out **fractions** when not units of measure. Hyphenate in any part of speech. Mark all numerical fractions to be set as case fractions.
> one-half of the group
> two-thirds done

Decimal fractions less than 1 take 0 before decimal unless in a group of like numbers. Note that some units (probabilities, correlation coefficients) cannot exceed +1 or –1; no zero precedes those.
> Tests showed a 2.25 percent improvement in the first batch but only a 0.60 and 1.34 percent gain in the second and third.
> The percentage of gain was .95, .98, and .84, respectively.

Use figures for the **percent or percentage**, with word or symbol.
> a 2 to 3 percent raise
> a 6 to 1 probability (note no hyphen in ratios)
> (6.4%)

Spell out numbers at the **start of a sentence** (rewrite to avoid this if possible).
    Fourteen members attended the meeting.

When **two numbers** fall together, spell out the first one.
    They came in twenty-eight 3-gallon cans.

Numbers referring to the **same type of object** in a sentence are all treated the same as the largest one.
    Leaf parts can range from 3 to 12 lobes.
    Leaf parts can range from three to five lobes.

Use figures to refer to **parts of a book**.
    in chapter 5
    see figure 1.2
    table 2.3 shows

Follow same rules for **ordinals** as for cardinals.
    first to ninth positions
    10th grade and up
    but in the nineteenth century

Do not **elide** numbers.
    pp. 125–175
    (1900–1907)

Use **by** (instead of multiplication symbol) when describing measurments.
    1 by 1 stakes
    a 6-by-5-foot plot

Dates are expressed thus:
    April 15 (*not* April 15th)
    the sixties and seventies (*or* '60s and '70s *or* 1960s and 1970s
        not 1960's and 1970's)
    March 3, 1994 *or* 3 March 1994
    the twentieth century, the first century AD
    the December 1994 issue (Dec. 1994) (no comma between month and year)
    55 BC to AD 1066

Equations and mathematical expressions are set according to the guidelines in *Scientific Style and Format,* pp. 206–216.

Do not give equivalents for **U.S. customary or metric measurements** in the text. Insert the following conversion table at the end of the publication. Use only rows for measurements that appear in the text, not the entire table. If your text contains units not given in the table, provide a conversion and alert your CS editor.

MEASUREMENT CONVERSION TABLE

U.S. Customary	Conversion factor for U.S. Customary to Metric	Conversion factor for Metric to U.S. Customary	Metric
Length			
inch (in)	2.54	0.394	centimeter (cm)
foot (ft)	0.3048	3.28	meter (m)
yard (yd)	0.914	1.09	meter (m)
mile (mi)	1.61	0.62	kilometer (km)
Area			
acre (ac)	0.4047	2.47	hectare (ha)
square inch (in^2)	6.45	0.15	square centimeter (cm^2)
square foot (ft^2)	0.0929	10.764	square meter (m^2)
square mile (mi^2)	2.59	0.386	square kilometer (km^2)
Volume			
teaspoon (tsp)	4.9	0.2	milliliter (ml)
tablespoon (tbsp)	14.79	0.07	milliliter (ml)
fluid ounce (fl oz)	29.57	0.034	milliliter (ml)
pint, liquid (pt)	0.473	2.11	liter (l)
pint, dry (pt)	0.55	1.82	liter (l)
quart, liquid (qt)	0.946	1.056	liter (l)
quart, dry (qt)	1.1	0.91	liter (l)
bushel (bu)	0.035	28.37	cubic meter (m^3)
gallon (gal)	3.785	0.26	liter (l)
acre-inch (ac-in)	102.8	0.0097	cubic meter (m^3)
acre-foot (ac-ft)	1,233	0.000811	cubic meter (m^3)
cubic foot (ft^3)	28.317	0.353	liter (l)
cubic yard (yd^3)	0.765	1.307	cubic meter (m^3)
gallon per acre	9.36	0.106	liter per hectare (l/ha)
gallon per ton	4.173	0.239	liter per metric ton
board foot (bd ft)	0.0024	423.78	cubic meter (m^3)
Mass			
ounce (oz)	28.35	0.035	gram (g)
pound (lb)	0.454	2.205	kilogram (kg)
ton (T)	0.907	1.1	metric ton (t)
pound per acre (lb/ac)	1.12	0.89	kilogram per hectare (kg/ha)
ton per acre (T/ac)	2.24	0.446	metric ton per hectare (t/ha)
Pressure			
pound per square inch (psi)	6.89	0.145	kilopascal (kPa)
Energy			
BTU	1.055	0.947	kilojoule (kJ)
Temperature			
Fahrenheit (ºF)	ºC = (ºF – 32) ÷ 1.8	ºF = (ºC x 1.8) + 32	Celsius (ºC)

Tables and Figures

General

Tables and figures should **complement** and supplement information in text but not duplicate it. They must must be self-explanatory on their own, apart from the text.

Tables and figures should be **numbered within chapters**: 6.1, 6.2, 6.3, etc.

Be sure there is at least one **in-text reference** to each table and figure. In-text references to tables and figures are spelled out, lowercase, unless in parens., when "figure" is abbreviated.
    in figure/table 6.1
    Figure/Table 7 shows (beginning of sentence)
    (see fig./table 3.25)

Style **titles and heads** for initial cap. only. Titles of figures have end punctuation. Titles of tables do not.
    Figure 6.1. Berseem clover, Tehama County.
    Table 6.1. Effect of irrigation on berseem clover, Davis, CA, 1990–1992

Edit **labels and captions** to conform to style used in text.

Sources for tables and figures, if needed, should be formatted as author-date citations if reference list or bibliography is used. If reference list is not used, the source may contain full bibliographic information. Tables and figures created by the author need no source. See the section "Permissions and Plagiarism" in the CS submission instructions.

Tables

Format tables using Microsoft Word's table layout mode. Do not format tables using tabs.

Text in table cells should be lowercased except for proper nouns. If the text is a complete sentence, sentence case should be used. Text in tables should be set flush left.

Align **columns of figures** on decimals. Center ranges of figures on column. Align columns of text flush left.

If a column contains a **mix of text and figures**, or a mix of data, align it on the center.

Column heads should be set in sentence case. The alignment of column heads should match the alignment of the data in the column. Text in the first column is a stub if the information comes from various categories; a **stub** should be set in sentence case.

Do not allow **blank cells**: use 0 for "sums to zero"; em dash (—) for "data not available" (and explain in table note). Align em dash with other cells in column.

Decimal numbers in the same units of measure should be carried to the same number of decimal places. In general, carry decimal numbers to a maximum of two digits only.

If any **decimal fractional numbers** in table are greater than 1, others must begin with zero.

Use **abbreviations** consistently to save space. If space is not an issue, spell out.

Use **en dashes (–)**, not "to," between all numerical ranges of measure and time. Do not allow letterspaces before or after en dashes.

Table Accessories

Place a **key** immediately after the table, before the source. Items in the key may be set on a line instead of listed.,

Give the **source** of the table (*Source:* or *Sources:*) after the key.

If a note applies to the entire table (**general note**), place it after the key and introduce it as *Note:* Use superscript symbols (*, †, ‡, §, #) for **specific notes.** If the number of specific notes necessitates using double symbols, consider superscript letters instead.

KEY
  H = high
  L = low
  M = moderate
Source: Johnson 1990. (Give full bibliographic details if ref. list not used.)
Note: Figures in table do not sum to 100.
*These data summarize the 1989–1990 study only.
†Data reflect a 5% reduction in labor costs for that year.

Figures

Figures consist of photographs, drawings, maps, diagrams, graphs, charts, and any other type of graphic object inserted into the text.

Figures that have **parts** should be labeled with uppercase letters that are not followed by periods. In the caption, the letters should be set uppercase, roman, in parentheses.
  Caption: Figure 12.1. Buds form on terminals (A). Leaves grow from bud scars (B).
  Text: In some plants, buds form on terminals (fig. 12.1A).

Submit a **figure list** in the form of a Microsoft Word table that gives the following information for each figure. For a sample figure list, see <<URL>>.

- Figure number. List all figures in sequence, including photos, graphs, etc.
- Thumbnail image. A small, low-resolution JPEG for reference only, if available.
- Caption.
- Credit or Source.
- Filename. Use the filename of your digital file.
- Comments. Special instructions, permission information, etc.

Photographs

We prefer **digital files** but will scan slides if necessary. Submit each digital photo in a separate file (not in a Word or Powerpoint file). When naming the files, include the figure number and a key word describing the photo in the name.

RAW format is best, TIFF and EPS are acceptable. JPEG files over 3 mb are acceptable for print; files under 3 mb are good enough only for online publications. JPEG files under 1 mb are usually not acceptable even for online publications.

Make sure each photo has a **callout in the text** of your publication, as in "(fig.1.1)." Also make sure that you have obtained permission to publish photos that require permission (see the submission instructions, <<URL here>>.

Each photo must have a **caption**; the caption should describe the photo, rather than repeat language from the text.

You can send digital photo files to us on a **CD or DVD**, or, if you have only a few files, compress them into one file and put them on the **CS FileVault** for Ann Senuta (aesenuta@ucdavis.edu) (see the FileVault page at http://ucanr.org/filevault/).

Graphs and Charts

Supply **data points** for all graphs, charts, etc. The data points may be in Excel or another spreadsheet. The designers will refer to the data points if the graph must be redrawn, resized, etc.

Axis labels are are sentence case and are centered along the full axes of the graph, not flush left. **Right-hand axis labels** are centered and base-aligned-right (so readers only have to turn the page once to read both labels).

Internal callouts will have two levels; the more common ones will be the lower level, which will be initial cap only. The higher-level callouts (which occur only rarely) will be all caps in the same font size as the lower level. Whatever case is specified, all callouts should be smaller than the axis labels.

Use short **interior ticks** on both axes.

Use commas in **thousands** in axis labels (7,256).

Abbreviate units of measure in axis labels.
    Length of shoot (ft)

Set **source notes** as part of the caption, not as part of the art.

Drawings, Maps, and Other Illustrations

Submit high-resolution digital files, if available, following the same format information as for photos.

We can draw illustrations based on sketches. Make the sketch as clear as possible and include any explanatory notes needed to create the drawing.

Capitalization, Compounds, and Usage

Capitalization

We follow **Webster's 11th Collegiate Dictionary** in capitalization, spelling, and hyphenation. For words not found in that source, we use other sources, including Internet searches. Refer to the Word List in this section for our preferred spellings.

Capitalize all words in **sentence case (cap/lc heads)** except for prepositions of any length, articles, and coordinating conjunctions unless they are the first or last words in a title.

a	among	as if	besides	from	off	since	unless
about	an	at	between	in	on	the	upon
above	and	behind	but	into	or	though	whether
across	as	beside	either	of	out	under	without

Note that **vol., chap., figure, table**, and other cross-referencing terms are lowercase unless used at the beginning of a sentence.

Capitalize **generic geographic terms** when used in plural constructions.
    Kern and Merced Counties
    Sacramento and San Joaquin Valleys

Compounds

In general, follow *Chicago* and *Webster's* for word treatment. ***Chicago* chapter 7** is particularly useful. Note that many hyphenated adjectival compounds may be left open following the noun. ANR Communication Services closes up Latinate prefixes unless the same letter begins the root word (e.g., pre-emergent). Note that there are exceptions, however: *midday*, because it's listed as one word in *Webster's*. Authors may prefer a different treatment of certain compounds (common

names of organisms, names of agricultural practices) than these rules would indicate. We will ask such authors (respectfully) for printed examples to substantiate such treatment as conventional, and then adopt the author's treatment if appropriate and add the governing rule to this style sheet.

Usage

Check *Webster's* and the following **word list** for ANR usage. Choose American rather than British variants; use *Webster's* preferred variant when a word has two acceptable spellings.

A–C

advisor, farm advisor; *but* pest control adviser
agribusiness; agrochemical; agroecological
ai (active ingredient, with numbers only)
AM
and/or: avoid whenever possible, rewording to choose one or the other
appendixes; see appendix 2 (app. 2)
Armillaria (organism) Armillaria root rot (disease)
avocados

Bacillus thuringiensis (Bt)
bacterial leafspot
bare root (n), bare-root (a)
Bay Area
blood meal
bonemeal
borne (in nonbirth contexts) (do not hyphenate soilborne, airborne etc.)
broadleaves (n), broadleaf (a, pa)
budwood (n)
buildup (n), build up (v)
bur

Central Valley
chapter 3, see chapter 3
clear-cut (a, pa)
coauthor *but* co-founder, co-worker
color plate 2.1 (see color plate 2.1)
color combinations: red-brown, yellow-green; yellowish green
Cooperative Extension, the Extension, Extension agents
cost-effective (a); cost effective (pa)
county farm advisor
Counties: Sacramento and Yolo Counties
cover crop
cross-pollination
cross section

cut off (v); cutoff (n, a)

D–F

damping-off (n, a)
data (pl), datum (sing); **Note**: *data* can be used as a mass noun taking a singluar verb.
DD (degree-day)
dieback (n)
direct seeding (n), direct-seeded (a); direct seeded (pa)
disk, disking (plowing operation)
Douglas-fir (n, a)
drip irrigation (n), drip irrigated (a); drip irrigated (pa)
drought tolerant (pa), drought-tolerant (a)
dryland (a), dry land (n)

early-season (a)
East (region)
east (direction), eastern (a)
e-mail
ensure (not insure) = to make sure
equaled, equaling
Extension (in Calif. contexts); the cooperative extension system (U.S. contexts)
everblooming , everlasting

farm advisor
farmland, farmworker
far-reaching (a, pa)
fast-food (a); fast food (n)
field-cure (v); field cured (pa); field-cured (a); field curing (n, pa); field-curing (a), fieldwork
in figure 12.2 (fig. 12.2)
first (*not* firstly)
fitted *(not* fit in past)
fold: twofold, tenfold—no hyphen
forego, foregone (= precede, e.g. foregone conclusion); forgo, forgone (= renounce)
fresh market (a)
fruit (pl when referring to several of one kind) fruits (several different kinds)
fulfill, fulfillment
full time (n); full-time (a); full time (pa)
furrow-irrigate (v); furrow-irrigated (a); furrow irrigated (pa)

G–K

gravelly
gray, grayish green, gray-green (a, pa)
green chop

ground cover (n)
groundwater

half-words *but* halfway, halfhearted
hand-pick, hand-*anything* (v)
hardwood
hay making (n), hay-making (a)
heterogeneous
high-words (a)
a *(not* an) historical, etc.
homogeneous
honey bee (2 wds)
host-specific (a, pa)
houseplant (n, a)

indexes
in-shell (a, pa)
Internet
-ish colors: grayish green (no hyphen)

Kern and Merced Counties

L–N

labor-intensive (a, pa)
land-use (a)
late summer (n) late-summer (a)
layperson (*not* layman)
leafburn (n)
leaf drop (n)
leafhopper
leafminer
leaf-out (n)
leaf spot (n)
leafstalk
leaved (*not* leafed), leaves (pl) *not* leafs
any-*level* (a)
any*like but* petal-like
long-lived (a, pa), long-standing (a, pa), long-term (a, pa)
any-*looking* (a, pa)
low-words (a)
-ly compounds never hyphenated

mail-order (a, pa)
man-hours (*prefer* labor hours) (n); man-made (*prefer* manufactured, synthetic, etc.)
the Marketing Order (Federal)
*micro*words (*inc.* microorganism)

midseason, midvein
Midwest (region), midwestern (a)
*mid*words *but* mid-1900s, mid-July
mild-winter (a)
minuscule
moisture-retentive (a)
mosquitoes
most important (not importantly)
MPH (all caps)
*multi*words

Native Americans (*not* Indians)
native-born (a, pa)
nitrate nitrogen $N0_3N$ (subscript 3, hyphen)
*non*words but non-native, etc.
North (region)
north (direction), northern (a)
Northern California

O–R

any-*odd* (a, pa)
on-farm
ongoing (a, pa)
on-site
optimal (a)
optimum (n)

Pacific Coast (region), coastal (a)
pages 225 to 226 (pp. 225–226)
pendent
per-unit cost
pest-free (a)
petaled
PhD
Phytophthora (organism), Phytophthora crown rot (disease)
plow *(not* plough)
plowpan
pluses (pl)
PM
pollenizer
pollinate, pollinator
*post*words *but* post-treatment, etc.
pot-bound (a, pa)
*pre*words *but* pre-emergent, pre-irrigated etc.
predaceous
any-*prone* (a, pa, preceded by noun, e.g., disease-prone)

proved (*not* proven in past)

Regent, the Regents (of UC), The Regents (in © statement)
*re*words *but* re-emerge, etc.
root ball (n, a)
root knot (n), root knot nematode
rootstock
runoff (n, a), run off (v)

S–T

Sacramento and San Joaquin Valleys
Sacramento–San Joaquin River Delta
seedbed (n, a); seed bank; seed leaf; seed line; seedpod
seed (pl when referring to several of one kind) seeds (several different kinds)
self-words (n, a, pa)
*semi*words *but* semi-independent, etc.
-shaped (a; no hyphen as pa)
short-lived (a, pa); short-term (a, pa)
sickle bar mower
sidedress (v, a)
sizable
-size (*not* -sized)
socioeconomic
softwood
soilborne (a, pa)
South (region); south (direction)
Southern California
species (s and pl)
sprinkle-irrigate (v), sprinkler-irrigated (a); sprinkler irrigated (pa)

in table 6.5 (table 6.5)
taproot, taprooted
time-consuming (a only)
tipburn
top-heavy (a, pa)
topsoil
topwork (v)
trade-off (n, a)
*trans*words
trouble free (pa); trouble-free (a)

U–Z

UAN-32 (urea–ammonium nitrate, 32-0-0)
UC Farm Advisor
under way (adv, 2 wds)
University (UC)
University of California, Berkeley
unpollinated (*not* nonpollinated)
usable

Verticillium (organism) Verticillium wilt (disease)

waterborne (a, pa)
water sprout (shoot growing from a bud)
 Web site
wellhead
West (region), west (direction)
western (a)
whip-graft (v), whip graft (n)
whiteflies
whole-farm (a)
windborne (a, pa)
windburn (n, a)
windrower
woolly
World Wide Web

year-round (a, pa)

zeros (pl)

Typography and Heads

When a word is not used functionally but is **referred to as the word or term itself**, it should be enclosed in italics.
>   The term *plant pathology* can be defined in many ways.
>   When discussing plant pathology, it is best to follow these guidelines.
>   The science of plant disease is called plant pathology.

We discourage the use of italics for **emphasis**.

Italicize **titles** of books and journals in text. Titles of articles and dissertations or other unpublished manuscripts are set in roman type and enclosed in quotes.

Parentheses and brackets enclosing italic material should be set in italics when the enclosed material is all italic or begins and ends in italic but contains roman text in between. If only one end of the enclosed material is italic, however, the parentheses or brackests should be roman.

(Phytophthora cinnamomi)
(Malus sylvestris Mill. *variegata)*
(*Aedes* spp.)

Plant and animal **family names** (also higher levels: phylum, class, and order), although generally Latinate words, are set in roman and capped.

the family Asteraceae

In scientific names, italicize the **genus, species, & subspecies**; the first is capped and the latter two lowercased. Use parentheses to separate the scientific name from the common name.

Rosa laevigata (after first mention but in same discussion, *R. laevigata*; but spell out when name begins new sentence)
Trogon collaris puella
the *Datura* genus
plant white clover (*Trifolium repens*) in the orchard

The name of the **author** (person who originally identified a plant or animal species) may be given after the genus and species; it is set in roman, may be abbreviated, and may appear in parentheses (do *not* attempt to make use of parens. consistent!). Note that authorship should be given only on first mention.

Pyrrocoma radiata Nutt.
California red scale, *Aonidiella aurantii* (Maskell)

Abbreviations for cultivar (cv.), variety (var.), pathovar (pv.), unknown/unspecified species (sp., plural spp.), and forma (f.) are abbreviated and set in roman type.

Cultivar names of plant varieties are enclosed in single quotes and set in roman when used in scientific names. Quotation marks are not necessary for cultivars in running text unless their omission would be confusing. **Common names** of pests, and diseases are lowercase roman, without quotes. **Virus** names are italicized.

O*lea europea* 'Mission'
plant the Mission variety in the spring
on field bindweed, a common weed
clover yellow vein virus
lygus bugs

Lists containing several items should be broken out and hung vertically from the text. Use bullets to set off the items (bulleted list) unless numbers are required in the discussion (numbered list). Lists should be set with hanging indent (flush and hang).

Types. Lists fall into two broad categories: those in which none of the items is a complete sentence and those in which one or more of the items are complete sentences. (If some of the items are complete sentences, it is best to edit the list to make all the items complete sentences.)

Capitalization and punctuation. *Not sentences*: If none of the items is a complete sentence, begin each item with a lowercase letter and use no terminal punctuation, even after the last item. *Sentences*: If any of the items is a complete sentence, begin all items with an uppercase letter and end each item with a period. If the subject of an item is implied, consider the item to be a complete sentence.

Introducing lists. *Items linked*: Do not use a colon to introduce a list if the items are grammatically linked to the sentence that introduces the list, that is, if the items complete the sentence. *Items not linked*: Use a colon to introduce a list if the items of the list are not linked grammatically to the sentence that introduces the list. Words such as "the following" generally signal a list that is not grammatically linked to the sentence.

Examples.
We agreed on the following:
• Set lists flush-and-hang.
• Use bullets to introduce the items.
• Use a colon to introduce the list if the items do not complete the sentence.

When editing lists, it is important to consider whether
• bullets or numbers should be used
• the list is linked to the sentence
• any of the items are complete sentences

After deciding how to handle the list, mark or code it accordingly.

Heads

In the manuscript, indicate the **level of head** by applying Microsoft Word styles, such as Heading 1, Heading 2, and so on.
Avoid using **more than four levels** of heads in a publication. If more than four levels are required, consider reorganizing the chapters or sections to remove levels of heads.

Keep heads short; avoid heads that are longer than one line.

Heads at the **same level** should have the same grammatical construction.

Heads should never be followed by a **period**.

The publication's designer will determine the **typeface, size, and other formatting** of heads in the final publication.

The publication's editor will create **running heads** for the publication during editing.

Citations and References

We use the **author/date system** (see *Scientific Style and Format* chapter 30 and *Chicago* chapter 16) in text, coordinated to an end-of-chapter or end-of book list (**References** or **Bibliography**). If substantive notes are also necessary, they are numbered and grouped at the end of each chapter. Avoid true footnotes (at the bottom of the page).

In-text Citations

When the **name appears in text**, use initials or first name of author but last name only if entire citation is in parentheses.

As W. W. Jones (1989) has shown,

Several studies (Jones 1989; Strybing and Strybing 1990; Anderson, Hall, and Nugent 1992a, 1992b; P. Johnson et al. 1994) have shown that

A **series of citations** in parens. may be ordered chronologically or alphabetically, depending on the author's preference.

Page or other information is appended to the date, after a comma, for direct quotes, or when very specific information in a source is cited.

(Jones 1993, 125–126)
(Polit 1954, chap. 5)
(Head 1985, fig. 2.3)

If a source has **four or more authors**, only the first author's name and et al. are given in the citation.

(Brown, Cruz, and Smith 1983)
(Brown et al. 1997)

When citing a Web site, provide all the information necessary for a reader to find the information being cited. Give the sponsoring organization, name of Web site, name of page or document if available, and the full URL. If a date appears on the information, provide that date. It is not necessary to provide the date you accessed the Web site. CS editors will verify each URL during editing; authors will be asked to repair broken links. Entries with unrepaired links will be deleted.

Reference List

We prefer that i**nitials** be used instead of full given names in the reference list.

If the citation list includes works by **different authors** with the **same last name** and the same date, first names or initials are used to distinguish them.

Two or more works by the **same author** published in the **same year** are distinguished by a, b, c, etc., in the order of their appearance in the citation list.

Use **Anonymous** for works that do not show an author/corporate author or editor on the title page or elsewhere in the work.

Use a 3-em dash followed by a period for **repeated author** name (or names).

We prefer to **spell out journal names** rather than using abbreviated forms. If any abbreviations are used, all names must be abbreviated consistently.

Use a, b, c, etc. for **same-author/same-year** publications; order them alphabetically by article title.

Order of entries when one author publishes alone as well as with various coauthors:
    (1) single author, chronologically (earliest to latest)
    (2) all two-author entries, alphabetically
    (3) all three-author entries, alphabetically
    (4) all four-and-over author entries, alphabetically
        Brown
        Brown and Mayall
        Brown and Parker
        Brown, Cruz, and Smith
        Brown, Tickle, and Cruz
        Brown, Adams, Solar, and Jones

All **ANR publications** are all styled as if they were books, regardless of their length or category. In 1983 the publisher name became Division of Agriculture and Natural Resources; in 1985 the city of pub. became Oakland. Publication categories are
    Bulletin (1XXX)
    Leaflet (2XXXX)
    Publication (3XXX)
As of 1995 all publications are called "publication," no matter what category they are in. Follow the usage on the publication.

Use accepted **short forms** of publishers' names. Check that they're spelled and punctuated correctly if there's any doubt.
    Little, Brown, *not* Little Brown.
    McGraw-Hill, *not* McGraw Hill
    Wiley, *not* John Wiley & Sons

Give place of publication for **foreign journals** with titles resembling U.S. journals or for little-known journals. Use volume number only, unless each issue is paginated separately, in which case give issue in parens. after volume.

Treat all **public documents** as if they were books, regardless of their length (and delete any total page count information). Federal and state documents may also give department as publisher, as in first example or, e.g., (Sacramento: State Printing Office).

It is not necessary to give the **number of pages** in a reference unless the reference is a journal article, chapter in an edited book, etc.

Examples of Style

Book

Borror, D. J., and D. M. Delong. 1954. An introduction to the study of insects. New York: Holt, Rinehart and Winston.

Falbaugh, R., Jr. 1979. Training the western horse: Tips and procedures. Berkeley: University of California Division of Agricultural Sciences Leaflet 21088.

Reuther, W., E. C. Calavan, and G. E. Carman, eds. 1989. The Citrus industry. Oakland: University of California Division of Agriculture and Natural Resources Publication 3326.

Chapter in an edited book

Loomis, E. C., and E. C. Mussen. 1981. Environmental impacts of pesticides. In C. P. Bugsy and T. W. Critter, eds., Study guide for agricultural pest control advisors on insects, mites, and other invertebrates and their control in California. Oakland: University of California Division of Agriculture and Natural Resources Publication 4044. 10–26.

Journal article

Carter, M. V., G. S. Morvan, and C. Castelain. 1964. An extension of the known distribution of *Eutypa armeniacae.* Nature (London) 202:1134–1135.

DeBach, P. F. 1958a. Application of ecological information to control of citrus pests in California. Proceedings of the 10th International Congress of Entomology 33(3): 78–79.

––––––. 1958b. The role of weather and entomophagous species in the natural control of insect populations. Journal of Economic Entomology 51:474–484.

Paper read at meeting

Schoner, C., V. Marble, and C. Langston. 1982. Use of a desiccant on alfalfa hay to reduce drying time (a progress report). Paper read at California Alfalfa Symposium, Dec. 8–9, Davis, CA.

Public document

English, H., A. I. Ryall, and E. Smith. 1946. Blue mold decay of Delicious apples in relation to handling practices. Washington, DC: USDA Circular 751.

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Hord, H. V. V., and R. Sprague. 1950. Silver-leaf disease of apple in Washington. Pullman: Washington State Agricultural Experiment Station Bulletin 119.

Web site

Black, R. J. 2006. Bedding plants: Selection, establishment and maintenance. University of Florida IFAS Extension Circular 1134. University of Florida Extension Web site, http://edis.ifas.ufl.edu/mg319.

Gaman, T., and J. Firman. 2006. Oaks 2040: The status and future of oaks in California. California Oak Foundation Web site, http://www.californiaoaks.org/oaks2040.

Geisel, P. M. 2008. Landscaping tips to help defend your home from wildfire. Oakland: University of California Agriculture and Natural Resources Publication 8322. ANR CS Web site, http://anrcatalog.ucdavis.edu/Items/8322.aspx.