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# ANR Communication Services Style Guide

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Based on *Scientific Style and Format*, 6th ed., *The Chicago Manual of Style*, 14th ed., and *Merriam Webster's Collegiate Dictionary*, 10th 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.

rev 3/2000 PAE/SWB

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# 1. Punctuation

## Comma

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

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

**Restrictive vs. nonrestrictive:** Use commas to set off nonrestrictive clauses (with “which”). Do not use commas around a restrictive clause (with “that”).

The blossoms, which open over a long period, are pink.  
Blossoms that open in early spring may be damaged by frost.

**Compound predicates** are not separated by a comma; compound sentences are.

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.  
Washington, D.C.

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

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

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## 2 Abbreviations and Symbols

Drop **periods** whenever possible in acronyms and abbreviations.

USDA

UC

PhD

*but* U.S.

Spell out these **Latinate** abbreviations as follows in running text (and be sure authors have used them correctly!). 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)—note no period after et.

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

<b>State</b>	<b>Abbr.</b>	<b>State</b>	<b>Abbr.</b>	<b>State</b>	<b>Abbr.</b>
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 singular form of an abbreviated measure.

Repeat **degree** symbol but not abbreviation in temperature ranges. There is 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/percentage**. Use symbols in tables and within parens. only. Don’t repeat 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).  
p(p).  
chap(s).  
fig(s).

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

Apply additional nitrogen to the crop.  
P<sub>2</sub>O<sub>5</sub>

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.)  
multiple species (spp.)  
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. We cover this in a disclaimer note in the publication's front matter.

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### 3. 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%)

At the **start of a sentence**, numbers are spelled out (rewrite to avoid this if possible).

Fourteen cultivars were chosen.

When **two numbers** fall together, the first is spelled out.

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 measurements.

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 A.D. (small caps)

the December 1994 issue (Dec. 1994) (no comma between month and year)

55 B.C. to A.D. 1066

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

**English measures** should be followed by the following metric (SI) equivalents, except for contexts where no metric version would apply. Abbreviate the metric unit of measure.

Stems are 6 to 10 inches (15 to 25.5 cm) long

Nail 2-by-4s to the forms.

#### English-Metric equivalents

Inches to mm: multiply by 25.4. If larger than 5 mm, round to nearest 0.5 mm.

Inches to cm: multiply by 2.54 and round to nearest 0.5 cm.

Feet to m: multiply by 0.3048 and round to nearest 0.1 m.

Other measures: multiply by conversion factor and round accordingly.

**Note on rounding:** When applying the rounding rules given above, use your judgment to round large metric numbers to a figure that matches the English measure. For example, 2,800 feet = 853 m, not 853.4. Similarly, 1.7 inches = 4.3 cm, not 4.5 cm.

inch	mm
1/1,000	0.025
1/32	0.8
1/25	1.0
1/20	1.3
1/16	1.6
1/12	2.1
1/10	2.5
1/8	3.2
1/6	4.2
3/16	4.8
1/5	5
1/4	6.5
5/16	8
1/3	8.5
3/8	9.5
2/5	10
7/16	11
1/2	12.5
9/16	14.5
3/5	15
5/8	16
2/3	17
11/16	17.5
3/4	19
4/5	20
13/16	20.5

inch	cm
1	2.5
1.5	4
2	5
2.5	6.5
3	7.5
3.5	9
4	10
4.5	11.5
5	12.5
5.5	14
6	15
6.5	16.5
7	18
7.5	19
8	20.5
8.5	21.5
9	23
9.5	24
10	25.5
10.5	26.5
11	28
11.5	29
12	30.5
12.5	32
13	33
13.5	34.5

feet	m
1	0.3
1.5	0.5
2	0.6
2.5	0.8
3	0.9
3.5	1.1
4	1.2
4.5	1.4
5	1.5
5.5	1.7
6	1.8
6.5	2.0
7	2.1
7.5	2.3
8	2.4
8.5	2.6
9	2.7
9.5	2.9
10	3.0
10.5	3.2
11	3.4
11.5	3.5
12	3.7
12.5	3.8
13	4.0
13.5	4.1

inch	mm
7/8	22
15/16	24
1	25.5

inch	cm
14	35.5
14.5	37
15	38
15.5	39.5
16	40.5
16.5	42
17	43
17.5	44.5
18	45.5
18.5	47
19	48.5
19.5	49.5
20	51
20.5	52
21	53.5
21.5	54.5

Conversion factors	
1 in	2.54 cm
1 ft	0.3048 m
1 mi	1.609 km
1 acre	0.4047 ha
1 gal	3.785 L
1 qt	0.9464 L
1 pt	0.4732 L
1 fl oz	29.57 mL
1 ton	0.907 metric ton
1 lb	0.454 kg
1 oz	28.35 g
1 lb/acre	1.12 kg/ha
1 ton/acre	2,240 kg/ha
1 gal/acre	9.36 L/ha
1 acre-foot	1,233 m <sup>3</sup>
1 acre-inch	103 m <sup>3</sup>
1 per lb	2.2 per kg
1 per acre	2.47 per ha
1 per ft	3.28 per m
1 ft <sup>2</sup>	0.093 m <sup>2</sup>
1 per ft <sup>2</sup>	10.75 per m <sup>2</sup>

### Metric-English equivalents

mm to inches: multiply by 0.0394 and round to nearest 0.01 in.

cm to inches: multiply by 0.394 and round to nearest 0.1 in.

m to feet: multiply by 3.28 and round to nearest 0.1 ft.

Other measures: multiply by conversion factor and round accordingly.

mm	inch
0.5	0.02
1	0.04
1.5	0.06
2	0.08
2.5	0.10
3	0.12
3.5	0.14
4	0.16
4.5	0.18
5	0.20
5.5	0.22
6	0.24
6.5	0.26
7	0.28
7.5	0.30
8	0.32
8.5	0.33
9	0.35
9.5	0.37
10	0.39
10.5	0.41
11	0.43
11.5	0.45
12	0.47
12.5	0.49
13	0.51
13.5	0.53
14	0.55
14.5	0.57
15	0.59
15.5	0.61
16	0.63
16.5	0.65
17	0.67
17.5	0.69
18	0.71

cm	inch
0.5	0.2
1	0.4
1.5	0.6
2	0.8
2.5	1.0
3	1.2
3.5	1.4
4	1.6
4.5	1.8
5	2.0
5.5	2.2
6	2.4
6.5	2.6
7	2.8
7.5	3.0
8	3.2
8.5	3.3
9	3.5
9.5	3.7
10	3.9
10.5	4.1
11	4.3
11.5	4.5
12	4.7
12.5	4.9
13	5.1
13.5	5.3
14	5.5
14.5	5.7
15	5.9
15.5	6.1
16	6.3
16.5	6.5
17	6.7
17.5	6.9
18	7.1

m	feet
0.5	1.6
1	3.3
1.5	4.9
2	6.6
2.5	8.2
3	9.8
3.5	11.5
4	13.1
4.5	14.8
5	16.4
5.5	18.0
6	19.7
6.5	21.3
7	23.0
7.5	24.6
8	26.2
8.5	27.9
9	29.5
9.5	31.2
10	32.8
10.5	34.4
11	36.1

Conversion factors	
1 cm	0.394 in
1 m	3.28 ft
1 km	0.621 mi
1 kg	2.2046 lb
1 metric ton	1.102 tons
1 ha	2.47 acres
1 L	1.057 qt
1 kg/ha	0.893 lb/acre
1 t/ha	0.444 ton/acre
1 per kg	0.455 per lb
1 per acre	0.405 per acre
1 m <sup>3</sup>	0.0008 acre-ft

Supply **Celsius** equivalents for all **Fahrenheit** temperatures. Round Celsius temperatures to nearest 0.1°C. To convert:

$$^{\circ}\text{C} = (^{\circ}\text{F} - 32) \times 0.5555$$

$$^{\circ}\text{F} = (^{\circ}\text{C} \times 1.8) + 32$$

°F	°C
-10	-23.3
-9	-22.8
-8	-22.2
-7	-21.7
-6	-21.1
-5	-20.6
-4	-20.0
-3	-19.4
-2	-18.9
-1	-18.3
0	-17.8
1	-17.2
2	-16.7
3	-16.1
4	-15.6
5	-15.0
6	-14.4
7	-13.9
8	-13.3
9	-12.8
10	-12.2
11	-11.7
12	-11.1
13	-10.6
14	-10.0
15	-9.4
16	-8.9
17	-8.3
18	-7.8
19	-7.2
20	-6.7

°F	°C
21	-6.1
22	-5.6
23	-5.0
24	-4.4
25	-3.9
26	-3.3
27	-2.8
28	-2.2
29	-1.7
30	-1.1
31	-0.6
32	0
33	0.6
34	1.1
35	1.7
36	2.2
37	2.8
38	3.3
39	3.9
40	4.4
41	5.0
42	5.6
43	6.1
44	6.7
45	7.2
46	7.8
47	8.3
48	8.9
49	9.4
50	10.0
51	10.6

°F	°C
52	11.1
53	11.7
54	12.2
55	12.8
56	13.3
57	13.9
58	14.4
59	15.0
60	15.6
61	16.1
62	16.7
63	17.2
64	17.8
65	18.3
66	18.9
67	19.4
68	20.0
69	20.6
70	21.1
71	21.7
72	22.2
73	22.8
74	23.3
75	23.9
76	24.4
77	25.0
78	25.6
79	26.1
80	26.7
81	27.2
82	27.8

°F	°C
83	28.3
84	28.9
85	29.4
86	30.0
87	30.6
88	31.1
89	31.7
90	32.2
91	32.8
92	33.3
93	33.9
94	34.4
95	35.0
96	35.6
97	36.1
98	36.7
99	37.2
100	37.8
101	38.3
102	38.9
103	39.4
104	40.0
105	40.6
106	41.1
107	41.7
108	42.2
109	42.8
110	43.3
111	43.9
112	44.4
113	45.0

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## 4. Tables and Figures

### General

Tables and figures should **complement** and supplement information in text but not duplicate it exactly. Text typically gives overview of data and refers reader to table/figure for details, but the latter must be self-explanatory apart from the text.

Tables and figures should be **numbered within chapters**: 6.1, 6.2, 6.3, etc. A hyphen may be used instead of a decimal.

Be sure there's 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 6.1 shows (beginning of sentence)

(see fig./table 6.1)

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 referencel list or bibliography is used. If reference list is not used, the source may contain full bibliographic information.

*Scientific Style and Format* is particularly helpful on questions of style for tables and figures.

### Tables

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

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.

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.** Use symbols (\*, †, ‡, §, #) for specific **table notes**, which follow **source notes** (*Source:*) and those applicable to the entire table (*Note:* ). If number of specific notes necessitates using double symbols, consider **lettered superscripts** instead. Asterisks should be set superscript. If the author uses an asterisk and double asterisk to indicate common properties of numbers within the table, give these notes first and then follow with †, ‡, §, and so on. A **key** is placed immediately after the table, before the source. Items in the key may be set on a line instead of listed.

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 graphs, photographs, drawings, maps, diagrams, charts, and any other type of graphic object inserted into the text. The following points relate to **graphs**.

**Axis labels** are cap/lc in 8-pt. Frutiger bold. These labels are to be 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.

All graphs that can be conceived of in terms of **patterned lines** should follow this order of application. Apply this same pattern to vertical bar graphs.

- (1) solid black rule
- (2) solid medium gray rule
- (3) solid light gray rule

- (4) evenly broken black rule
- (5) evenly broken medium gray rule
- (6) evenly broken light gray rule.

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

**Data points** should be filled bullets in a size smaller than a 7-pt. bullet.

Whenever possible, editors will **label lines** in the graphs at the most useful point rather than providing a legend for them outside the graph.

Graphs will be created to fill either an **up-to-1-column** or **up-to-2-column** measure (usually either 19 or 40 picas). Art will not be enlarged or reduced in layout to avoid altering the proportion of the labels. Most graphs can fit an up-to-1-column format, but it is the designer's call whether the graph would be more legible as 2 columns.

**Symbols** should be used for abbreviations whenever possible in figures.

- % for percent
- / for per

**Years**, which always go on the horizontal axis, can be given in full. If they can't fit, tilt them toward the graph, extend the graph to 2 columns, or label only every other year.

True **scatter graphs** should be as simple as possible. Symbols should all be the same size.

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

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

For figures that are **split into parts**, use A, B, etc.: Figure 12.1A.

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## 5. Capitalization, Compounds, and Usage

### Capitalization

See *Chicago* 7.34–7.45 for a general guide to capitalization. Also use the indices of biographical and geographical names at the end of *Webster's*. Add all your supplementary decisions to the following **word list** (noting the part of speech as needed) to maintain consistency as you edit and for our later use in proofreading.

Capitalize all words in **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* table 6.1** is particularly useful. Note that many hyphenated adjectival compounds may be left open following the noun. DANR 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. 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 DANR usage. Choose American rather than British variants; use *Webster's* preferred variant when a word has two acceptable spellings.

**A–C**

acre (no abbreviation)

advisor, farm advisor; *but* pest control adviser

agribusiness; agrochemical; agroecological

ai (active ingredient, with numbers only)

AM (small caps)

AN-20 (ammonium nitrate, 20-0-0)

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

in chapter 3 (chap. 3)

clear-cut (a, pa)

coauthor *but* co-founder, co-worker

see color plate 2.1 (color plate 2.1)

color-combination: red-brown, yellow-green (not -ish)

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 singular 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)

Eastern Europe

e-mail

ensure (not insure) = to make sure

equaled, equaling

ET (evapotranspiration)

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)

Federal Marketing Order; the Marketing Order

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)*any*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)

indices  
in-shell (a, pa)  
Internet  
involucre  
-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)  
 anylike *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)  
*microwords* (*inc.* microorganism)  
 midseason, midvein  
 Midwest (region), midwestern (a)  
*midwords but* mid-1900s, mid-July  
 mild-winter (a)  
 minuscule  
 moisture-retentive (a)  
 mosquitoes  
 most important (not importantly)  
 MPH (all caps)  
*multiwords*

Native Americans (*not* Indians)  
 native-born (a, pa)  
 nitrate nitrogen N<sub>3</sub>N (subscript 3, hyphen)  
*nonwords 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 (small caps)

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)

a 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)

website

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)

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## 6. Typography

Italicize **words as words**. Do not set in quotation marks.

the term *managed ecosystem*

the word *zygote*

*but*: is called photosynthesis

Discourage 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.

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 viruses, pests, and diseases are lowercase roman, without quotes.

*Olea 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 subjects 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.

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## 7. Notes 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 **References** (or **Bibliography**) list. If substantive notes are also necessary, they are numbered and grouped at the end of each chapter. True footnotes (keyed by symbols) may be employed at page bottom in very rare instances.

### In-text Citations

When the **name appears in text**, use initials or first name of researcher 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)

Use caution when citing a **website** as an authority in a publication. The information in many websites cannot be verified, and the websites themselves can cease to exist at a moment's notice. If a website must be cited, provide all the information necessary for a reader to find the information being citing. Generally, it is best to give the URL of the main page of a website as opposed to the URL of pages within pages.

### Reference List

We prefer that **initials** 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 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).

Use **abbreviated forms** of journals (following American Standards list or author's own system).

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 is

- (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 **DANR 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 (more or less) all publications are called "publication," no matter what category they are in. Follow the usage on the publication. "Publication" may be abbreviated as "Publ."

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. Buggy 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. Proc. Xth Int'l. Congr. Ent. 33(3):78–79.

\_\_\_\_\_. 1958b. The role of weather and entomophagous species in the natural control of insect populations. J of Econ Ent 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, D.C.: USDA Circular 751.

U.S. Bureau of the Census. 1986. Statistical abstract of the United States. 106th ed. Washington, D.C.: Government Printing Office.

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