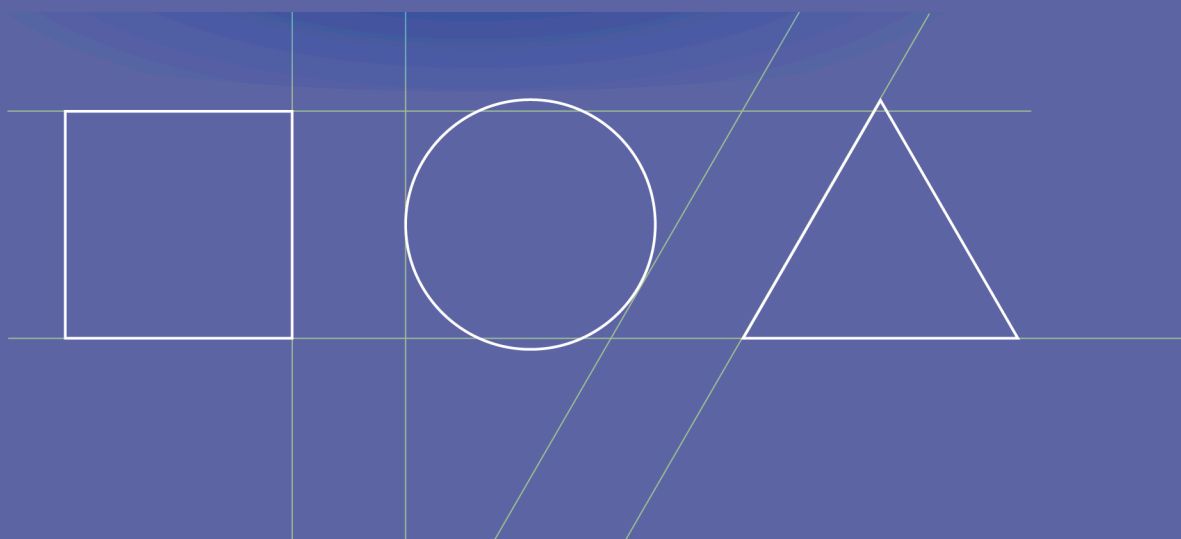




APFNet style manual



Cover image based on a concept by Elethom demonstrating good design and how small changes can make big improvements.

APFNet 2020

The designations employed and the presentation of material herein do not imply the expression of any opinion whatsoever concerning the legal status of any economy, territory, city or area, or its authorities or concerning the delimitation of its frontiers and boundaries.

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1.

Introduction

The Asia-Pacific Network for Sustainable Forest Management and Rehabilitation (APFNet) is an international organization committed to helping the economies and people of the Asia-Pacific region by promoting and improving sustainable forest management and rehabilitation.

The proposal to establish APFNet was made by China in cooperation with Australia and the United States and adopted at the 15th Asia-Pacific Economic Cooperation (APEC) Economic Leaders' Meeting in Sydney, Australia, in September 2007. APFNet currently has 31 members – 26 member economies and five international organizations – in the Asia-Pacific region.

This style manual¹ provides general guidance on APFNet's English-language writing with the aim of ensuring clarity and consistency in APFNet works. The rules and conventions specified herein should generally be applied in APFNet print publications, the APFNet website and other APFNet materials, as appropriate. The manual is not comprehensive and, for further guidance, additional web resources, with links, are indicated (most of these resources, which are external to APFNet, are free to use). In situations where guidance is not provided, the most important thing is to maintain *consistency* and *clarity*, following the KISS rule: *keep it short and simple*.

This style manual is a living document and will be updated from time to time. Please check the APFNet website (www.apfnet.cn) for the latest version.

Users of the style manual

All APFNet staff, consultants and contractors involved in writing, reviewing, editing, translating or proofreading APFNet texts should apply this manual.

¹ This style manual draws on several existing style guides, especially those of the Food and Agriculture Organization of the United Nations, *Australian Forestry* and the Imperial College London (for references).

2.

Terminology

APFNet uses the term **economies** to describe the jurisdictions it works in and serves, following the convention used in APEC.² The table below lists the names of APFNet member economies as they should be used in APFNet publications.

APFNet member economies³

- Australia
- Bangladesh
- Brunei Darussalam
- Cambodia
- Canada
- People's Republic of China (but China is preferred in general usage)
- Fiji
- Hong Kong, China
- India
- Indonesia
- Lao PDR (but spell out in full at first usage – Lao People's Democratic Republic)
- Malaysia
- Mexico
- Mongolia
- Myanmar
- Nepal
- New Zealand
- Papua New Guinea (may be abbreviated to PNG)
- Peru
- the Philippines
- Singapore
- Sri Lanka
- Chinese Taipei
- Thailand
- United States (United States of America may also be used, and USA may be used in references)
- Viet Nam

² APEC uses economies to describe its members "because the APEC cooperative process is predominantly concerned with trade and economic issues, with members engaging with one another as economic entities" (www.apec.org/About-Us/About-APEC).

³ Please check the APFNet website (www.apfnet.cn) for an up-to-date list of members.

APFNet also has the following member organizations:

- Food and Agriculture Organization of the United Nations (FAO)
- International Tropical Timber Organization (ITTO)
- Pacific Community (SPC)
- RECOFTC
- The Nature Conservancy (TNC).

The use of the term **economies** is illustrated in the following:

- The workshop provided an opportunity for **economies** in the subregion to discuss not only vegetation restoration policies but also practical restoration models and techniques.
- Maps were created for three **economies** (China, Malaysia and Myanmar) indicating entire ecosystem shifts.
- Strategic planning officers in the forest authorities of participating **economies** shared their experiences in translating **economy**-level restoration plans into action on the ground.

Other jurisdictions

For non-APFNet-member economies, APFNet uses the short names specified by the United Nations (see <http://termportal.fao.org/faonocs/appl> for a readily accessible list).

Terms such as **province** and **state** may be used for sub-economy levels of governance, as appropriate. For example:

- The field trip to several **provinces** provided the 11 participants from around the region with opportunities to observe and better understand Viet Nam's approach to community forestry.
- The forest degradation that occurred in China's Yunnan **Province** in the twentieth century has largely been addressed by government-financed reforestation programmes.
- The large-scale efforts of **state** and **central** governments on reforestation, social forestry and agroforestry were among the main drivers of the forest transition in India.

APFNet works in the **Asia-Pacific region** and several subregions, including the **Greater Mekong Subregion (GMS)**⁴ and **Greater Central Asia (GCA)**.⁵ General terms for other subregions and regions may be used, such as Southeast Asia, South Asia, the Pacific Islands, North America and South America.

⁴ The members of the GMS are Cambodia; Lao PDR; Yunnan Province, China; Myanmar; Thailand; and Viet Nam.

⁵ The members of Greater Central Asia are Inner Mongolia Autonomous Region, China; Kazakhstan; Kyrgyzstan; Mongolia; Tajikistan; Turkmenistan; and Uzbekistan.

When an organization's original name is not in English, the English translation should be written out in full, followed by the original name in italics, along with its abbreviation (separated by an en dash), both in brackets. For example:

- Secretariat of the Environment and Natural Resources (*Secretaría de Medio Ambiente y Recursos Naturales* – SEMARNAT).

Personal names

In writing personal names, the APFNet style is to adhere to the structure used most commonly in the given culture or economy. For example, APFNet writes **Chinese** people's names with the family name (or surname) first, followed by the given name:

- Gu Taiqing (Gu is the family name and Taiqing is the given name)
- Zu Chongzhi (Zu is the family name and Chongzhi is the given name)

The same rule applies to **Cambodian**, **Japanese** and **Korean** names. For example:

- Sokh Heng (Cambodian; Sokh is the family name and Heng is the given name)
- Katsushika Hokusai (Japanese; Katsushika is the family name and Hokusai is the given name)
- Shin Saimdang (Korean; Shin is the family name and Saimdang is the given name)

The family name is placed first in **Viet Nam**, but sometimes a middle name is also used. For example:

- Nguyen Sinh Cung (Nguyen is the family name, Sinh is the middle name and Cung is the given name).

The family name is placed last in (for example) **Australia**, **Canada**, **Lao PDR**, **Mexico**, **New Zealand**, **Peru**, **the Philippines**, **Thailand** and the **United States**. For example:

- David Cassells (Cassells is his family name).
- Susana Baca (Baca is her family name).

Mongolian names use the structure of patronymic or matronymic followed by the given name.

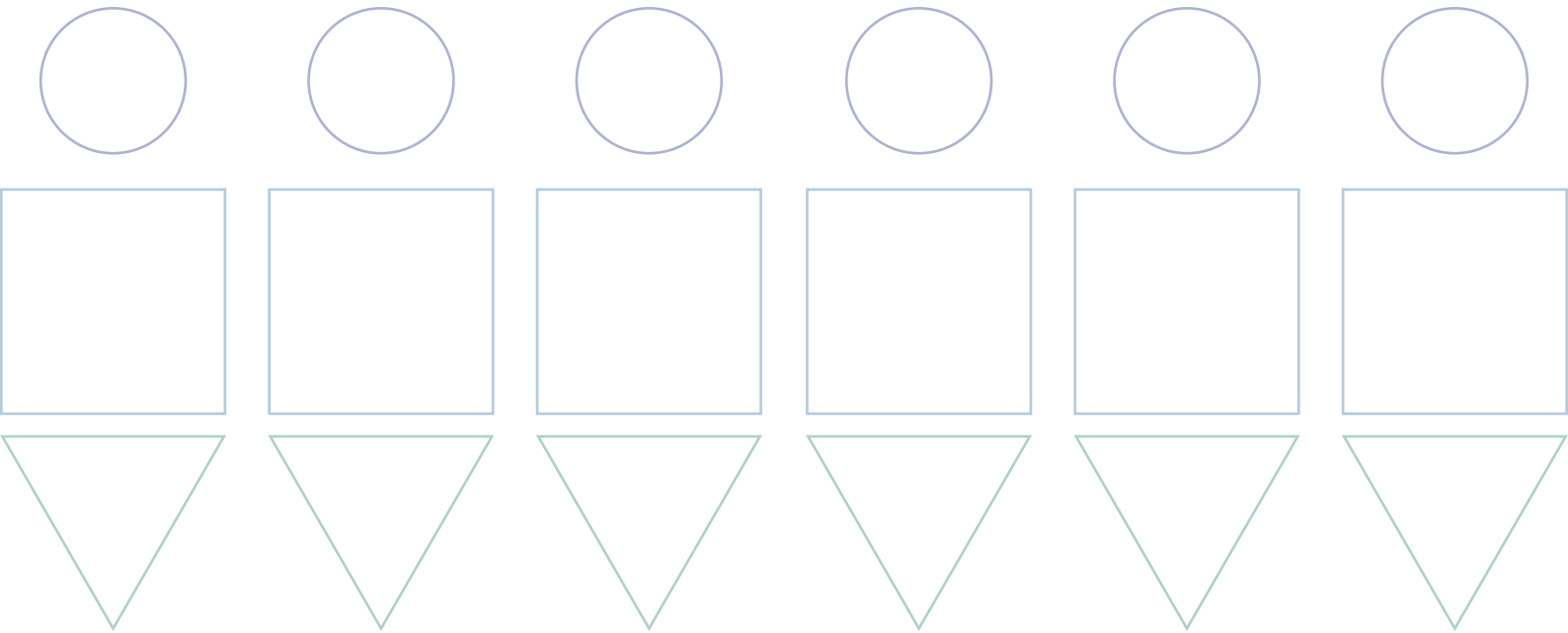
Other structures for personal names in the Asia-Pacific include names without surnames and names with religious significance.

Usually, after the first introduction of a person's full name, it is sufficient to refer to them by their family name (surname), with the appropriate honorific (e.g. Mr, Ms or Dr).⁶ This custom may vary, however: for example, some cultures use the given name in formal situations. When in doubt, consult with the individual or with others familiar with the cultural practice, or search for appropriate examples on the web.

⁶ Many cultures have their own honorifics, but it is usually unnecessary to use these when writing in English.

Names of Indigenous Peoples and ethnic groups

Terminology related to Indigenous Peoples and ethnic groups can be contentious; a term that might be acceptable to some might be offensive to others. Be respectful, therefore, in referring to Indigenous Peoples and ethnic groups, and endeavour to use specific terms known to be acceptable or preferred by the people or groups in question (see also “capitalization” below).



3.

Spelling and punctuation

APFNet spelling is based on that preferred in the United Kingdom of Great Britain and Northern Ireland (UK). As a general rule, use the first spelling listed in the latest online edition of the Oxford English Dictionary (available at www.lexico.com – use the UK DICTIONARY option). Use **z** and not **s** in words such as **realize**, **organize**, **organization** and **capitalization**, but use **s** in **advertise**, **analyse**, **catalyse**, **hydrolyse**, **paralyse** and **supervise**. Most importantly, ensure that spellings and terms are used consistently within a work. Note that **programme** is preferred over **program** except in reference to **computer programs** and the **APFNet Scholarship Program**. Use **centre** rather than **center** and **colour** rather than **color**.

When using Microsoft Word, set the language (under Tools *or* Review in some versions) to UK English. Before submitting your work, run spellcheck.

Full stops

Do not use full stops (periods) after people's titles. For example: **Ms** Granger, **Mr** Weasley, **Dr** Cooper, **Professor** Dumbledore.

Do not use following full stops at the ends of captions of figures, tables and images, but *do* use full stops after table and figure numbers. For example:

- **Figure 1.** Forest area restored in APFNet projects, 2012–2019

Apostrophes

Apostrophes should not be used with acronyms or in numerals. For example: **SDGs** *not* **SDG's**. **1990s** *not* **1990's**.

Dashes

There are three types of dashes: hyphen (-), en dash (–) and em dash (—). APFNet does not use em dashes.

To obtain an en dash in Word, press CTRL+MINUS on the numeric keypad (or OPTION+HYPHEN on Mac) or select the en dash from under Insert – Symbol. You can also customize your keyboard for your convenience.

En dashes may be used sparingly in text as parentheses, with a space on either side. For example:

- Restoration areas are a long distance from the main road, and farmers lack the time to travel to the closest nursery – which is more than 1.5 hours away – to obtain seedlings.

An unspaced en dash is used between words of equal weight (e.g. **cost–benefit ratio** and **Sino–ASEAN**) and for ranges of values. For example:

- The project was implemented in 2015–2017.

Note that an en dash is unnecessary in constructions using “from” and “to” or “between” and “and”. For example: **from 32 to 50**, *not* from 32–50.

Hyphens

Hyphens are used in many compound words to show that such words have a combined meaning or that there is a relationship between the words that make up the compound; the purpose is to assist the reader and avoid ambiguity. For example, “English-language learners” may be unclear if written without a hyphen because it could be misinterpreted to mean English people who are learning another language instead of people who are learning the English language.

Many compound adjectives (adjectives made up of more than one word) are hyphenated. Examples of compound adjectives for which hyphenation can help avoid ambiguity are:

- **climate-change** mitigation (*but* the mitigation of **climate change**)
- China’s **economy-level** afforestation programmes
- **three-day** field trip
- **ten-year** anniversary
- **capacity-building** activities (*but* **capacity building** is an important component)

There is no need for hyphens in **agroforestry**, **cooperate**, **multifunctional**, **ongoing**, **socioeconomic**, **subregion** or **wildlife**. Hyphens are not needed after “-ly” words. For example: **socially aware**, **environmentally friendly** and **sustainably managed**.

More information on how to use hyphens is available at www.lexico.com/grammar/hyphen.

Quotation marks

Double quotation marks (“...”) should be used for the direct quotes of people (either spoken or written). Very long quotes, however, may be placed as blocks, with formatting used (e.g. indented, and smaller font size) to differentiate them from the main text.

Double quotation marks should also be used to identify unusual terms. Single quotes (‘...’) should be used for quotes or unusual terms within quotes. For example:

- “We wanted to burn the waste, but the women said, ‘there’s a better use for it’,” said the sawmill owner.
- The project will monitor water quality in canals in both the dry and “floating” seasons, as well as soil quality and biodiversity.
- One APFNet Scholar made the following comment: “The APFNet Scholarship Program helped me in my personal development, enabling me to extend my network of friends in other economies and to ‘spread my wings’ professionally.”

Note that, when a closing quotation mark is used at the end of a sentence, as in the third example above, the full stop is placed immediately *before* the quotation mark. When the closing quotation mark for a direct quote appears before the end of the sentence, it is usually accompanied by a comma (as in the first example above), which should also be placed immediately *before* the closing quotation mark.

Commas

Commas mark slight breaks between certain parts of a sentence. Used properly, they make the meaning of sentences clear by grouping and separating words, phrases and clauses.

Commas are used to separate clauses in complex sentences. For example:

- In addition to providing individual training, APFNet encourages the sharing of experiences among training institutes.
- The aim of the Trainers-in-Forestry Network, initiated by APFNet in late 2014, is to increase the effectiveness and efficiency of in-service forestry training in the Asia-Pacific region.

Semicolons

Semicolons are used to:

- Separate two independent but closely related clauses where there is no coordinating conjunction (such as *and*, *but*, *or*, *nor*, *for*, *so* or *yet*). For example:

Several collaborative workshops were held to involve stakeholders in the project’s design; as a result, local communities were more engaged in the process and felt that their voices were being heard.

- Separate items in long lists, especially if at least some items contain internal commas. For example:

The conference speakers were Thomas Hofer, Senior Forestry Officer, FAO; Lu De, Executive Director, APFNet; and Sanjana Lal, APFNet Council member and Conservator of Forests, Fiji.

Parentheses

Use parentheses (i.e. brackets, or sometimes en dashes) to enclose information that clarifies or is used as an aside. For example:

- To find suitable restoration techniques for the delta, four restoration trials (with three replicates each) were established to test combinations of species, weed control and site preparation.
- To find suitable restoration techniques for the delta, four restoration trials – with three replicates each – were established to test combinations of species, weed control and site preparation.

Footnotes

Footnotes and endnotes are used to provide explanatory notes and occasionally links to online resources. The in-text reference to footnotes (i.e. sequential numbers in superscript) should generally be placed immediately adjacent to a term explained in the footnote or at the end of a sentence or clause following the punctuation mark. For example:

- To further translate the Astana Declaration¹ into action and in response to the consensus reached at the Second Meeting of Ministers Responsible for Forestry in Greater Central Asia,² APFNet and the Northwest Agriculture and Forestry University jointly convened the International Workshop on Vegetation Restoration in Greater Central Asia on 27–29 August 2019 in Yangling, Shaanxi, China.³

The footnote number precedes en dashes, however. For example:

- The aim is to conserve forest genetic resources¹ – both *ex situ* through the establishment of an arboretum and *in situ* by rehabilitating a forest ecosystem.

4.

Abbreviations and acronyms

Terms should be written out in full at their first occurrence, followed by their shortened forms in brackets. Abbreviations and acronyms are used to improve readability when a (generally) lengthy term is used frequently in a text. There is a risk, however, that the overuse of abbreviations and acronyms can clutter a text and make it harder for readers (who might have to consult a list frequently to keep track of the terminology). There may be no need to use abbreviations and acronyms for terms used only two or three (or even more) times in a text. This applies even for terms you might commonly associate with their acronyms, such as **sustainable forest management/SFM**; remember, you risk cluttering the text by overusing acronyms, so exercise your judgement on whether such usage will assist readers.

Do not provide acronyms for terms if those acronyms are not used later in the text. You may make exceptions to this rule, however, for those organizations or institutions that are much better known by their acronyms (e.g. **Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)**).

If possible, avoid the use of unwieldy or uncommon acronyms that readers might not easily recognize. For example, readers might have difficulty remembering the full name for the acronym GMMR (i.e. Gajah Mungkur Multipurpose Reservoir), and it might be better to use “the reservoir” instead:

- **Java’s Gajah Mungkur Multipurpose Reservoir is subject to considerable sedimentation. Years of unsustainable management upstream has caused severe erosion in the catchment, with large quantities of soil transported downstream. This is an issue with major implications because the **reservoir** has a strategic function as a supplier of agricultural water downstream and as a source of hydroelectricity.**

In general, acronyms should not be used in headings, subheadings or captions; if used in tables and figures for the sake of brevity, they should be spelled out in footnotes at the bottom of the table or figure (even if already spelled out in the main text).

Avoid the use of abbreviations such as e.g., etc. and i.e. in sentences, unless in brackets. For example:

- Various species (e.g. eucalypts, pines, walnut and cedar) are grown in the region.

To give examples without brackets, use terms such as “including”, “such as” and “in other words”. “For example” may be used in certain circumstances. For example:

- Many species, **including** eucalypts, pines, walnut and cedar, are grown in the area.
- Many species, **such as** eucalypts, pines, walnut and cedar, are grown in the area.
- APFNet projects are assisting economies across the region to introduce techniques for arresting landscape degradation. In Indonesia, **for example**, a project is providing villagers with training on the construction of gully-erosion controls made of bamboo and the manufacture of organic fertilizers and pesticides.

Key terms

The Asia-Pacific Network for Sustainable Forest Management and Rehabilitation should be written in full at its first occurrence in official reports and publications, immediately followed by its abbreviation (i.e. APFNet), which should then be used throughout the document. For articles on the APFNet website and in more informal communication materials, it may be unnecessary to write out APFNet’s name in full. For example:

- APFNet and the European Forest Institute (EFI) have agreed to increase their collaboration on sustainable forest management and rehabilitation through policy research, human resource development, information exchange and joint projects. APFNet Executive Director Dr Lu De and EFI Director Dr Marc Palahí signed the memorandum of understanding on 15 November 2019 at the APFNet office in Beijing, China.

In the example above, note that:

- “APFNet” is not spelled out because the text is published on the APFNet website and the acronym is therefore redundant.
- “European Forest Institute” is written out in full at its first occurrence, immediately followed by its abbreviated form (because this is used in the next sentence).
- The acronyms for “sustainable forest management” (SFM) and “memorandum of understanding” (MOU) are not given because these are not used subsequently and would therefore be redundant.

If a text makes considerable use of abbreviations and acronyms, compile a list of these, and their full terms, for inclusion at the front of the text for the convenience of readers. There is no need to list abbreviations and acronyms used only in a single paragraph or only in boxes. In listing abbreviations and acronyms, do not capitalize common nouns. For example:

SFM **sustainable forest management** (*not* Sustainable Forest Management or Sustainable forest management)

Note that abbreviated units of measurement should not be pluralized (e.g. **5 km** *not* 5 kms).

Term	Acronym/abbreviation
Asia-Pacific Economic Cooperation	APEC
Asia-Pacific Network for Sustainable Forest Management and Rehabilitation	APFNet
APFNet Scholarship Program	ASP
Association of South East Asian Nations	ASEAN
European Forest Institute	EFI
forest landscape restoration	FLR
forest management plan	FMP
Greater Central Asia	GCA
Greater Mekong Subregion	GMS
hectare	ha
kilometre	km
Lancang–Mekong Cooperation	LMC
memorandum of understanding	MOU [<i>not</i> MoU]
sustainable forest management	SFM



5.

Capitalization

It is usually unnecessary to capitalize common nouns (e.g. **sustainable forest management**, **forest landscape restoration**). Capitals are used for the first letters of all significant words in proper nouns (e.g. the names of people, organizations and programmes). For example:

- APFNet Alumni Network, Sino–ASEAN Network of Forestry Research Institutes and APEC Experts Group on Illegal Logging and Associated Trade

Capitals are usually unnecessary for abbreviated forms of proper nouns and for unofficial titles. For example:

- APFNet and the Northwest Agriculture and Forestry University jointly convened the International **Workshop** on Vegetation Restoration in Greater Central Asia on 27–29 August 2019 in Yangling, Shaanxi Province, China. The **workshop**, which was held under the auspices of the Greater Central Asia Forestry Cooperation Mechanism, ...

“Government” should have an initial capital if used in conjunction with a specific economy or other official jurisdiction but not when used more generally. For example:

- The Malaysian Government and the Government of Malaysia
- The policies of central, provincial and local governments ...

Similarly, geographical and political designations, as well as official titles, take initial capitals for specific titles, but not when the term is generic. For example:

- The chairperson is usually responsible for ...
- The Chairperson said she appreciated ...

In headers, capitalize only the first word unless they include proper nouns. For example:

Holding back the desert in Greater Central Asia

APFNet uses initial capitals for **Indigenous Peoples** but all lowercase for **local communities**. The names of Indigenous Peoples and ethnic and national groups take an initial capital, and they are not italicized (e.g. **the Batak people**, **the Pangasinan people**).

6.

Numbers and units

Write out the numbers from **one** to **ten** as words, and use **zero** instead of 0. Use numerals for all other numbers, with the following exceptions:

- Spell out numbers that begin sentences (e.g. **Twenty-five** people participated in the workshop ... and **Fifty-five** percent of those surveyed ...)
- Use numerals when numbers accompany units (e.g. **3 ha**, **5 km**, **7 percent**, **USD 5**).
- Use numerals in sets of numbers in which some are greater than ten (e.g. **8–15**); if the numbers are all smaller than ten, use words (e.g. **five to seven**).
- Use numerals in dates (see below).

Use commas to separate large numbers in multiples of 1,000 (e.g. **7,542**, **27,000** and **428,000**). For millions, use numerals separated by commas (e.g. **151,324,399**) unless the last six numerals are zeroes, in which case “million” should be used (e.g. **36,000,000** should be written as **36 million**). The same approach applies to billions and trillions. Note that, in text, data are generally reported to three significant figures⁷ and therefore **151,324,399** in the example above would usually be written as **151 million**.

Numbers and their associated units should always appear on the same line; this can be ensured by using non-breaking spaces between them (in Word, a non-breaking space is created using CTRL+SHIFT+SPACEBAR for Windows and OPTION+SHIFT+SPACEBAR for Mac; alternatively, it can be selected from a list under Special Characters in Symbol).

Use the metric system for all measures (or indicate why an alternative is being used), and represent units using the International System of Units. In text, avoid the use of the slash (“/”) to denote “per” (e.g. **five trees per ha** *not* five trees/ha). The slash may be used in tables and figures. Do not abbreviate the words **litre** and **tonne**; **hectare** may be

⁷ It is acceptable, however, to include more than three significant figures when greater precision is needed. Various apps and calculators are available to convert multidigit numbers to three significant figures, such as this one: www.omnicalculator.com/math/sig-fig

abbreviated to **ha** or written out in full. Note that “tonne” refers to metric tonnes; if the units are non-metric tons, this should be explained (or the units converted to tonnes).

The **mu** is used commonly in China as a unit of measure for area. It is acceptable to use this unit in English-language texts, but it should be accompanied by an explanatory note; moreover the equivalent in hectares should be provided in brackets whenever a figure is given in mu. For example:

- The planting trial covered 50 mu (3.33 ha)⁸ ...

Percentages

Use **percent** (never per cent) rather than the symbol % in text. For example:

- Overall, tree height increased by an average of 7 percent in the fourth year after planting.

Use the % symbol in tables and figures, with no space between number and symbol (e.g. 7%).

Dates

Use the British English system for dates, which is to write the day of the week (e.g. Sunday) (if used) first, with a comma, followed by the day of the month (e.g. 16), month (with an initial capital; e.g. August) and year (e.g. 2020). Do not use ordinal numbers (e.g. 1st, 4th). For example:

- Sunday, 16 August 2020

In circumstances where a numbers-only form is required, use the following format adopted by the International Organization for Standardization (ISO 8601): YYYY-MM-DD (i.e. year-month-day) (e.g. 2020-05-15 = 15 May 2020).

Restructure sentences to avoid starting them with a year. For example, “2020 was the year by which some Sustainable Development Goals were to be achieved” could be written:

- Some Sustainable Development Goals were to be achieved by 2020.

Or

- The ambition was to achieve some of the Sustainable Development Goals by 2020.

⁸ The mu is commonly used in China as a unit of measure for area. One mu is equivalent to 0.06667 hectares.

7.

Formatting

Bolding, italicization and underlining

Bolding and italicization should be used sparingly. In general, underlining should *not* be used.

Bolding may be used to emphasise key words or phrases, but *italics* is preferred for this purpose.

Italics may be used for words from languages other than English where these are not in common use in English (e.g. *in situ*). Italics should be used to indicate genera, species and subspecies and may also be used sparingly to indicate emphasis (e.g. **In general, underlining should *not* be used**).

Italics should also be used for the titles of books and conferences in sentences. For example:

- One of APFNet's most widely read publications is *Transforming China's Forests*.

(In the above example, note that title case is used for the publication title.)

Mathematical symbols

In Word, use the equation function (Insert – Equation) to create mathematical symbols. For example, the symbol for “multiply” is \times , *not* x. The symbol for “equals” is $=$, *not* =.

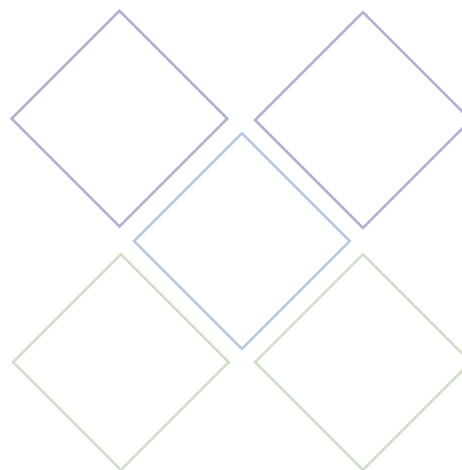
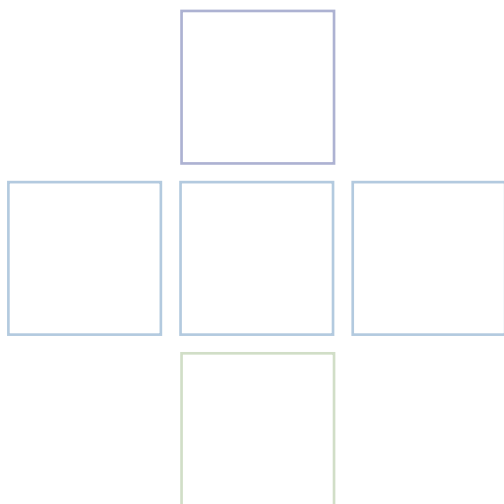
Text alignment

Generally, text should be aligned “flush left”, meaning that the text of paragraphs should align on the left-hand side of the page or column, with the right-hand side ragged (as in this style manual). The use of flush-left alignment means that it is rarely necessary to break words (using hyphens) between lines.

Photo credits

All images included in APFNet publications should have captions, and the photographer or creator should be credited. Captions may comprise full sentences or sentence fragments, as appropriate. For example:

- Shifting cultivation and deforestation on stream banks has led to soil erosion and forest degradation in the watershed. Photo: Pak Sngoun Pisey/APFNet
- A young *Pinus kesiya* forest, before (left) and after (right) thinning. Photos: Wanzhangshan Forest Farm

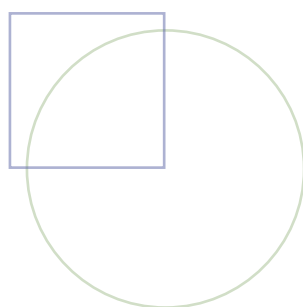


8.

Permission to use images

It is important to obtain a written indication from the photographer or creator (if not an APFNet staff member or otherwise contractually required to assign the copyright of images to APFNet) that they give permission for the use of any images in APFNet publications. This includes figures and other graphics copied or redrawn from journals – always check the copyright information and obtain the necessary written permissions before reproducing them in APFNet publications (in some cases, payment may be required). Use the copyright symbol to indicate ownership of the copyright (e.g. © APFNet).

Such material may be in the form of text, data, tables, illustrations, photographs, line drawings, audio clips, video clips, film stills and screenshots. This applies to direct (verbatim or facsimile) reproduction as well as “derivative reproduction” (e.g. where you have created a new figure or table that derives substantially from a copyrighted source). You must ensure that appropriate acknowledgement is given to the permission granted to you for reuse by the copyright holder in the caption to each figure, table, image or other material to which such permission applies.



9. Disclaimer and preferred citation

Significant APFNet publications should include the following material on the reverse of the title page (also known as the copyright page or imprint page):

- Preferred citation. For example:

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- An International Standard Book Number (ISBN) or International Standard Serial Number (ISSN). For example:

ISBN 978-7-5038-8058-2

Note that an external publisher might supply this number. Alternatively, APFNet may purchase these numbers at one of various vendor websites (e.g. www.isbnservices.com).

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10.

Language

Avoid using more words than necessary. A sentence written with fewer words will make the point more effectively. If in doubt, follow George Orwell's advice:

1. Never use a long word where a short one will do.
2. If it is possible to cut a word out, always cut it out.
3. Never use the passive where you can use the active.
4. Never use a foreign phrase, a scientific word or a jargon word if you can think of an everyday English equivalent.
5. Break any of these rules sooner than say anything outright barbarous.⁹

Gender-inclusive language

Use gender-inclusive language to avoid bias towards a particular sex or social gender. For example, the words fisherman, chairman/chairwoman and seamstress are gender-specific job titles; the corresponding gender-neutral terms are fisher, chairperson and tailor.

Instead of "mankind" use **humanity** or **humankind**. Instead of man-made, use **human-induced**, **human-caused** or **machine-made**. Instead of manpower, use **labour**, **personnel** or **workforce**.

Where appropriate, non-binary language, such as **they**, **them**, **their**, **theirs** and **themselves**, may be used rather than "he", "she" "him", "hers", "himself" or "herself" to describe people who go by these pronouns and to describe anyone without talking about their gender. For example:

- The person nominated by the economy should submit **their** curriculum vitae to the APFNet secretariat. The Secretariat will assess **them** based on the specified criteria.

⁹ From his 1946 essay, "Politics and the English language".

11.

References

APFNet uses the Imperial College London Harvard referencing format, which is available on [Mendeley](#) (a free referencing software supplied by the publisher Elsevier). The following examples indicate the information that should be supplied, and the way it should be presented, in journal articles, books, conference proceedings and webpages. If there are variations between what is specified in the [Imperial College London Harvard Reference Guide](#) and this manual, preference this manual.

Journal articles

Liu, J. & Ashton, P.S. (1995) Individual-based simulation models for forest succession and management. *Forest Ecology and Management*. 73(1–3), 157–175.

In the example above, note that there is no space between the initials in Ashton's name (i.e. P.S.).

Online journal articles

Most online articles will have a digital object identifier (DOI) and you should use this in your reference. The DOI is a permanent identifier provided by publishers so that the article can always be found. If the article has a DOI you are not required to add a date of access; if there is no DOI, however, you should indicate when you accessed the website.

Morgan, G.W., Tolhurst, K.G., Poynter, M.W., Cooper, N., et al. (2020) Prescribed burning in south-eastern Australia: history and future directions. *Australian Forestry*. [Online] 83(1), 4–28. Available from: doi:10.1080/00049158.2020.1739883.

Errami, M. & Garner, H. (2008) A tale of two citations. *Nature*. [Online] 451 (7177), 397–399. Available from: www.nature.com/nature/journal/v451/n7177/full/451397a.html [Accessed 20 January 2015].

Books

Faridah-Hanum, I., Latiff, A., Hakeem, K.R. & Ozturk, M. (eds.) (2014) *Mangrove ecosystems of Asia: status, challenges and management strategies*. Springer. Available from: doi:10.1007/978-1-4614-8582-7.

Conference proceedings

APFNet, FAO & ITTO (2013) *Proceedings of the Workshop on Forest Products Statistics in China, 1–3 April 2013, Haikou, China*. APFNet, Food and Agriculture Organization of the United Nations (FAO) and International Tropical Timber Organization (ITTO). Available from: www.fao.org/3/a-ar058e.pdf [Accessed 20 May 2020].

Webpages

Malay Mail (2020) *Public to report forest encroachment, poaching to save tapir from extinction*. Available from: www.malaymail.com/news/malaysia/2020/04/26/public-to-report-forest-encroachment-poaching-to-save-tapir-from-extinction/1860399 [Accessed 18 May 2020].

APFNet (n.d.) *Mission and purpose*. Available from: www.apfnet.cn [Accessed 27 May 2020].

Referencing webpages can be difficult. The following (adapted from Imperial College London's style guide) provides guidance for each element:

- Author/editor – use the corporate author (that is, the owner of the website) if no individual author or editor is named.
- Year of publication – specify the year if this is indicated on the webpage associated with the item; if there is no date, use the abbreviation n.d. in brackets (note that n.d. = no date).
- Title – this should be in italics.
- Available from: use the appropriate web address.
- [Date of access] – the most recent date on which you viewed the page at the specified web address.

Citing references in the text

Publications are cited in the text in the following format:

- Li and Durst (2014) recommended ...
- Five strategies exist (Li & Durst, 2014) ...
- Nine principles should be applied (Acosta, Shaharuddin & Lee, 2020) ...

If there are more than three authors, cite the first-named author, followed by “*et al.*”. For example:

- Morgan *et al.* (2020) reported ...
- Prescribed burning has a checked history in Australia (Morgan *et al.*, 2020) ...

A comprehensive guide to the Imperial College London’s Harvard referencing style is available at www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/IMPJ7432-Harvard-Reference-Guide-190828-WEB-1.pdf.

