

IWMI Style Guidelines for Publications

Standards

Spelling

We follow the US spelling in IWMI publications. The following dictionaries are used as a guide when editing manuscripts:

- Merriam Webster's Collegiate Dictionary (11th edition)
- Webster's Third New International Dictionary of the English Language (Unabridged) – with seven language dictionary (1986 edition)

There are some words specific to IWMI's area of work (e.g., parcelization, fertigation), which are not found in these dictionaries.

Style Guidelines

Some aspects of the *Chicago Manual of Style, 16th Edition*, are used to create IWMI's style guidelines for publications.

Software

Manuscripts should be prepared in MS Word for Windows format. Figures should not be embedded in the MS Word document. All the figures in the report must be submitted as separate electronic high resolution files.

Figures

- Maps/photographs – high resolution files (at least 300 dpi) in JPEG or EPS format
- Graphs – original MS Excel files containing the graphs.

Manuscript Format

Style/Format of Headings

The example below provides five levels of headings (showing the style and format). The sequence is intended to ensure consistency and to help the editors (and authors) understand the intended heading levels.

For most manuscripts, three or four heading levels are sufficient. Do not use more than five.

◆ **THIS IS THE FIRST-LEVEL HEADING**

The main heading is flush left, all capital letters, and in boldface.

◆ This is the Second-Level Heading

The second-level heading should be in bold with initial letters capitalized, flush left.

◆ ***This is the Third-Level Heading***

The third-level heading should be in bold, italicized, with initial letters capitalized and flush to the left margin.

◆ *This is the Fourth-Level Heading.* The fourth-level heading should be in italics, with initial letters capitalized, flush to the left margin, and followed by a period. The text immediately follows the heading.

◆ *This is the fifth-level heading.* The fifth-level heading is indented, italicized, first letter of the first word in upper case, followed by a period. The text immediately follows the heading.

Illustrations (Tables/Figures)

All figures and tables in the document must be referenced in the text before the actual figures and tables are presented.

Please provide the following for all tables/figures used in the document:

- (a) Caption – each table/figure should have a caption briefly describing the table/figure.
- (b) Source/s – please provide the source/s for all tables/figures used in the report. In instances where the table/figure has been created by the author, this must be specified as, e.g., *Source: Author's creation.*
- (c) Notes – if necessary, notes that are applicable or helpful to the reader can be included at the bottom of the table/figure. Abbreviated words or symbols used in the table/figure should be spelled out or explained in the 'Notes' section. Notes can also be included with superscript letters, e.g., ^a, ^b, ^c, etc.

Example: Tables

TABLE 1. Basic information of the surveyed farming households in 1997.

ID	Family size	Per capita arable land (Mu)	Taxation and fees per arable land (Yuan/Mu)	Per capita taxation and fees (Yuan)
WDID	3.2	1.2	57.3 ^a	69.5
JHQID	4.3	1.5	55.0	83.6
SJID	4.1	2.2	46.6 ^b	104.7
Average	3.9	1.8	50.7	89.4

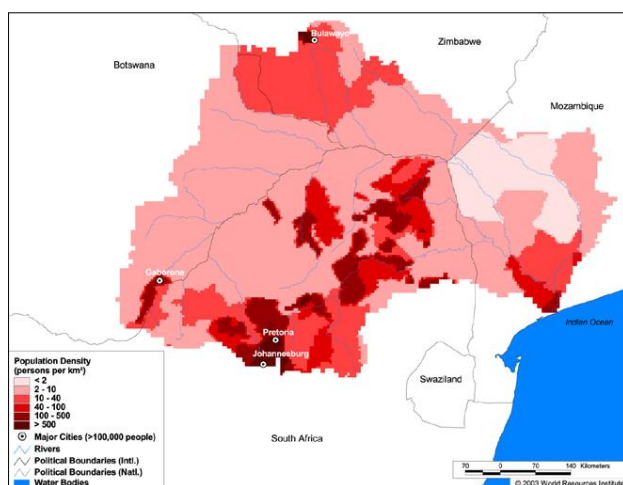
Source: Authors' survey.

Notes: One Chinese Mu = 1/15 ha.

^a amount for 1996; ^b amount for 1998.

Example: Figures

FIGURE 1. Hydrological, political, and population characteristics of the Limpopo Basin.



Source: Louw and Gichuki 2003. Direction, usually with an arrow to indicate North, should be given in the figure. Scale: If not drawn to scale the fact should be stated as “Not to scale” outside the figure.

Footnotes

- In the text of the report, avoid or minimize the use of footnotes.
- In tables, letter footnotes consecutively as a, b, c, etc., in superscript

Citations and References

(B) Year of publication

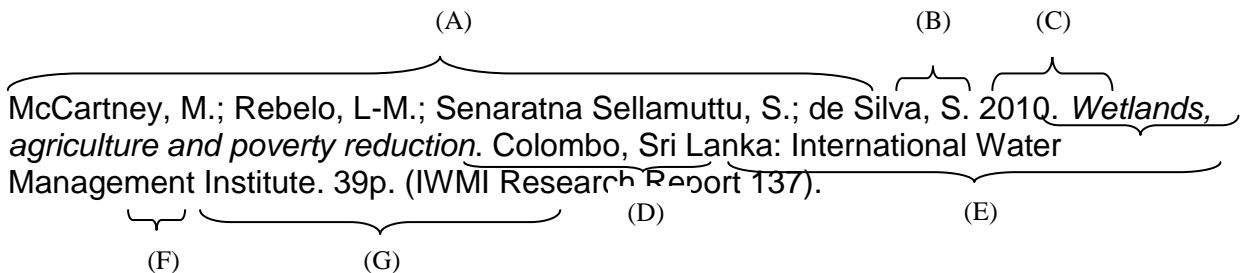
- a. The year of publication must be stated after author names with no punctuation in between, e.g., (Merrey 2006)
- b. Use 'n.d.' for undated publications, e.g., (Merrey n.d.)

(C) Page(s) – In a citation, a page number or a range of page numbers can be used after the year of publication separated by a colon, e.g., (Merrey 2006: 114) or (Merrey 2006: 114-117)

References - Format for Different Types of Publications

Books/Reports

Format:



(A) Author names

- a. Surnames followed by the initials of authors/editors (listing the main author first and separating the authors using a semicolon), e.g., Baume, J.P.; Sally, H. (*Note*: No spaces to be left between the initials of author names).
- b. Name of organization
 - i. The name of an organization can also be given as the author, e.g., World Bank, Ramsar Convention, World Bank, International Monetary Fund, etc.
 - ii. An acronym is also acceptable, but it must be followed by its full name within parentheses, e.g., WHO (World Health Organization), FAO (Food and Agriculture Organization of the United Nations), etc.
- c. If the authors are editors include (ed.) or (eds.) after the author's name or authors' names, e.g., Merry, D. (ed.). 2010. or Merry, D.; Molden, D. (eds.). 2007.

(B) Year of publication

Molden, J.D.; Gates, T.K. (*Note: No spaces to be left between the initials of author names*).

(B) Year of publication,

- a. The year of publication must be stated after the author names, e.g., 2008.
- b. If a journal article has been accepted, but has not been published yet, use 'Forthcoming' in place of the date, e.g., Merrey, D. Forthcoming.

(C) Title of article in journal

- a. The title must be in lowercase except for the first letter of the first word in the title, the first letter of a proper noun and the first letter of the first word after a colon or a dash.
- b. The title must be displayed in roman lettering

(D) Name of the periodical/journal.

- a. The name must be in title case
- b. The name must be in *italics*, e.g., *Water, Science & Technology*.

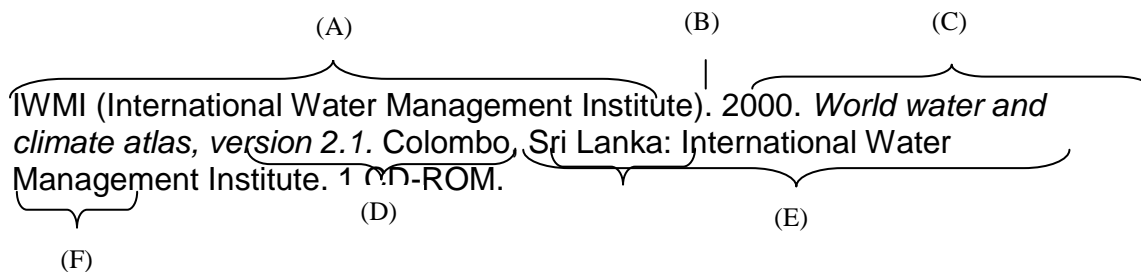
(E) Volume number, e.g., 57.

(F) Series number (optional), included within parentheses immediately after the volume number, e.g., (4).

(G) Inclusive page numbers of the article, separated by a colon and a space after volume /series number, e.g., 519-525.

Compact Discs (CDs)

Format:



(A) Producer of the CD, e.g., International Water Management Institute (IWMI).

(B) Year of production, e.g., 2000.

(C) Title of the CD – the title must be displayed in *italics*, e.g., *World water and climate atlas*.

(D) Location of the producer/organization followed by a colon, e.g., Colombo, Sri Lanka:

(E) Name of the producer/organization, e.g., International Water Management Institute.

(F) Quantity/format of information, e.g., 1 CD ROM.

Articles, papers, etc., on the web

Format:

(A) (B) (C)

Babbitt, B. 1998. *Dams are not forever*. Remarks of the Secretary of State of the United States Department of Interior to the Ecological Society of America, August 04, 1998, Baltimore, MD, USA. Available at www.doi.gov/secretary/ecologic.htm (accessed on September 1, 2011)

(D) (E)

(A) Author names - Surnames followed by initials of authors, e.g., Babbitt, B.

(B) Year of publication, e.g., 1998.

(C) Title of the article. The title must be displayed in *italics*, e.g., *Dams are not forever*

(D) Web address (URL), e.g., www.doi.gov/secretary/ecologic.htm

(E) Specify the date when the web page was last accessed within parentheses, e.g., (accessed on September 1, 2011).

Theses/dissertations

Format:

(A) (B) (C) (D)

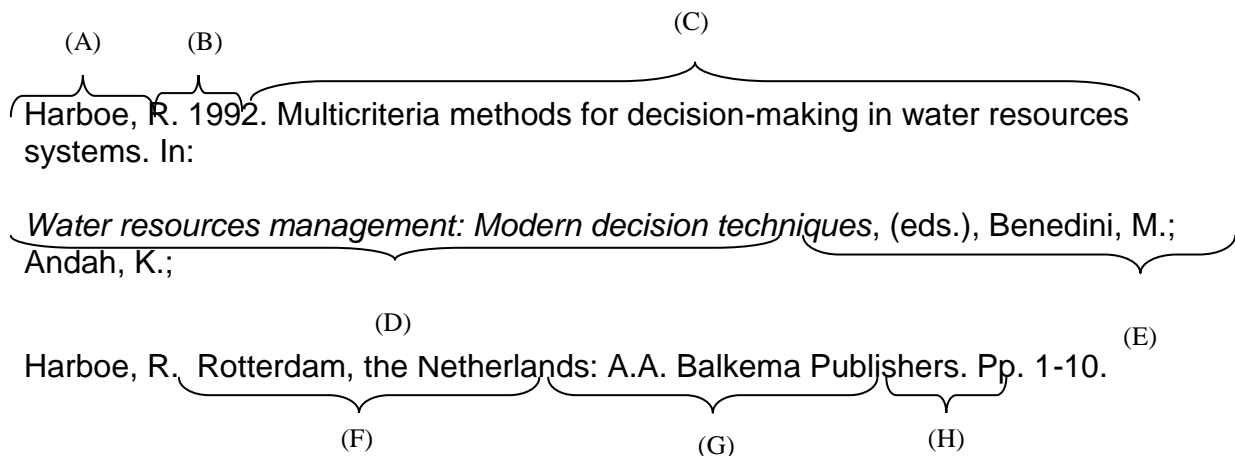
King, A.J. 1976. *Law and land use in Chicago: A pre-history of modern zoning*. PhD dissertation. University of Wisconsin, USA.

(E)

- (A) Author names – surnames followed by initials of authors, e.g., King, A.J.
- (B) Year of publication – the year the thesis/dissertation was prepared, e.g., 1976.
- (C) Title of the thesis/dissertation. The title must be in *italics*, e.g., *Law and land use in Chicago: A pre-history of modern zoning*.
- (D) Qualification, e.g., PhD dissertation.
- (E) Place where the qualification was obtained, e.g., University of Wisconsin, USA.

Chapter in a book

Format

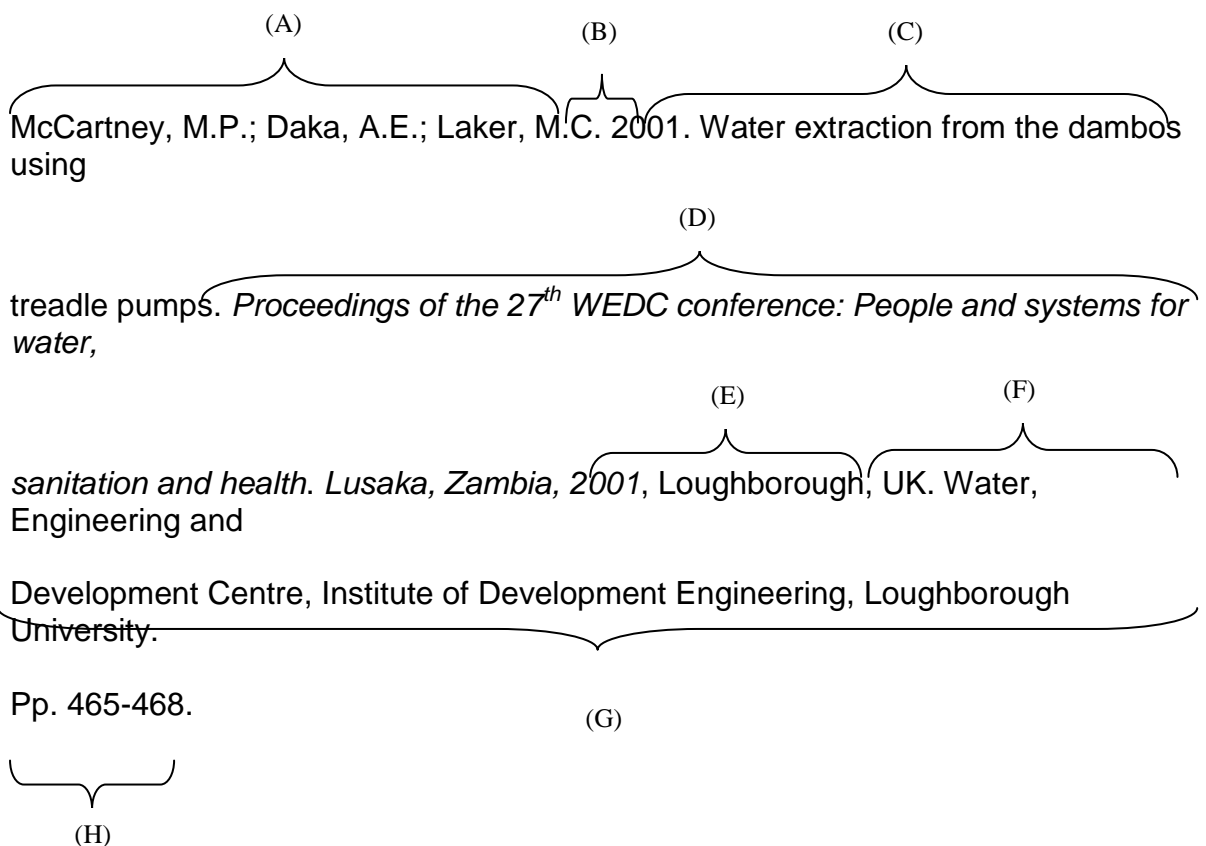


- (A) Author names – surname followed by the initials of the author, e.g., Harboe, R.
- (B) Year of publication, e.g., 1992.
- (C) Title of the section or chapter in the book, e.g., Multicriteria methods for decision-making in water resources systems.
- (D) Title of the book in *italics*. This must be preceded by 'In:' in roman lettering. For example, In: *Water resources management: Modern decision techniques*.
- (E) Editors – Surname followed by the initials of the editor(s), e.g., Benedini, M. The name of the editor(s) must be preceded by '(ed.)' or '(eds.)'.
- (F) Location of publisher, e.g., Rotterdam, the Netherlands.

(G) Publisher, e.g., A.A. Balkema Publishers.

(H) Pages – the inclusive page numbers of the chapter in the book, e.g., pp. 1-10.

Proceedings



(A) Author names – surname followed by the initials of the authors, e.g., McCartney, M.P.; Daka, A.E.; Laker, M.C.

(B) Year of publication, e.g., 2001.

- (C) Title of section or excerpt from proceeding, e.g., Water extraction from the dambos using treadle pumps.
- (D) Title/other details of the proceeding must be displayed in *italics*. e.g., *Proceedings of the 27th WEDC conference: People and systems for water, sanitation and health. Lusaka, Zambia, 2001.*
- (E) Location of publisher, e.g., Loughborough, UK.
- (F) Publisher, e.g., Water, Engineering and Development Centre, Institute of Development Engineering, Loughborough University.
- (G) Page numbers - the inclusive page numbers that have been extracted from the proceeding, e.g., Pp. 465-468.

Personal Communications

It is not necessary to include personal communications in the list of references. However, when cited in the text, make sure you provide adequate information of the communication, i.e., the person, their designation, the organization they are affiliated to, the date the communication took place, etc., e.g., Andrew Noble, Researcher, IWMI, February 12, 2011.

Usage

Abbreviations and Acronyms

- Avoid excessive use of abbreviations. Do not use an abbreviation or acronym if it will never or seldom be used again in the text.
- Spell out an abbreviation or acronym when it is first used, with the abbreviation or acronym given in parentheses immediately after the spelled out word, e.g., National Agricultural Research and Extension Systems (NARES), and use 'NARES' thereafter in the text. If there are long gaps between references to the term, spell it out again to reduce confusion and to support reader comprehension.
- If a large no. of acronyms are used then a list of acronyms/abbreviations must be given at the beginning of the report.

Units of Measure

- Spell out units of measure the first time they are used in the text with the abbreviation given within parentheses, e.g., 250 hectares (ha). Use the abbreviation thereafter.
- In running text, spell out units of measure when they are not accompanied by numbers, e.g., "a few centimeters" rather than "a few cm."

- Abbreviate units of measure in tables and figures. If they have not been spelled out earlier on in the text, spell them out in a 'Note' below the table.
- Nonmetric units of measure should be converted to the metric system or, if any data are given in nonmetric units, the metric equivalents should be given in parentheses, e.g., (1 acre = 0.404685642 hectares); in a table, the equivalent or the conversion rate should be footnoted.

Monetary Units

- Monetary values should be given in United States (US) dollars or, if other currencies are used, the equivalent value in US dollars should be given in parentheses. In a table, the equivalent or the conversion rate should be footnoted.
- The relevant standard currency symbols (see Appendix A for standard currency codes) should precede the amounts, e.g., LKR 300 (LKR = Standard currency code for Sri Lankan Rupees), USD 28 (USD = Standard currency code for United States Dollars).

Example: In 2002, the total financial assistance to the districts in the Northern and Eastern provinces was approximately LKR 892 million (approximately USD 9 million) (approximate exchange rate - USD 1.00 = LKR 95 in 2002).

- A space is left between the currency code and the amount, e.g., GBP 5.70, USD 245.90. When a currency symbol is used, it is placed flush next to the amount, e.g., £5.70, \$245.90.

Numerals

- Spell out numbers below 10 except when they appear with units of time, money or measurement, e.g., four tanks, 4 hours. Use numerals for all, if some numbers are higher or lower than 10 in the same sentence or phrase, e.g., 4 pumps and 10 wells.

8 years 3.5 t/ha \$6.00
but
 7% six parts four tanks

- Do not commence a sentence with a numeral. If a sentence begins with a numeral, spell it out or rephrase the sentence.
 Example: Forty children were left stranded after the incident.
 not 40 children were left stranded after the incident.
 or After the incident, 40 children were left stranded (rephrased).
- Write out centuries using lowercase letters (example: nineteenth century), but use digits when mentioning decades (example: 1970s).

Rounding

- Round data in text and tables to meaningful digits. Values such as 3,423 kg/ha tend not to be exactly accurate because few researchers weigh field samples to an accuracy of 1 part in 10,000.

Example: 3,423 kg/ha – can be rounded to 3,500 kg/ha or use the word ‘approximately’, approximately 3,500 kg/ha

Punctuation

- Do not use a comma before ‘and’ or ‘or’ in a series of three or more words or phrases
Example: I visited Paris, London, Rome and Cairo.

However, in certain instances as illustrated/depicted below, it is recommended that a comma is used before ‘and’.

For example: The ministry does planning, research and development, and extension.

- When quoting a statement the punctuation should be within quotation marks, e.g., he said, “take care of my baby.”
- When using abbreviations of ‘for example’ (e.g.) or ‘that is’ (i.e.) there should be a comma and a space before and after the abbreviation –, e.g., and, i.e.,
Example: The boys ate apples, peaches, apricots, etc., when they visited the fruit stall.

Quotation Marks – Single

- Use single quotation marks for quotations within quotations, e.g., He said “Farmers told me ‘flows are unreliable’ and blamed it on water stealing.”
- Use single quotation marks for highlighting words in text, e.g., the musical was a ‘resounding’ success.

Quotation Marks – Double

- Use to set off spoken words in a direct quotation from other text if the quotation is no more than four lines. Longer quotations should be set apart from text and indented; quotation marks should not be used in such cases.

Capitalization

- When a generic term is used as part of a name of an ocean, river, mountain, or an island, it is also capitalized (examples: Atlantic Ocean, Indus River.), except when the term is plural and follows more than one name (Example: the Mahaweli and Kelani rivers).
- Capitalize proper nouns, but not common words used as short forms of the proper nouns. Examples:
 - (a) World Bank, Shared Control of Natural Resources Project, Ford Foundation
 - (b) the bank, the project, the foundation.

Foreign Words, Phrases and Languages

- Do not italicize or underline foreign words or phrases commonly used in English, such as 'esprit de corps'. Italicize uncommon foreign words and phrases and give the meaning in parentheses the first time they are used, i.e., words that are not commonly used in English, but are common in the relevant subject matter, e.g., *warabandi* (irrigation scheduling), *metayage* (share cropping), *Rabi* (spring season, India), *Kharif* (autumn season, India), *Yala* (dry season, Sri Lanka), *Maha* (wet season, Sri Lanka), etc. It is recommended that such words are kept italicized whenever or wherever they appear in the text.

Hyphenation

- Most words formed with the following prefixes are rarely hyphenated:
 Anti, ante, bi, bio, do, counter, extra, infra, inter, macro, micro, mid, mini, multi, non, over, post, pseudo, re, semi, sub, super, trans, ultra, un, under

Dates

- When referring to dates in the text of the document, the format used must be 'month day, year' e.g., June 19, 2006.

Abstract

- The length of the abstract at the beginning of the publication must be less than 200 words. This must be sent as a separate document for inclusion on the website, prior to publishing the final document.

APPENDIX A. Standard Currency Codes.

Code	Country Name
AED	United Arab Emirates Dirham
AFN	Afghanistan Afghani
ALL	Albania Lek
AMD	Armenia Dram
ANG	Netherlands Antilles Guilder
AOA	Angola Kwanza
ARS	Argentina Peso
AUD	Australia Dollar
AWG	Aruba Guilder

AZN	Azerbaijan New Manat
BAM	Bosnia and Herzegovina Convertible Marka
BBD	Barbados Dollar
BDT	Bangladesh Taka
BGN	Bulgaria Lev
BHD	Bahrain Dinar
BIF	Burundi Franc
BMD	Bermuda Dollar
BND	Brunei Darussalam Dollar
BOB	Bolivia Boliviano
BRL	Brazil Real
BSD	Bahamas Dollar
BTN	Bhutan Ngultrum
BWP	Botswana Pula
BYR	Belarus Ruble
BZD	Belize Dollar
CAD	Canada Dollar
CDF	Congo/Kinshasa Franc
CHF	Switzerland Franc
CLP	Chile Peso
CNY	China Yuan Renminbi
COP	Colombia Peso
CRC	Costa Rica Colon
CUC	Cuba Convertible Peso
CUP	Cuba Peso
CVE	Cape Verde Escudo
CZK	Czech Republic Koruna
DJF	Djibouti Franc
DKK	Denmark Krone
DOP	Dominican Republic Peso
DZD	Algeria Dinar
EGP	Egypt Pound
ERN	Eritrea Nakfa
ETB	Ethiopia Birr
EUR	Euro Member Countries
Code	Country Name

FJD	Fiji Dollar
FKP	Falkland Islands (Malvinas) Pound
GBP	United Kingdom Pound
GEL	Georgia Lari
GGP	Guernsey Pound
GHS	Ghana Cedi
GIP	Gibraltar Pound
GMD	Gambia Dalasi
GNF	Guinea Franc
GTQ	Guatemala Quetzal
GYD	Guyana Dollar
HKD	Hong Kong Dollar
HNL	Honduras Lempira

HRK	Croatia Kuna
HTG	Haiti Gourde
HUF	Hungary Forint
IDR	Indonesia Rupiah
ILS	Israel Shekel
IMP	Isle of Man Pound
INR	India Rupee
IQD	Iraq Dinar
IRR	Iran Rial
ISK	Iceland Krona
JEP	Jersey Pound
JMD	Jamaica Dollar
JOD	Jordan Dinar
JPY	Japan Yen
KES	Kenya Shilling
KGS	Kyrgyzstan Som
KHR	Cambodia Riel
KMF	Comoros Franc
KPW	Korea (North) Won
KRW	Korea (South) Won
KWD	Kuwait Dinar
KYD	Cayman Islands Dollar
KZT	Kazakhstan Tenge
LAK	Laos Kip
LBP	Lebanon Pound
LKR	Sri Lanka Rupee
LRD	Liberia Dollar
LSL	Lesotho Loti
LTL	Lithuania Litas
LVL	Latvia Lat
LYD	Libya Dinar
MAD	Morocco Dirham
MDL	Moldova Leu
MGA	Madagascar Ariary
MKD	Macedonia Denar
Code	Country Name
MMK	Myanmar (Burma) Kyat
MNT	Mongolia Tughrik
MOP	Macao Pataca
MRO	Mauritania Ouguiya
MUR	Mauritius Rupee
MVR	Maldives (Maldiv Islands) Rufiyaa
MWK	Malawi Kwacha
MXN	Mexico Peso
MYR	Malaysia Ringgit
MZN	Mozambique Metical
NAD	Namibia Dollar
NGN	Nigeria Naira
NIO	Nicaragua Cordoba

NOK	Norway Krone
NPR	Nepal Rupee
NZD	New Zealand Dollar
OMR	Oman Rial
PAB	Panama Balboa
PEN	Peru Nuevo Sol
PGK	Papua New Guinea Kina
PHP	Philippines Peso
PKR	Pakistan Rupee
PLN	Poland Zloty
PYG	Paraguay Guarani
QAR	Qatar Riyal
RON	Romania New Leu
RSD	Serbia Dinar
RUB	Russia Ruble
RWF	Rwanda Franc
SAR	Saudi Arabia Riyal
SBD	Solomon Islands Dollar
SCR	Seychelles Rupee
SDG	Sudan Pound
SEK	Sweden Krona
SGD	Singapore Dollar
SHP	Saint Helena Pound
SLL	Sierra Leone Leone
SOS	Somalia Shilling
SPL*	Seborga Luigino
SRD	Suriname Dollar
STD	São Príncipe and Tome Dobra
SVC	El Salvador Colon
SYP	Syria Pound
SZL	Swaziland Lilangeni
THB	Thailand Baht
TJS	Tajikistan Somoni
TMT	Turkmenistan Manat
TND	Tunisia Dinar
Code	Country Name
TOP	Tonga Pa'anga
TRY	Turkey Lira
TTD	Trinidad and Tobago Dollar
TVD	Tuvalu Dollar
TWD	Taiwan New Dollar
TZS	Tanzania Shilling
UAH	Ukraine Hryvna
UGX	Uganda Shilling
USD	United States Dollar
UYU	Uruguay Peso
UZS	Uzbekistan Som
VEF	Venezuela Bolivar Fuerte
VND	Vietnam Dong

VUV	Vanuatu Vatu
WST	Samoa Tala
XAF	Communauté Financière Africaine (BEAC) CFA Franc BEAC
XCD	East Caribbean Dollar
XDR	International Monetary Fund (IMF) Special Drawing Rights
XOF	Communauté Financière Africaine (BCEAO) Franc
XPF	Comptoirs Français du Pacifique (CFP) Franc
YER	Yemen Rial
ZAR	South Africa Rand
ZMK	Zambia Kwacha
ZWD	Zimbabwe Dollar