



International Plant Protection Convention
Protecting the world's plant resources from pests



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ENG

IPPC STYLE GUIDE FOR STANDARDS AND MEETING DOCUMENTS

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International Plant Protection Convention*

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Scope

The *IPPC style guide for standards and meeting documents* has been developed to satisfy a demand for consistency in content, structure, semantics, terminology and presentation of IPPC standard setting documents. The style guide seeks to combine all these subjects into a quickly accessible reference and guidance tool.

This style guide should be used as a reference tool before and during writing reports, meeting documents, draft ISPMs and specifications, just as it should be followed strictly when editing and finalizing these same documents.

It may furthermore be useful to apply the style guide to other reports and meeting documents (e.g. Commission on Phytosanitary Measures (CPM), Bureau, Strategic Planning Group (SPG), capacity development, information exchange) to present them with a consistent appearance recognizable as that of the IPPC.

The intended users are the experts who prepare documents for the IPPC and the IPPC Secretariat (hereafter “Secretariat”) staff.

Reference is made to the FAO style guide ([FAO style](#)) for guidance on the general FAO rules and to the IPPC standard operating procedures (SOPs) for guidance on specific steps and rules related to the processes of the Secretariat.

We urge the users of the style guide to remember that most of the users of IPPC documents are not English mother tongue and it is therefore imperative that a clear, simple and concise language is used.

Introduction

The style guide consists of two parts.

Part 1 deals with the content and structure of IPPC standard setting documents. The user will be able to find guidance on the usual content of draft and adopted ISPMs and specifications, as well as guidance on their structure. Information is also given on reports and meeting documents prepared by the Secretariat, and what order the sections and attached documents (annexes, appendices, etc.) should follow. This guidance is complemented by annotated templates that should be used as a basis for drafting.

Experts and Secretariat staff should refer to this part before initiating and during their work.

Part 2 guides the user on editorial matters related to terminology, references, grammar and much more.

Experts and editors should refer to this part during their work.

Attention is also drawn to the *IPPC procedural manual for standard setting* where additional guidance on procedures can be found.

Abbreviations and acronyms used in this document

ALPP	area of low pest prevalence
CBD	Convention on Biological Diversity
CPM	Commission on Phytosanitary Measures
CRP	Conference room paper (presented to meetings)
DP	diagnostic protocol
EDG	expert drafting group
EPPO	European and Mediterranean Plant Protection Organization
EWG	expert working group
FAO	Food and Agriculture Organization of the United Nations
FAO style	FAO house style for documents and publications
INF	Information document (presented to meetings)
IPP	International Phytosanitary Portal (https://www.ippc.int)
IPPC	International Plant Protection Convention
ISO	International Organization for Standardization
ISPM	International Standard for Phytosanitary Measures
Mac	Apple Macintosh computer
NPPO	national plant protection organization
OCS	Online Comment System
PFA	pest free area
PT	phytosanitary treatment
RPPO	regional plant protection organization
SC	Standards Committee
SC-7	Standards Committee Working Group
SOP	standard operating procedure
SPG	Strategic Planning Group
SPS	World Trade Organization Agreement on the Application of Sanitary and Phytosanitary Measures
TPDP	Technical Panel on Diagnostic Protocols
TPG	Technical Panel for the Glossary
URL	uniform resource locator, used for website addresses

Additional resources

These are sources referred to in the style guide and they are hyperlinked for easy access to the web pages and documents.

[Adopted ISPMs](#) (all adopted standards are available for download in PDF via this link)

[Annotated Glossary](#)

[Annotated template for adopted ISPMs](#)

[Annotated template for draft ISPMs](#)

[Annotated template for draft specifications](#)

[FAO style](#)

[International Code of Botanical Nomenclature](#)

[International Code of Nomenclature of Bacteria](#)

[International Code of Zoological Nomenclature](#)

[International Committee on Taxonomy of Viruses](#)

[International Plant Protection Convention](#)

[IPPC Procedure Manual for Standard Setting](#)

[List of adopted ISPMs](#)

PART 1:

CONTENT AND STRUCTURE

This part describes the content and structure of documents produced regularly by the IPPC, namely:

- Specifications
- ISPMs
- Committee and Secretariat reports

1. Status Box and Publication History

To keep track of changes to a draft specification or draft ISPM, a status box is added on the first page of the draft containing details on the document's origins, reviews and revisions, and other major steps of its development. The status box is included in drafts and translated so that contracting parties may inform the Secretariat of any errors, and be informed about the development of the draft. For this reason, background documents for consultation periods are no longer prepared.

After adoption of an ISPM, the status box is transformed into a publication history, which contains only the major steps of the standard's development.

For phytosanitary treatments (PTs) and diagnostic protocols (DPs) the status box provides a record of the expert input and member consultations on the topic.

Abbreviations and acronyms describing IPPC meetings and document stages may be used in the status box without definition (e.g. TPDP, MC, SC, OCS).

2. Specifications

Specifications are the first stage in the process of preparing the text of a new standard.

Stewards of topics prepare draft specifications (based on the drafts received during a call for topics), which are reviewed by the Standards Committee (SC) and go through a consultative process. A specification will usually be around two to three pages long including the first (cover) page. The specification for a standard outlines what the expert working group (EWG) that drafts the standard will need to include in the standard, and the tasks that should be gone through during drafting. Some of these tasks are included in all specifications and are presented in standard wording that should not be modified.

The SC approves the specification and the Secretariat assigns it a number, formats it and publishes it on the International Phytosanitary Portal (IPP).

Use the [Annotated template for draft specifications](#) for guidance on the content and structure of draft specifications.

2.1 Guidance for expert drafting groups on the task pertaining to biodiversity and the environment¹

The SC provided guidance on how expert drafting groups (EDGs) should consider the task related to biodiversity and environmental considerations, which is systematically included in specifications for ISPMs.

One way to evaluate the possible effect of the ISPM is to consider some or all of the below questions, presented to help the EDG understand the task. It is not expected that experts will respond to all the questions but they should consider them and, if necessary, discuss them within the group. Note that the substance of the draft ISPM is as described in the scope and other tasks of the specification, whereas this specific task is being introduced to all EDGs in order that possible connections to biodiversity and environmental issues are identified. EDG members have generally not been selected on the basis of their knowledge of biodiversity and environmental issues.

Once adopted, the ISPM will have greater protective value (positive impact to biodiversity) depending on the extent to which it will regulate pests that pose a greater risk to native ecosystems – and the pathways by which such pests are transported. One way to evaluate whether the ISPM will have a greater or lesser protective value to biodiversity and the environment is to answer the following questions:

- Do the plant pests targeted by the ISPM have a wide host range that includes significant numbers of plant species that are components of native ecosystems?
- Are the “at-risk” native ecosystems widespread? Or, to the contrary, are they extremely limited in size or location? Both circumstances warrant special mention.
- Do the host plants or native ecosystems perform unique ecosystem functions?
- How would the ISPM, by preventing spread of a pest damaging to plants in the natural environment:
 - protect the environment from the loss of species diversity?
 - alter the species richness or species composition of habitats in the study area?
 - protect ecosystems from the loss of viability and function as a result of pest invasions?
- Would the phytosanitary measures or recommendations in the ISPM affect the biophysical environment directly or indirectly in such a manner or cause such biological changes that it will increase the risk of extinction of genotypes, cultivars, varieties or populations of species, or increase the chance of loss of habitats or ecosystems? Examples of such alterations include:
 - emissions, effluents or other means of chemical, radiation, thermal or noise emissions in key ecosystems
 - significant changes to water level, quantity or quality
 - significant changes to air quantity or pollution.
- Would either the pest targeted by the phytosanitary measure or the phytosanitary measure itself cause a direct or indirect loss of a population of a species? For example, plants endemic to a particular habitat will not be able to survive if that habitat is destroyed or altered. Examples include:
 - extinction of a population of a localized endemic species of scientific, ecological or cultural value
 - a local loss of varieties, cultivars or breeds of cultivated plants or domesticated animals and their relatives, genes or genomes of social, scientific or economic importance
 - at a less drastic level, could the direct or indirect loss of a population of a species affect sustainable use of that population or species?

¹ As decided by SC 2013-11.

- Would either the pest targeted by the phytosanitary measure or the phytosanitary measure itself lead, directly or indirectly, to serious damage or total loss of an ecosystem or land-use type, thus leading to:
 - loss of ecosystem services of scientific, ecological or cultural value?
 - a situation in which exploitation of that ecosystem or land-use type becomes destructive or non-sustainable (i.e. the loss of ecosystem services of social or economic value)?
- Will either the pest targeted by the phytosanitary measure or the phytosanitary measure itself change the food chain and interactions that shape the flow of energy and the distribution of biomass within the ecosystem?
- Will either the pest targeted by the phytosanitary measure or the phytosanitary measure itself adversely affect any of the following: protected areas; threatened ecosystems outside protected areas; migration corridors identified as being important for ecological or evolutionary processes; areas known to provide important ecosystem services; or areas known to be habitats for threatened species?
- Would either the pest targeted by the phytosanitary measure or the phytosanitary measure itself allow for or facilitate introduction or spread of invasive alien species that can transform natural habitats and disrupt native species?
- Would the phytosanitary measures or recommendations in the standard result in changes to the access to or rights over biological resources?

[Note: When considering ISPMs that address plant introductions, substitute “*wide range of suitable habitats*” for “*hosts*”].

3. ISPMs

There are two steps for ISPMs – draft stage and adoption – and some of the content as well as the formatting change between the two. The reason for format differences between draft and final ISPMs is related to their use.

3.1 Draft ISPMs

Draft ISPMs that are presented to the SC for revision have manual paragraph numbering to ensure paragraph numbering does not change during the in-session revision. The drafts are therefore often run through the Online Comment System (OCS), which provides manual paragraph numbering, strips the draft of formatting, presents the draft in a table and places footnotes at the end of the document. Comments during consultation periods are made in the OCS. Drafts presented to the SC via e-decision or to DP expert consultations will have automated paragraph numbering (hence not be run through the OCS).

The content and structure of an ISPM follow a fixed format. The *Introduction* section explains the scope for developing a standard on the specific topic. The *Background* section explains the rationale and history for the development of the standard and should also outline how the standard will impact on biodiversity and the environment. The section on *Requirements* will provide the main text of the standard; there is no predetermined structure. The standard may have component documents such as supplements, annexes or appendices (in that order).

Use the [Annotated template for draft ISPMs for guidance on content and structure of draft ISPMs](#).

3.2 Record keeping

When a standard sets requirements for record keeping, the specific durations should be indicated where necessary, but they do not need to be the same. The durations indicated in existing standards for similar records should be taken into account when deciding on a duration. Where a specific duration does not need to be indicated, it could nevertheless be considered whether general indications related to record keeping should be included. The duration of record keeping may be for an undetermined period, until

new data are available, and this may need to be clarified in the standard. Where the justification for measures relies on records, it may be necessary to maintain these for as long as needed as a justification of the measures².

3.3 Adopted ISPMs

Adopted ISPMs are formatted for publication.

The number of a new standard is allocated by the Secretariat at publication.

The date of adoption by CPM is indicated on the covers of the ISPMs. For revised ISPMs, the date of adoption is the date of adoption of the revision. The previous adoption date is recorded in the publication history and in the *Adoption* section. The date of publication, which may be different from that of adoption, is included on the first page so that version control is facilitated.

Exceptions to this rule are ISPM 27 (DPs) and ISPM 28 (PTs) for which the date will change only if the main text is revised and adopted or modified³ and not if a new protocol or treatment is added.

For supplements, annexes and appendices the adoption year should be listed in brackets after the title (so that it appears in the table of contents). Any adoption of supplements, annexes and appendices should also be mentioned in the *Adoption* section and publication history.

Use the [Annotated template for adopted ISPMs](#) for guidance on content and layout of adopted ISPMs.

3.4 Supplements, annexes, appendices and attachments

The following official criteria for the formation, content and subsequent change of supplements, annexes and appendices in ISPMs were decided by CPM-1 (see CPM, 2006, Appendix XIII).

The order of component documents after the main text of the standard is: supplements, annexes and appendices. Component documents are numbered sequentially with Arabic numerals. If there is only one document this is still numbered. Supplements and annexes are prescriptive parts of standards whereas appendices are not. Some standard setting documents may have attachments. Normally an attachment is not adopted because it does not carry any specific legal value but is attached simply for information.

For references in component documents, see section 9. For use of abbreviations and acronyms in component documents, see section 10.

3.5 Publication of diagnostic protocols and phytosanitary treatments

DPs and PTs are considered ISPMs but are posted individually on the [Adopted Standards](#) page of the IPP.

Each DP and PT must have information in the adoption statement to indicate it was adopted as an annex to ISPM 27 or ISPM 28, respectively. DPs and PTs have no cover page. DPs and PTs must state the year they were adopted, have disclaimer and copyright information, and have a publication history.

3.6 Revoking of standards

When a revised version of an ISPM is adopted, the previous version will be marked “REVOKED” and made available on the IPP⁴. See the [IPPC Procedure Manual for Standard Setting](#) for further information on the mechanism.

² As decided by SC 2013-05, text not edited.

³ SC 2014-11, agenda item 4.3.

⁴ Revoking of standards mechanism as decided by SC 2014-11.

When an ISPM is revised a review of all other ISPMs needs to be undertaken to ensure that any reference to the ISPM under revision is still relevant, thereby ensuring that the old version of the ISPM under revision can be revoked. Specifications for ISPMs for revision will therefore include the task to “Review all references to other ISPMs to ensure that they are still relevant and propose consequential changes if necessary.”

4. Committee and Secretariat Documents

4.1 Meeting documents

There are certain mandatory documents to prepare for all standard setting meetings and to include or reference in the report of the meeting (in this order):

Agenda. The draft agenda is posted two months or more before the meeting, and should be updated when significant changes have occurred. The agenda should be thoroughly discussed between the responsible persons for the meeting as the report of the meeting should follow the order of the agenda; the agenda needs to be set up logically and according to how discussions should be held.

The date of updates should be added after the document number in the heading (i.e. it is not revised, only updated). This is always document 1 and will become Appendix 1 of the meeting report.

In order to simplify the structure of agendas and subsequent reports, all meetings should start with *Opening of the meeting*. This agenda point should include:

- Welcome remarks
- Selection of Chairperson and Rapporteur
- Review and adoption of the agenda.

This section shall be followed by *Administrative matters*. This agenda point should include:

- Documents list
- Local information (or virtual tools document)
- Participants list.

Documents list. Lists the documents that are to be discussed in the meeting. Documents presented during the meeting will be added to the list following the meeting when the list is prepared as an appendix. This is always document 2 and will become Appendix 2 of the meeting report.

Participants list. When a membership list is available, this is used to prepare the participants list because it contains all contact details and term information. Members of groups who are not attending are listed after the attending members (but before observers). Observers are listed below members and it should be clearly stated from which institution the person is an observer. Secretariat staff are listed below observers and with only e-mail as contact details. The participants list, which is document 3, should be posted only two times before the meeting, adjusted in the meeting and attached to the report as Appendix 3.

Local information. The host country should provide concise information on the location and venue, transportation, local contact phone numbers, dress requirements, weather, visa, vaccines, currency and any other relevant point of interest to help the participants in their travel to and stay for the meeting.

Discussion papers, reports or other. Reports or papers posted previously (for another meeting, on the route of a technical panel or other) should be added as links in the agenda and documents list.

Revisions to discussion papers (except the agenda and the documents list) should be named “Rev. X” after the document title.

Conference room papers (CRP) and information documents (INF) follow the same structure, content and formatting style as other discussion papers, depending on the type.

4.2 Meeting reports

Meeting reports are drafted during the meeting and should capture the main discussions and decisions (see the SOP for Report writing for detailed guidance).

The agenda, documents list and participants list should form the first three appendices of the report of the meeting.

Templates are available from the Secretariat for typical contents of the reports of the SC, SC-7, EWGs, technical panels and the Bureau.

Numbering of headings in the body of the report should be chronological according to the adoption of matters by the meeting. Heading structure should follow that of the agenda of the meeting, but may vary from this if the agenda heading does not purvey the discussions correctly.

Note that:

- Reports do not have an executive summary.
- Reports may refer to restricted work area documents, but should not present links to these because the reports are public.
- Appendices and annexes in reports should be considered final versions, and therefore not be presented with track changes or highlights.
- Reports are posted in PDF to ensure correct visualization.
- Reports must have paragraph numbering in both draft and final format.
- When more than ten pages, reports must have a table of contents.

5. Technical Drafting Guidance

5.1 General content and structure guidance

Terminology. All drafters of draft specifications and ISPMs should refer to ISPM 5 (*Glossary of phytosanitary terms*) to ensure correct terminology is used⁵.

Definitions. All definitions for phytosanitary terms are those found in ISPM 5. Some definitions are applicable only to the specific ISPM and not incorporated into ISPM 5. Others are definitions that are added to the specific ISPM but with the intention of incorporating it into ISPM 5 after adoption⁶.

If a new term is used that has not been previously defined in ISPM 5, it should be defined in the definitions section of the ISPM. However:

- there is no need to include terms that are already well defined in common dictionaries, or widely used and understood without ambiguity in a technical context
- it is preferable not to propose restricted definitions (for plant protection purposes) of terms that are commonly used with wider meanings (because this limits the possibility of using those terms in other ways)
- there should be a clear phytosanitary reason for defining the term
- the term should be usable in other standards (terms that are only relevant in the draft standard concerned should be explained in the text).

Level of obligation. Attention must be paid to the level of obligation in standards. Refer here to the question of *should*, *shall*, *must* and *may* (see section 5.3)⁷.

⁵ As decided by SC 2014-11, agenda item 4.3.

⁶ When reformatting standards in 2011, definitions in ISPMs were moved to ISPM 5 unless these were local definitions applicable only the ISPM in question.

⁷ As decided by SC 2014-11, agenda item 4.3.

FAO disclaimer and copyright. The FAO disclaimer and copyright is posted on the Adopted standards page of the IPP and all IPPC standard setting publications, including reports, are covered by this notice even if it is not included in every document. It is nevertheless advisable to include a copyright statement in any publication⁸.

Text left out of a revised publication or errors in listing of references can be added and corrected after adoption when not part of the legal text⁹.

5.2 General recommendations on use of terms in ISPMs

Drafting groups should follow these recommendations¹⁰ to ensure consistency across ISPMs:

- (1) to use Glossary terms wherever they are appropriate, rather than other terminology, and to use them as such, without abbreviation or substitution
- (2) not to use Glossary terms in inappropriate contexts, but instead to substitute more neutral language.

Recommendations on use of specific terms

Acceptable level of risk, appropriate level of protection

These terms are not defined in the Glossary, but are taken from the SPS Agreement. They should only be used in that context, and with that exact wording. In particular, exporting countries have to satisfy the “phytosanitary import requirements” of importing countries, not their “appropriate level of protection”. To avoid confusion, it is best not to use the terms “level of risk” or “level of protection” at all.

Accredit, authorize and certify

These terms are used by many bodies and organizations in ways that may make them appear to have the same or similar meanings. In ISPMs and other IPPC documents, it is recommended the terms be used with the following restriction. When the concepts correspond, these three terms should be used in preference:

“accredit” – to give authority to a person or a body to do something when certain requirements have been met.

“authorize” – to give authority to a person or a body to do something.

“certify” – to state that a product or article meets certain requirements.

Contamination and contaminating pest

These are Glossary terms and they should be used in preference to “contaminant”.

Country, contracting party, NPPO

Countries are variously specified in ISPMs as “contracting parties”, “NPPOs” or just “countries”. These terms should be used with discrimination. The term “contracting party” should be limited to cases where reference is being made specifically to the text of the IPPC and its obligations. The term “NPPO” should be used if the responsibility falls among those specified in Article IV of the IPPC. Otherwise, “country” should be used, in particular because IPPC Article XVIII explicitly encourages non-contracting parties to apply phytosanitary measures consistent with the provisions of the IPPC and ISPMs. When “NPPO” is used, the text should avoid such inappropriate expressions as “the importing NPPO”, and use instead “the NPPO of the importing country”.

Efficacy, effectiveness

“Efficacy” is a special concept linked to treatments, and the terms “efficacy” and “efficacious” should be used only in this context. In this sense, the term “efficacy (of a treatment)” is correctly defined in the

⁸ As decided by SC 2014-11, agenda item 4.3.

⁹ Advice from FAO Legal service.

¹⁰ Previous process approved by the TPG 2010-10 (Annex 13), noted by the SC 2011-05; revised by TPG 2013-02, approved by SC 2013-11 (Appendix 16); recommendations revised by TPG 2014-02, noted by SC 2014-05; revised by TPG 2015-12 to be noted by SC 2016-05.

glossary. In other cases, the term “effectiveness” and its derived form “effective” may be used; for instance an “effective measure”, “effectiveness of measures”. The general accepted understanding is that efficacy refers to results under controlled conditions, whereas effectiveness refers to results in practice under natural conditions.

Inspection

This is the Glossary term. “Visual inspection” should not be used in ISPMs, as “inspection” is already defined as a visual examination.

Intended use

This is the Glossary term, which should be used in preference to other wordings such as “end use”.

IPPC

It is suggested that the abbreviation “IPPC” only be used when referring specifically to the Convention itself. When referring to decisions or actions of the Commission or actions by the Secretariat these bodies should be specified.

(Non-)compliance, (non-)conformity

According to IPPC Article VII (2f), “Importing contracting parties shall...inform...of instances of non-compliance with phytosanitary certification...”. Furthermore, “Compliance procedure (for a consignment)” has been defined in the Glossary. Thus, in those cases, compliance and non-compliance are clearly linked to consignments and thus to import. For other cases of correct or incorrect implementation of measures (e.g. regarding requirements prescribed for an entire place of production) it might be more appropriate to use other terms such as “(non-)conformity”.

Official

Anything “established, authorized or performed by an NPPO” is by definition “official”. Many Glossary terms are defined as “official” (e.g. “area”, “inspection”, “phytosanitary action”, “phytosanitary measure”, “quarantine”, “surveillance”, “test”, “treatment”). It is therefore recommended not to use the word “official” where it is redundant.

Pest list

There are different types of pest lists, and the terms “pest list”, “list of pests” or “pest listing” used on their own may be ambiguous, especially where they may be read as referring to the pests *regulated by* a country or the pests *present in* a country. Therefore the terms “pest list”, “list of pests” or “pest listing” should not be used alone, but should always be qualified.

The defined terms “commodity pest list” or “host pest list” should be used where appropriate.

In relation to the pests regulated by a country, proper wording would be, for example, “list of regulated pests” or “regulated pests list” (or, where applicable, the narrower “list of quarantine pests”, or “list of regulated non-quarantine pests”). In relation to the pests present in a country, “list of pests present in the country” may be used. The terms “national pest list” or “categorized pest list” are ambiguous and should be avoided.

Pest free

In the Glossary, this term is not defined as such, and is used only in combination with a noun (e.g. “pest free area”). It should not be used alone, but re-arranged to, for example “free from... (whatever pest or pests are concerned)”. The term “pest freedom” is also used and accepted in ISPMs.

Pest risk management

“Pest risk management” is defined as being part of “pest risk analysis”. It relates to the selection and evaluation of phytosanitary measures before they are implemented. Accordingly, the term should only be used in the strict context of pest risk analysis (PRA). It is not appropriate in referring to activities involving the actual implementation of phytosanitary measures. “Pest management” or “reduction of pest risk” may, in this case, be the suitable alternate term. In general, it is preferable to refer to “risk” or “risk management” only in the PRA context.

Phytosanitary certificate, certificate

Where “certificate” or “certification” refers to “phytosanitary certificate” or “phytosanitary certification”, these terms should be used, to distinguish from other instances where certificate and certification may relate to other situations (e.g. Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) certificates, certification scheme). In ISPM 12 (*Phytosanitary certificates*), the plural term “phytosanitary certificates” refers to export and re-export certificates.

Phytosanitary import requirements

This is the defined Glossary term, and should be used whenever possible (rather than alternative wordings, such as “requirements of the importing country”). See also “restriction”, below.

Phytosanitary measures, phytosanitary actions

Care should be taken to use these terms correctly. Though in common language “measures” can be “actions”, this is not so in the Glossary. “Measures” are “legislation, regulations or procedures” (in accordance also with the use of term in the SPS Agreement), while “actions” are “operations”. For a fuller explanation, see Note 10 of the Annotated Glossary.

Phytosanitary status

The use of “phytosanitary status” should be avoided as it presents a problem for the understanding of ISPMs, and creates conflicts of meaning between existing ISPMs. The defined Glossary terms “pest status (in an area)” or “pest risk” may be used in some contexts. .

Point of entry

This is the Glossary term. First, “point of entry” should be used in preference to other wordings such as “port of entry”. Second, “point of entry” should not be used in relation to entrance points into a pest free area (PFA) or area of low pest prevalence (ALPP).

Presence, occurrence

The terms “presence” and “occurrence” have both been used in ISPMs in relation to pest status. However, in future ISPMs, it is recommended that the term “presence” be used rather than the term “occurrence”¹¹.

Prevalence

The word “prevalence” exists in the Glossary only within the term “area of low pest prevalence”. It should be used only in this context. Use of the term “prevalence” on its own should be avoided, as it is sometimes incorrectly used to mean “incidence” (a term that is defined in the Glossary).

Restriction

While this previous Glossary term has been used in ISPMs, it has mainly been used in the meaning of another Glossary term, “phytosanitary import requirements”. For that meaning, only “phytosanitary import requirements” should be used in the future¹².

Security, phytosanitary security

Only “phytosanitary security” is defined in the Glossary. The full term should be used when-appropriate.

Shipment

“Shipment” is used in ISPMs in different contexts. Where it is intended to mean “consignment” (defined in the Glossary) or “dispatch”, these terms should preferably be used, and “shipment” should be avoided.

Trading partner

“Trading partner” (or “trade partner”) has been used in ISPMs in different contexts. This term should be avoided as it may cause confusion. In ISPMs, it has often been used to make reference to the “NPPO

¹¹ CPM-10 (2015) adopted the deletion of the definition of “occurrence” and confirmed that the term “presence” does not need a specific IPPC definition.

¹² CPM-10 (2015) adopted the deletion of the Glossary term “restriction” and the term can be used with its general English meaning in the future.

of an importing country”, and does not cover the broader understanding of the term, which may include stakeholders. Where it is intended to mean “importing country”, this expression should be used. Otherwise more precise wording should be used.

Other recommendations

and/or

Use of “and/or” should be avoided as it may confuse understanding and cause problems in translation. Usually, “and/or” can be replaced by “or”, without loss of meaning. “Or” means that both options can apply at the same time or either of the options can apply. Only when a sentence reads “either or ...”, does it mean that the two options cannot occur at the same time.

References to the text of the IPPC

ISPMs frequently include references to the text of the IPPC. If it is necessary to explain the reference, this should not be done by providing an interpretation or abridgement of the IPPC text. The relevant text of the IPPC should be exactly quoted.

“/” and “(s)”

The use of “/” (e.g. “insects/fungi”) and nouns with “(s)” (e.g. “the consignment(s) are”) introduces confusion and should be avoided:

- “and” or “or” may be used instead of “/” depending on what is meant in the context (e.g. “insects and fungi”, “insects or fungi”).
- single or plural can normally be used instead of (s) (e.g. “the consignment is” or “the consignments are”). In some cases, it may be necessary to keep both, separated by “or” (e.g. “the consignment or consignments”).

5.3 Should, shall, must, may, can¹³

CPM-1 (2006), ¶ 87, reached the following conclusions concerning the use of these terms in ISPMs:

- The word *should* in English is interpreted to mean a type of moral or political commitment. It creates an expectation (though non-binding) that something will be done.
- There is no limit on the use of the words *shall* and *must* provided their use is justified and is within the framework of the Convention and the legal status of the standards.
- The present tense of verbs (without *should*, *shall*, *must* or *may*) should not be used in ISPMs to express a level of obligation.
- The Spanish and French translations to be used consistently for ISPMs are:
 - for *should*: *debería* and *devrait*
 - for *shall*: verb in the future tense
 - for *must*: *debe* and *doit*
 - for *may*: *podrá* and *peut*

The following examples from ISPMs adopted since CPM-1 (2006) illustrate typical use of these words.

Should. The decision of CPM-1 means that *should* implies a commitment to take action and *should* is the term most commonly used in ISPMs to express a level of obligation.

Phytosanitary certificates should be issued only for these purposes. (ISPM 12)

Whether or not a lot will be inspected should be determined using factors stated in ISPM 23. (ISPM 31)

The immunocapture phase should be performed according to Wetzel *et al.* (1992), using plant sap extracted as in section 3.2 using individual tubes or plastic bags to avoid contamination. (DP 2)

The following conditions should be included in the approval process for producers seeking to use the general integrated measures. (ISPM 36)

¹³ The guidelines were agreed to by SC 2012-11. 2015-03 edited to delete mention of years after ISPMs.

Shall is equivalent to *is required to* and is used when there is an obligation to take action. It is commonly used in formal legal wording for mandatory requirements. In ISPMs, it is used mostly where an obligation arising from the IPPC is reflected in an ISPM.

Each contracting party shall make provision, to the best of its ability, for an official national plant protection organization with the main responsibilities set out in this Article (IPPC).

NPPOs shall use the model phytosanitary certificates of the IPPC. (ISPM 12)

Phytosanitary measures required by a contracting party shall be technically justified (Article VII.2(a) of the IPPC). (ISPM 28)

The importing country may establish and shall communicate its technically justified phytosanitary import requirements for plants for planting (refer to ISPM 2, ISPM 11 and ISPM 21).

Any change in the status of the regulated pest in the area under consideration, or in the importing contracting party's territory, relevant to recognition shall be communicated appropriately and promptly as required by the IPPC (Article VIII.1(a)) and relevant ISPMs (e.g. ISPM 17).

Must provides the most unequivocally expressed directive. However, it is preferably used to describe unavoidable situations rather than for legal wording to express mandatory requirements (where *shall* is preferred). In ISPMs, *must* is used mostly in relation to obligations of a technical nature that are unavoidable (for example as part of method description), as in most examples below.

Where consignments are combined, all the relevant parts added to these consignments must be available and meet the same phytosanitary import requirements. (ISPM 2)

Once a specified level of low pest prevalence has been established for a given situation using a specific lure/attractant, the lure/attractant used in the FF-ALPP must not be changed or modified until ... (ISPM 30)

Systematic sampling involves drawing a sample from units in the lot at fixed, predetermined intervals. However, the first selection must be made at random through the lot. (ISPM 31)

In all cases, positive and negative controls must be included in the tests. The indicators must be graft-inoculated according to conventional methods such as bud grafting, using at least four replicates per indicator plant. (DP 2)

During dissection hind wings must be removed and mounted in glycerol or Hoyer's medium. (DP 3)

When ME and CUE are used a toxicant must be added. (ISPM 26)

May offers a possibility (e.g. *it is possible that*) and does not involve obligation (see first and second example). It is also frequently used in ISPMs in the sense of *is permitted to* in providing guidance on possible actions for implementing standards (see third example).

General integrated measures may include requirements such as keeping a plan of the place of production, examination of plants, keeping records, treating pests and sanitation. (ISPM 36)

Many species of fruit flies of the family Tephritidae are pests of economic importance and their introduction may pose a pest risk. (ISPM 35)

For certain such commodities, the national plant protection organization (NPPO) of the importing country may decide that post-entry quarantine is required to manage pest risks identified by PRA. (ISPM 34)

Additional note on verbs and tenses that do not involve an obligation in ISPMs:

Can refers to possibility or capability and does not involve obligation. It is therefore not an alternative to *may* in ISPMs.

Real-time RT-PCR can be performed using either TaqMan or SYBR Green I. (DP 2)

Information assembled for other purposes, such as ..., may be useful but cannot substitute for a PRA. (ISPM 2)

The **present tense** of verbs (excluding *should*, *shall*, *must* and *may*) should not be used in ISPMs to express a level of obligation according to CPM-1 (2006). However, the present tense is still commonly used throughout ISPMs in other circumstances, especially to express facts.

The importing contracting party is responsible for determining the type of information that will be required in order to recognize a PFA or ALPP, depending... (ISPM 29)

Many pests are associated with the production of potato (*Solanum tuberosum* and related tuber-forming species) worldwide. (ISPM 33)

The methods included in diagnostic protocols are selected on the basis of their sensitivity, specificity and reproducibility. (ISPM 27)

A two-step RT-PCR protocol is used. The RT reaction is composed as follows: (DP 2)

The **imperative tense** of verbs (i.e. *do this*) does not reflect a level of obligation, but is sometimes used in ISPMs in relation to series of instructions of a technical nature, such as details of identification methods in diagnostic protocols.

The immunocapture phase should be performed according to Wetzal et al. (1992).... Prepare a dilution ... Add 100 µl of the diluted antibodies ... and incubate at 37 °C for 3 h. Wash the tubes twice with (DP 2)

PART 2: EDITING

This part describes the preferred style of text elements in IPPC documents. Included in this section is guidance on scientific nomenclature; list style; quotations; references; capitalization; and matters that have arisen in IPPC documents.

It may repeat some material from [FAO style](#) but differs on various points. FAO style should be consulted in conjunction with this style guide for complete guidance.

It is directed at originators (writers) and editors, who should follow the style guide in order to ensure consistent language between IPPC documents.

6. Grammar and Spelling

The grammar and spelling rules that apply to IPPC documents are those of British English (*Oxford English Dictionary*). Because certain words are spelled differently from British English, reference is made to the [word list](#) in this style guide and to [FAO style](#).

The indefinite article preceding consonants with a vowel sound (such as *f*) is “an” (not “a”).

7. Scientific Names and Taxonomic Nomenclature

Scientific names are used in Latin throughout ISPMs in all languages (except Chinese).

The describing authority and year should be given the first time a Latin name is given. The authority name and year are separated by a comma and written in Roman (e.g. *Guignardia citricarpa* Kiely, 1948). An authority in parentheses indicates that the species has changed since the original authority described it. The new authority does not have to be given, but sometimes is.

Note that when scientific names appear in italicized titles, they must be presented in Roman.

After first mention of the full species name, the genus may be abbreviated to an initial letter provided there is no confusion with other genera in the text. It is acceptable to use the abbreviated genus at the beginning of a sentence. At the beginning of a paragraph, the full name should be used (except for DPs). At first mention of a new species from the same genus, the genus must be written in full again (except in lists and tables).

Common names should be avoided in the text, but can be added for information where they are deemed useful to understanding. If they are included, they should be mentioned in parentheses after the first use of the Latin name. There should be consistency in the use of common names in a document; that is, common names should be given for all species that have them.

Scientific synonyms are listed chronologically on separate lines¹⁴.

The singular or plural “species” is distinguished in the abbreviated forms “sp.” or “spp.”, respectively.

The terms “*sensu lato*” and “*sensu stricto*” are abbreviated after first use to “s.l.” and “s.s.”.

Genera, species and subspecies, as well as infrageneric and infraspecific forms, are italicized. The associated abbreviations of “sp.”, “subsp.”, “cv.”, “var.” are not italicized (e.g. *Clavibacter michiganensis* subsp. *sepedonicus*; *Phytophthora erythroseptica* Pethybr. var. *erythroseptica*).

¹⁴ Note that this may be different from how taxonomic information is normally presented for mycology where full references are also provided after the author name.

Note, however, that variety names are not italicized when used in a context without the species name, in which case they are capitalized and placed in quotation marks (e.g. ...the cultivar “Navel” is grown in...).

Hybrids (crosses) are italicized (e.g. *Dahlia x hybrid*).

Care should be taken not to confuse the terms “cultivar” and “variety” or to use them interchangeably.

Scientific names for living organisms follow varying conventions, and these may change over time, thereby creating some confusion about the correct presentation of names. The principal codes that govern the nomenclature are as follows (TPDP also provides advice on this subject):

- [International Code of Botanical Nomenclature](#)
- [International Code of Nomenclature of Bacteria](#)
- [International Code of Zoological Nomenclature](#)

The classification of viruses is more open to debate and changeable, with more than one system being used (e.g. [International Committee on Taxonomy of Viruses](#) and the Baltimore classification).

Use italics for names of recognized plant viruses and viroids. Viruses and viroids may have a descriptive name to which italics are applied. (Note that many publications will not italicize such descriptive names even though there is no alternative more formal name for the organism.) The descriptive name in this format does not follow the usual two-part genus–species system. The genus and family may be listed separately.

Prunus necrotic ring spot virus (PNRSV)

Potato tuber spindle tuber viroid (PSTVd)

8. Quotations

Single quotation marks should be used only for quotations within quotations. They should not be used for informal expressions. Double quotation marks are used for expressions to which attention is being drawn or those that are colloquial, not yet formalized in dictionaries or being used outside normal grammatical rules.

The following points should be noted:

- Quotations from ISPMs should be avoided where possible¹⁵.
- Quotations should follow the wording of the original exactly.
- Quotations should follow the presentation (italics, bold, capitals, underline, etc.) of the original. Italics are not used for the purpose of displaying the entire quotation.
- Punctuation should be reproduced accurately. However, if a quotation fragment is used in a sentence, an upper case or lower case letter in the original quotation may be altered to suit its position in the new sentence (i.e. changing a lower case letter in the original to a capital letter in the quotation is allowable at the start of a sentence).
- Authorial interpolations should be indicated in square brackets.
- Missing text mid-quotation should be indicated with an ellipsis with a space on each side (...).
- An ellipsis is needed at the end of a quotation if it is a complex statement that does not finish with its original punctuation. A concluding full stop may be added to the ellipsis (....) if appropriate in the context.
- An ellipsis is not needed at the start of a quotation or at the end of a short fragment that is in running text.
- Short quotations should be indicated by double quotation marks (“ ”) and included in normal paragraphs.

¹⁵ SC 2014-11, agenda item 4.3.

- Long quotations (more than 30 words or three lines) are displayed in their own paragraph and they use a special quote style with a smaller typeface and indents left and right. No quotation marks are needed. Quotations within a displayed quotation use double quotation marks (“ ”).

The following five examples illustrate: (1) a long (displayed) quotation from the IPPC; (2) a long extract of the same passage faithfully reproducing the paragraph format of the original (as would normally be done in formal documents); (3) the same long but incomplete extract in a less formal but more readable format without the special paragraphing; (4) a short quotation within a sentence; and (5) a shorter summary in indirect speech. Note that square brackets are used at the end of the third example to clearly separate the Article reference from the displayed quotation, whereas normal curved parentheses are correct in the fourth example¹⁶.

(1) Article VII.1 of the IPPC makes the following provisions in relation to imports:

With the aim of preventing the introduction and/or spread of regulated pests into their territories, contracting parties shall have sovereign authority to regulate, in accordance with applicable international agreements, the entry of plants and plant products and other regulated articles and, to this end, may:

- (a) prescribe and adopt phytosanitary measures concerning the importation of plants, plant products and other regulated articles, including, for example, inspection, prohibition on importation, and treatment;
- (b) refuse entry or detain, or require treatment, destruction or removal from the territory of the contracting party, of plants, plant products and other regulated articles or consignments thereof that do not comply with the phytosanitary measures prescribed or adopted under subparagraph (a);
- (c) prohibit or restrict the movement of regulated pests into their territories;
- (d) prohibit or restrict the movement of biological control agents and other organisms of phytosanitary concern claimed to be beneficial into their territories.

(2) In relation to imports the Convention’s provisions of Article VII.1 include the following:

With the aim of preventing the introduction and/or spread of regulated pests into their territories, contracting parties shall have sovereign authority to regulate... the entry of plants and plant products and other regulated articles and, to this end, may:

[...]

- (c) prohibit or restrict the movement of regulated pests into their territories

(3) The Convention’s provisions in relation to imports include the following:

With the aim of preventing the introduction and/or spread of regulated pests into their territories, contracting parties shall have sovereign authority to regulate ... the entry of plants and plant products and other regulated articles and, to this end, may ... prohibit or restrict the movement of regulated pests into their territories ... [Article VII.1(c)]

(4) The IPPC says, “With the aim of preventing the introduction and/or spread of regulated pests into their territories, contracting parties ... may ... prohibit or restrict the movement of regulated pests into their territories” (Article VII.1(c)).

(5) Article VII.1(c) of the IPPC says that, with the aim of preventing the introduction and/or spread of regulated pests into their territories, contracting parties may prohibit or restrict the movement of regulated pests into their territories.

Indirect quotations such as example (5) should be as scrupulous as quotations in their treatment of the source text. The example above summarizes but does not stray from the words of the Article and is sufficiently referenced at the beginning of the sentence. If it had not specified which Article of the Convention, an in-text reference or footnote with reference would have had to have been included to adequately attribute the indirect quotation.

¹⁶ SC 2014-11, agenda item 4.3.

9. References to Documents, ISPMs, IPPC and FAO

A bibliography is a list of publications the author has used in their study for the preparation of the document, but not necessarily to the extent that these need to be quoted or referenced in the document. A bibliography contains entries that may or may not be referenced in the text.

The *References* section contains a list of the sources of all references and quotations cited in the text.

Component documents (supplements, annexes, appendices) list only the references that were not included in the *References* section of the core document. References may be included in the component document during consultation periods for easy reference, but they will be deleted following adoption if they are listed in the core text of the standard.

9.1 Bibliographic style

Use FAO style for books, for chapters in books and for articles in journals when preparing lists of references and bibliographies. Points to note are listed below, followed by examples.

Lists of references are presented in alphabetical order; then alphabetical order of co-authors (no distinction is made between the number of co-authors); then chronological order.

Authors are referenced by last name and initials (with initials separated by full points but no spaces). Author names appear in bold. Editor names, in contrast, are given with initials first.

Use “&” between the names of the last two authors (or editors) in the reference list but use “and” in the text citations.

When two publications from the same author and year are cited, distinguish them by adding a letter after the year.

When no date is available (e.g. for Internet publications), add “n.d.” (“no date”).

Book and monograph titles are in sentence case (initial capital, lower case) and italics.

Where the reference is to a booklet or monograph that is part of a wider series of technical publications, the title is italicized, but the overall series of documents is not.

Square brackets are used around titles that have been translated from another language and (for example) “(in Russian)” is added at the end of the reference to indicate the original language. However, the language does not have to be indicated as such when the title has not been translated and is presented in the original language.

Journal titles are in title case and italics; journal article titles are in sentence case and Roman.

For journals, the volume number is always given. The issue number, given in parentheses, is optional.

Page extents should be given for cited chapters. En dashes are used for page ranges, which are not elided. The total page extent of a book, monograph or conference proceedings should also be given, if known.

The publisher of books and monographs should always be given. The publisher of conference proceedings and Internet documents should also be given, if known.

Examples of bibliographic styles:

Books

Desvignes, J.C. 1999. *Virus diseases of fruit trees*. Paris, CTIFL, Centr'imprint. 202 pp.

Parts of books, proceedings

Olmos, A., Capote, N., Bertolini, E. & Cambra, M. 2007. Molecular diagnostic methods for plant viruses. In Z.K. Punja, S. DeBoer & H. Sanfacon, eds. *Biotechnology and plant disease management*, pp. 227–249. Wallingford, UK, CABI., 574 pp.

Katsoyannos, B.I. 1983. Captures of *Ceratitidis capitata* and *Dacus oleae* flies (Diptera, Tephritidae) by McPhail and Rebell color traps suspended on citrus, fig and olive trees on Chios, Greece. In R. Cavalloro, ed. *Fruit flies of economic importance*. Proceedings of the CEC/IOBC International Symposium, Athens, November 1982, pp. 451–456.

Monograph in series

FAO. 2006b. *Responsible management of planted forests: Voluntary guidelines*. FAO Planted Forests and Trees Working Paper FP37E. Rome, FAO, xi + 73 pp.

Journal article

Thomas, D.B. 2003. Nontarget insects captured in fruit fly (Diptera: Tephritidae) surveillance traps. *Journal of Economic Entomology*, 96(6): 1732–1737.

Conferences, meetings, programmes

IAEA (International Atomic Energy Agency). 1996. *Standardization of medfly trapping for use in sterile insect technique programmes*. Final report of Coordinated Research Programme 1986–1992. IAEA-TECDOC-883. Vienna, IAEA.

Documents published on the Internet

USDA (United States Department of Agriculture). 2004. *Minimum sanitation protocols for offshore geranium cutting production*. APHIS-PPQ Pest Detection and Management Programs. 27 pp. Available at http://www.aphis.usda.gov/plant_health/plant_pest_info/ralstonia/downloads/ralstoniaworkplan.pdf (last accessed 2 May 2011).

Websites

FAO (Food and Agriculture Organization of the United Nations). n.d. Departments. Available at <http://www.fao.org/about/depart/en/> (last accessed 11 April 2011).

With respect to links to documents posted on the Internet and websites, note that long URLs whose text does not allow line breaks may result in an odd word spacing in the normal justified style of IPPC documents. A soft return (shift+return) may be inserted manually at a suitable point in the URL, preferably after a slash, as was done at “downloads/” in the USDA reference above.

Points of difference from FAO style:

Journal title. FAO style’s example of a journal shows an abbreviated title: *Citrus Ind.* The journal names used in IPPC documents should be given in full. (Readers of ISPMs will include non-experts in the technical field and who may be unfamiliar with some journal titles.)

Internet documents. FAO style’s examples of Internet documents include only the website address. However, IPPC style prefers the addition of a date when the document was accessed:

EPPO (European and Mediterranean Plant Protection Organization). 2013. EPPO Plant Quarantine Data Retrieval (PQR) system, 5.0. Paris, EPPO. Available at <http://www.eppo.int/DATABASES/pqr/pqr.htm> (last accessed 15 June 2015).

9.2 In-text citations

Where there are more than three authors of a reference, abbreviate to *et al.* in the text citation (but not in the *References* or *Bibliography*). Examples of in-text citation for references with various numbers of authors:

Designes, 1999; Gould and von Windeguth, 1991; Olmos *et al.*, 2007.

Add a thin space between *et* and *al.* (which are in italics).

Use 2012a, 2012b (i.e. repeat the year).

Cross-check references cited versus presence in reference list.

Personal communications are included in the text in the following style: “J. Wright, personal communication, 2000”. They should not be included in the *References* section.

Note that in diagnostic protocols the in-text references are listed chronologically, not alphabetically as in the above example¹⁷.

9.3 References to ISPMs and specifications (including topics)

References section

ISPMs that are cited in the text are not listed the *References* section in ISPMs, instead a general reference to ISPMs is added in the *References* section¹⁸:

The present standard refers to ISPMs. ISPMs are available on the International Phytosanitary Portal (IPP) at <https://www.ippc.int/core-activities/standards-setting/ispms>.

For references in other documents (and external publications), ISPMs should be referenced in the following manner (note that ISPM 5 is referenced without adoption year as it is updated almost yearly).

Adopted ISPMs and approved specifications:

ISPM 3. 2005. *Guidelines for the export, shipment, import and release of biological control agents and other beneficial organisms*. Rome, IPPC, FAO.

ISPM 5. *Glossary of phytosanitary terms*. Rome, IPPC, FAO.

Specification 1. 2001. *Review and updating of the Glossary of Phytosanitary Terms*. Rome, IPPC, FAO.

Draft ISPMs should be referenced in the following way:

ISPM [X]. [20--]. Draft. *[Title]*. Rome, IPPC, FAO.

Annexes and appendices should be referenced in the following ways:

ISPM 11. Annex 1. *Comments on the scope of the IPPC in regard to environmental risks* [(adoption year)]. Rome, IPPC, FAO.

ISPM 28. Annex 12. *Irradiation treatment for *Cylas formicarius elegantulus** (2011). Rome, IPPC, FAO.

ISPM 12. Appendix 1. *Electronic phytosanitary certificates, information on standard XML schemes and exchange mechanisms* (2014). Rome, IPPC, FAO.

In text of ISPMs or other IPPC documents

In text, an ISPM is mentioned with its number; the year is not mentioned¹⁹. The title is included in parentheses at first mention, written in italics. Because titles of DPs and PTs often consist only of the scientific names of the pests they cover, the titles are not listed in italics to allow for the scientific names to be correctly listed in italics. For consistency, all annexes or appendices are referenced in this way.

ISPM 2 (*Framework for pest risk analysis*)

ISPM 9, ISPM 11 and ISPM 14 [example of several ISPMs mentioned together: do not use “ISPMs 9, 11 and 14”]

DP 1 (*Thrips palmi* Karny)

PT 12 (*Irradiation treatment for *Cylas formicarius elegantulus**)

Annex 3 (*Phytosanitary procedures for fruit fly (Tephritidae) management*) to ISPM 26

Specification 51 (*Minimizing pest movement by sea containers and conveyances in international trade*)

in an annex to ISPM 26, in an appendix to ISPM 27 [example of reference to a document component]

adopted diagnostic protocol for *Plum pox virus* as Annex 2 to ISPM 27

in Annex 1 of this standard, see Appendix 2 of ISPM 18 (ISPM 18, Appendix 2)

but in the Annex to the Convention [a single unnumbered annex; as worded in the IPPC]

¹⁷ SC 2014-11, agenda item 4.3.

¹⁸ SC 2009-11, paragraph 38 and Appendix 7; modified by SC 2014-11 agenda item 4.3 (replacement of standards).

¹⁹ The year is not necessary because following the “revoking of standards procedure” (2015) there is only one version of each ISPM in effect.

Draft ISPMs and specifications are referenced with their topic number:

Draft ISPM on *Minimizing pest movement by sea containers* (2008-001)

Draft DP for *Bursaphelenchus xylophilus* (2004-016)

Draft PT Irradiation for *Ostrinia nubilalis* (2012-009) [note that there is no preposition between “PT” and the actual treatment. “PT” is added only to identify that the title relates to a PT, and not to another type of standard, but the treatment title itself is a type of PT and therefore cannot be a “PT on/for”.]

Draft specification on *Guidance on pest risk management* (2014-001)

Topics

Topics may be referred to in contexts where there is no mention of the draft ISPM or specification; for instance, when related to an EWG. Topics must have their number listed in parentheses after the title. On cover pages (e.g. for reports), the topic number should not be included. The topic title is listed in italics:

EWG on *Minimizing pest movement by sea containers* (2008-001)

Referring to sections of ISPMs

Cross-references to sections in other ISPMs should be avoided where possible.

9.4 Referring to IPPC

The following styles may be used to refer to the Convention:

- in the References section of a document:

IPPC. 1997. International Plant Protection Convention. Rome, IPPC, FAO.
- in the text of a document:

IPPC (as an abbreviation)

International Plant Protection Convention (in full).

Note that no year is necessary when the IPPC is mentioned or cited in the text because there is only one Convention in effect. However, care must be taken in reading the text of early ISPMs where the differing 1979 text of the IPPC may have been applicable.

Note that in general text the names of international conventions and agreements are not treated as a publication title so italics are not used.

Articles of the IPPC use a capital for “Article” and may be referenced in the following formats:

Article I of the IPPC, Article VII.2(a)

Article VIII.1(c) and VIII.2

Article VII.2(b), VII.2(d) and VII.2(i)

Articles VIII.1(c) and IX

If references to Articles are linked to an indirect quotation or summarized information, the following formats may be used (note the use of normal curved parentheses if the Article reference follows the quote):

details of official control programmes should be published and transmitted to any contracting party that may be directly affected (Article VII.2(b)).

There is only one annex, which is unnumbered, to the IPPC. The usual form (as used in the Convention) is “in the Annex to the Convention”.

When the reference is to the IPPC Secretariat, “IPPC” alone must not be used. “Secretariat” may be used alone, when it has been previously specified at first mention.

Quoting directly from the IPPC

If Articles are linked with a quotation, the following formats are used:

“Contracting parties shall not require phytosanitary measures for non-regulated pests” (Article VI.2).

In accordance with Article VI.2, “Contracting parties shall not require phytosanitary measures for non-regulated pests.”

The surveillance of growing plants, including both areas under cultivation (*inter alia* fields, plantations, nurseries, gardens, greenhouses and laboratories) and wild flora, and of plants and plant products in storage or in transportation, particularly with the object of reporting the occurrence, outbreak and spread of pests, and of controlling those pests, including the reporting referred to under Article VIII paragraph 1(a) ... (Article IV.2(b)).

See also section 8 for further guidance on quotations.

9.5 Referring to FAO and other international organizations

When using the abbreviated form of the name of an organization (e.g. FAO, CBD) do not use a definite article (“the FAO” or “the CBD”) unless it is an adjectival construction:

one of the official languages of FAO
a large part of FAO’s budget
the FAO workshop on
Article XIV of the FAO Constitution.

Note that “the IPPC” (being not an organization, but a convention) may be used.

When using an indefinite article FAO uses “an” rather than “a” to reflect its common pronunciation as an initialism with the three letters spelt out rather than its Italian pronunciation as an acronym:

an FAO publication

9.6 Referring to people

Use “Mr” or “Ms” without a full stop, indicating their first name followed by their last name in capital letters (e.g. Mr Brent LARSON). However, do not reference people by name in reports, documents, etc. unless absolutely necessary. This is to avoid issues arising from other people’s names *not* being mentioned (if positive mentioning), misunderstandings or negative mentioning. The steward should be mentioned as “steward”, as she or he may change throughout the history of a draft specification or ISPM, and observers should be mentioned as “observer from XX”. Participants in meetings are mentioned with their country in parentheses.

Positions or qualifications such as “Dr” and “Professor” are not used (cf. FAO style).

10. Abbreviations, Acronyms and Initialisms

Abbreviations, including acronyms and initialisms, may be used for complex words or phrases that appear more than three times in one document. An abbreviation may be provided for an isolated instance in a document if the abbreviated form is commonly used and readily identifiable (e.g. CBD).

Abbreviations should be written out at first mention in all IPPC documents except as noted below for IPPC and ISPM in standards.

Abbreviations, acronyms and initialisms should be placed in parentheses after the expanded form, for example “pest risk analysis (PRA)”.

Abbreviations, acronyms and initialisms should be avoided at the start of a sentence and in titles, but may be used in headings.

Abbreviations, acronyms and initialisms need not be spelled out in component documents (annexes, appendices, etc.) when already spelled out in the core text of the document.

Deviations from this expansion–contraction format may be used in document elements that are not part of the running text. For example if an abbreviated form is used in a table because of space constraints, a table footnote should provide the expanded form using a contraction, expansion format (e.g. “*Abbreviations:* PRA, pest risk analysis”) because the abbreviation has already been used in the table.

Commonly used abbreviations for non-English phrases that do not require definition and are not written in italics include cf., e.g., etc., i.e., vs. Note that the latter is written as vs (not v. or vs., and not in italics).

If a single-word abbreviation concludes with the concluding letter of the expanded form, no full stop is needed. Hence “ed.” and “eds” are correct.

Abbreviations should not be used for simple two-word phrases (e.g. phytosanitary manual).

The need for abbreviations for technical terms in ISPMs should be carefully considered. Consideration should be given to the readability or understanding of the text. Abbreviations are also generally more used in English, and are normally translated by the original full text in some languages (e.g. French or Arabic).

Abbreviations are usually defined as singular and so the plural form needs adjustment. An ISPM is a singular standard, an International Standard for Phytosanitary Measures (ISPM), so the plural is ISPMs. Care should be taken as to whether complicated initialisms are defined in the plural or singular. If the expression is consistently used in the plural sense, then the definition of the initialism may choose the plural (e.g. fruit fly free places of production (FFF-POP) and fruit fly free production sites (FFF-PS)). If, however, the definition were singular, then the corresponding plural form of the initialism should be FFF-POPs and FFF-PSs (the latter is undesirable). The preferred option is to define in the singular and then to try to use the singular form in text to avoid awkward plural forms of the acronym.

Where an acronym or initialism is used for phrases rather than the names of entities, the expanded form will not usually need initial capitals, hence pest risk analysis (PRA), not Pest Risk Analysis, and phytosanitary capacity evaluation (PCE), not Phytosanitary Capacity Evaluation.

An acronym is a word created from the initial letters of other words (most commonly an organization or other entity) to abbreviate the phrase and usually pronounced as a word (e.g. the European Plant Protection Organization would be abbreviated as the word EPPO). The acronym should be written out at first mention.

An initialism is a group of initial letters used as an abbreviation with each letter being pronounced separately (e.g. NPPO, FF-ALPP). Initialisms are widely used in IPPC documents, particularly in English (see notes below), and should be written out at first mention.

Note that in the more recent ISPMs it has become the norm *not* to define IPPC and ISPM at first mention. This is acceptable within each ISPM, where the title page includes both terms in full and there is no likelihood of confusion. The definition of these terms should be continued at first mention in other IPPC documents for more general readership (e.g. explanatory texts, CPM reports).

11. Brackets and Parentheses

When only part of a sentence is enclosed in parentheses, punctuation is placed outside (as in this first example). (When a complete sentence is enclosed in parentheses, its punctuation is also enclosed, as in this second example.)

Parentheses are often useful in a list of sentence fragments to keep the items of similar type. They allow extra information to be added to a list item without breaking the overall style of the list, for example:

a decision based on pest risk analysis to detect a specified level of infestation (the infestation determined to present an unacceptable risk)

an evaluation of the effectiveness of phytosanitary measures applied before inspection.

11.1 Square brackets

IPPC style differs from FAO style on the use of square brackets. FAO style prescribes, “(Use square brackets [if needed] within parentheses.)”; that is, nested brackets are of differing shape. In IPPC documents (use parentheses within parentheses (if needed).)”

There are strong conventions concerning the use of square brackets. Most importantly, square brackets indicate authorial additions to or explanatory substitutions in someone else's text. In this way, they may indicate with "[sic]" that an error in a quotation is not your own.

In running text, square brackets may be used to show missing information [...] or options that will need amendment when a draft is finalized, for example, "see section [x]", "ISPM 7 [201-]".

Square brackets are often used extensively in other international forums while negotiating text or in other commentary to indicate no final decision or agreement or that there are several options.

Their use should be kept to a minimum.

12. Capitalization

Capitalization should be kept to a minimum. This is the general rule of FAO style and the example of using "French Government" but "participating governments" is provided.

12.1 Capitalization of headings

Title case is used for level 1 headings in ISPMs:

1. General Information and Planning Processes

Sentence case is used for lower-level headings in ISPMs:

1.1 Evaluation of pest reports

Headings in supplements, annexes and appendices also follow this style.

12.2 Convention and standards

The following is recommended use of initial capitals or lower case in relation to the IPPC and standards:

the International Plant Protection Convention (IPPC); the Convention; in Article VII.1.c of the IPPC

International Standards for Phytosanitary Measures (ISPMs); relevant international standards

see Annex 2 and Appendix 1, as well as Figure 2 and Table 1 in section 3.3

Note the varying treatment of "section [x]" (in lower case) compared with "Article [x]", "Figure [x]", "Annex [x]" (using initial capitals).

12.3 Contracting parties

The term "contracting parties" is not capitalized because that is how it is presented throughout the Convention.

12.4 NPPOs and RPPOs

In the past these have commonly been written in full with initial capitals. The terms do not refer to a particular organization but are generic in nature (as indicated by their frequent use in the plural form), and should therefore be used in the format of the Convention:

national plant protection organizations (NPPOs)

regional plant protection organizations (RPPOs).

12.5 Positions and titles

Positions should be capitalized when linked with a specific person (Standards Officer, Chairperson, Steward).

Additional guidance on the capitalization of specific words can be found in the [word list](#).

13. Italics

Italics should be used for certain foreign phrases such as *in vitro*, *inter alia*, *mutatis mutandis*, *sensu lato* (see the [word list](#)). Note that abbreviations of common foreign phrases such as "i.e." and "e.g." are not italicized.

Italics may be used for emphasis of common terms (such as “both”, “and”, “also”, “not”, “never”) within body text but should *not* be overused.

Italics may be used in place of quotation marks to emphasize particular terminology:

A pest record provides information concerning the presence or absence of a pest, ...

Italics may be used for minor subheadings, particularly for distinguishing phrases that are followed by their explanation:

Economic value. This is the basis for measuring the cost of the effect of changes (e.g. in biodiversity, ecosystems, managed resources or natural resources) on human welfare. ...

Gene names, including the number, are italicized when written in full (e.g. *NADH dehydrogenase 5* gene). Gene symbols (e.g. *nad5*) are also presented in italics. However, protein names and symbols are not italicized.

Restriction enzymes (e.g. for RFLP tests) the enzyme symbols are in italics, except the number and the letters (e.g. *EcoRI*).

See also section 7 on use of italics in scientific names and section 9.1 on use of italics in bibliographic style.

14. Technical Accuracy and Technical Specialities

14.1 Accuracy

Accuracy is essential in all aspects of documents for the IPPC. This extends from accuracy in recording references and quotations to more technical matters of numerical data and units of measurement as well as the names of products, processes, legal instruments (agreements, conventions, declarations, treaties), organizations and organisms.

14.2 Legal instruments and organizations

The following points on achieving accuracy in nomenclature should be considered:

- Matters of nomenclature for organizations can often be checked by a quick Google search followed by a look at the home web pages for the organization. If the web page uses conflicting nomenclature (this is not unknown), there is often an annual report or other governance document that can be downloaded for a further check.
- Be conscious of organizational name changes and use phrases such as “the then Ministry of Agriculture and Fisheries” or “now administered by ...”.
- Be aware of the correct spelling and wording for the names of organizations; for example, ISO stands for International Organization for Standardization, OECD for Organisation for Economic Co-operation and Development.
- Consider whether accents may be needed (Comité, Société). However, some organizations choose not to use accents in publications for international use, in which case do not “correct” their names by adding accents.

14.3 Proprietary products and processes

The following points may be considered with respect to commercialized products, designs or processes:

- A registered trademark (®), trademark (™), copyright (©) or other proprietary sign should be used with care. Note that only ™ is superscript.
- The registered trademark symbol ® is used only with trademark names that have been registered with official trademark offices such as the United States Patent and Trademark Office. A company may use a ™ symbol for product names that it claims but has not registered with a trademark office.

- It is common practice for the TM and ® symbols to be used only when the product is being mentioned for profit-making purposes. Hence these symbols would not normally be needed in IPPC documents.
- Assessing whether a registered trademark ® or other proprietary sign should be added to the text is a matter of judgement rather than strict rules. It may depend on how rigorously the proprietor enforces the use of the proprietary sign in publications. Look for papers previously published in reputable international journals for guidance, although it may be very difficult to determine by Internet search.
- If needed, the proprietary sign is normally added to all instances of the proprietary product, design or process within the document.
- The trade names (brand names) of chemicals, reagents and equipment should, as far as possible, be avoided and a correct designation or description of the chemical, reagent or equipment given instead using the generic names of products.

15. Terms, Expressions and Punctuation to Use with Caution

15.1 Approximate quantities

Describing quantities in other than precise numerical terms should be done with care:

- The phrase “a number of” provides no useful information and should be avoided.
- Terms such as *few*, *several*, *some* and *many* are subjective (but may be the only possible options).
- With respect to describing the number of member interventions to be recorded in CPM reports, the IPPC Bureau decided in June 2009 that *one*, *few* and *some* would be used, where *few* would represent two to four and *some* would be used for more than four member interventions.

15.2 Including, such as, for example

Examples introduced by “such as”, “for example” or “including” should not also have “etc.” These introductory terms imply that the following examples are not an exhaustive list.

It is preferred for “e.g.” and “i.e.” to be used in parentheses and avoided in the main part of the sentence:

prescribe and adopt phytosanitary measures concerning the importation of plants, plant products and other regulated articles, including, for example, inspection, prohibition on importation, and treatment

No comma is used after “e.g.” but may be used after “for example” if it suits the context of the sentence. A comma is not used after “such as”:

The text of additional declarations may be specified in, for example, phytosanitary regulations, import permits or bilateral agreements

An official operation, such as inspection, testing, surveillance or treatment, undertaken to implement phytosanitary measures

15.3 Which, that

Which is best reserved for non-defining (non-restrictive) statements, often clauses preceded by a comma. A *which* statement can be deleted without altering the grammatical and logical completeness of the sentence. This does not mean that the information within the *which* clause is unimportant.

Examples of the use of *which* from the Convention and standards follow:

The Commission may adopt and amend, as required, its own Rules of Procedure, which shall not be inconsistent with this Convention or with the Constitution of FAO.

These effects, which may be positive or negative, should be identified and quantified.

This standard is based on the concepts of intended use of a commodity and the method and degree of its processing, which are also addressed in other ISPMs

Note that the Convention uses instances of *which* that could more accurately be replaced by *that*:

A contracting party may apply measures specified in this Article to pests which may not be capable of establishment in its territories but, if they gained entry, cause economic damage.

That is very useful for accuracy of wording in standards. It is employed for defining (restrictive) statements essential to the meaning of the sentence. The *that* statement explains which of several possibilities is meant; it restricts the whole sentence to a particular subset.

Examples of the use of *that* from the Convention and standards follow:

Contracting parties shall institute only phytosanitary measures that are technically justified, ...

It is desirable to have contingency plans to address specific pests or pest groups that have a high potential for introduction, and for which an eradication plan is deemed to be both feasible and necessary, before the pest is found in an area.

Pathway information includes identifying the commodities or items that may have carried the pest

If people are involved, replace *which* or *that* with *who*:

The instruments of ratification shall be deposited with the Director-General of FAO, who shall give notice of the date of deposit to each of the signatory states. [*who* replacing *which*]

the names of the personnel who undertook these tasks [*who* replacing *that*]

15.4 Use of a slash (/)

The slash (or solidus) should be avoided in running text unless it is deemed absolutely necessary.

The slash is used to designate a 12-month period that is not a calendar year. It may also apply to any other definable period less than 12 months that includes the New Year:

the 2008/09 financial year

the Australian summer of 2009/10

The slash is commonly used for alternatives such as *and/or* and *either/or*. Preferably its use should relate to mutually exclusive alternatives such as *yes/no*, *pass/fail* and this condensed format is useful in forms to be filled in.

In running text it is usually possible to avoid constructions such as “A and/or B” because “A or B” normally allows for the possibility that both A and B could be applicable. The use of “*either A or B*” allows for only one or the other being possible. See also General recommendations on use of terms in ISPMs.

The example below could use “or” instead of “and/or”:

Contracting parties may adopt and/or implement emergency actions, including emergency measures, when a new or unexpected phytosanitary risk is identified.

> Contracting parties may adopt or implement emergency actions, including emergency measures, when a new or unexpected phytosanitary risk is identified.

In other instances, “and” is more appropriate than “and/or”, as shown below, where the first option would usually be undertaken first:

The NPPO should check the regulations of the importing country and/or bilaterally establish conditions to ensure that compliance can be achieved.

> The NPPO should check the regulations of the importing country and bilaterally establish conditions to ensure that compliance can be achieved.

Where the slash is used between two descriptive terms, “or” is usually a possible substitute. The example below shows the current wording and the possible rewording to avoid the slash:

local reporting/notification and publicity, local regulation, control/elimination of detected pests

> local reporting, notification and publicity; local regulation; control or elimination of detected pests

15.5 Miscellaneous terms

Alternate, *alternative*. *Alternate* (as an adjective) traditionally means going back and forth between two things, as in alternate Mondays (i.e. every other Monday). *Alternative* means another possibility or available substitute. Formerly strict usage of *alternative* would have referred to one of two options; modern usage allows more than two options, so there may be several alternatives.

Due to, owing to, because of. *Due to* is often used incorrectly. *Due to* should modify nouns. *Owing to* or *because of* modify verbs (*because of* is preferred for its clarity):

minimizing environmental risks due to improper handling or use ... [*due to* modifies *risks*]

Owing to the differences in the configuration of treatment lots, higher doses than the Dmin may be required to ensure that ... [*owing to* modifies [higher doses] *may be required*]

In areas where the fruit flies concerned are not capable of establishment because of climatic, geographical or other reasons, ... [*because of* modifies *are not capable* [of establishment]]

State. This term is overused to introduce quoted material. It should be used to specify a fact or requirement or to declare a position on something. It is not a more formal or correct term for *said*, which can be used to introduce a quotation. Often *ask, suggest, propose, claim* or similar words can replace *state*. *State* is acceptable but not essential for introducing quotations from the Convention and in standards where requirements are being set out. It is equally acceptable for the Convention to *say* something.

Guidelines. This term may not be used in the title of an ISPM.

15.6 Dates

The style of writing dates is that of FAO: Monday, 16 October 2010.

In publication histories, the ISO style is used for year-month (2011-05). This may potentially create confusion because a dash often denotes a period in time (from - to), however, the ISO style has been chosen to ensure that the publication histories in all translations use the same format and that they can be checked by the Secretariat for accuracy.

Reference is also made to the Secretariat's file naming convention (available upon request). Note that for electronic filing, the date is ISO style year-month-date (2011-05-23).

16. Lists

16.1 Run-on lists

In complicated sets of groupings within a list, semicolons should be used to demarcate the subsets (e.g. "The possible configurations are: A, B and C; D; E and F; and G."). However, such a list might be better suited to presentation as a bulleted list.

16.2 Bulleted lists

Bulleted lists are a way of presenting information in a summarized format. The items are distinguished typographically by the bullet and indentation, giving emphasis to the items and increased readability.

A sentence stem ending in a colon should precede bulleted lists. The sentence stem introduces and applies to all items in the list. Wherever possible, the sentence stem should be a complete statement so that it obeys the usual rules of using colons. In the examples below, the first sentence stem is preferable to the second.

The following example of a list summarizes its essential components:

- a complete introductory sentence preceding a colon
- sentence fragments for list items
- grammatical consistency of list items
- a concluding full stop.

A second type of list:

- uses a colon despite having an incomplete sentence stem
- may occasionally use secondary bullets in the list for:

- improved readability
 - brevity
 - emphasis (secondary bulleted lists do not end with a full stop)
- punctuates the introduction to secondary bullets with a colon
- keeps secondary items consistent with each other
- concludes with a full stop.

A third type of list is distinct from the first two examples:

- There should always be a complete introductory sentence (ending with a colon).
- The list items are complete sentences.
- Unlike sentence fragments, list items that are complete sentences need not be grammatically parallel.
- The list items have normal sentence punctuation. This allows some more detailed items to be included if necessary. However, it is preferable to keep items consistent in appearance.

The nature of the text determines which type of list is most appropriate. The first and third examples above are preferred. Brief comments suit the first format; more complex information suits the third type of list.

Do not use semicolons on sentence fragments within lists (this point differs from FAO style) except where it is legal usage, essential for the meaning of the whole or when preserving the punctuation of quoted material presented in list format.

If it proves very difficult to make list items consistent in format (all sentence fragments or all complete sentences; all sentence fragments based on nouns (as in the first list example and secondary bullets in the second list example); or all opening with verbs (second example)), this may indicate that a bullet list is not the appropriate way to present the information. Normal text paragraphs should be used instead.

16.3 In-line or numbered lists

Use Arabic numerals, not Roman numerals or letters: (1), (2), (3) not (i), (ii), (iii) or (a), (b), (c).

Numbered lists should be used only for a sequence of items such as the steps in a process or a series of instructions. The introductory sentence may point to the use of numbers (e.g. “There are eight steps in the determination of equivalence:”).

17. Numbers and Units

Degrees Celsius. Note that FAO style prescribes a space between the numerals and the °C in accordance with SI unit rules. (This is not common practice in scientific and technical literature.) To avoid °C becoming separated from the value, use a non-breaking space (control+shift+spacebar). (The degree sign can be obtained under Insert | Symbol for TimesNewRoman or by using typing alt+numberpad 0176 on a PC or shift+option+8 on a Mac.)

Litre, tonne. Do not abbreviate the words litre and tonne.

Percentages. FAO style is to use “percent” in text and the % symbol in tables. However, some discretion may be applied to IPPC documents, particularly ISPMs, where % may be used in text if it is used in a technical context such as DPs, confidence levels or sampling methods. The symbol should not be used in the text of less technical IPPC documents.

Numbers (general). Decimals are separated by spaces, for instance 5 000, 10 000 (for further guidance see FAO style).

Telephone and fax numbers

The preferred format is the simple string of digits most commonly used nowadays for entering numbers in mobile phones²⁰:

+39 06 4884293, +44 1904 455161, +64 4 8940731

Note that Italy is unusual in requiring a zero in the city code. Insertion of one space in the middle of the main string of digits may be useful for readability for eight or more digits.

18. Specialized Punctuation

18.1 En dashes

En dashes are used for numerical ranges (without spaces):

pp. 23–46; 1994–1997; steps 2–5

En dashes may also be used – sparingly – as paired parenthetical dashes (with spaces) if there is a reason, such as emphasis, to prefer them in place of paired commas or parentheses. They are achieved by typing control+numberpad - (Mac: option+hyphen). Please also refer to FAO style for further guidance.

Em dashes should not be used in IPPC documents.

18.2 Non-breaking punctuation

Non-breaking space. PC, Mac: control+shift+spacebar. It is recommended to use a non-breaking space in “ISPM [No.]”, for units, figure numbers, between title and name, and similar cases.

Non-breaking hyphen. PC: control+shift+hyphen; Mac: command+shift+hyphen.

Non-breaking en dash. Not available in Word but can be substituted with a minus sign, which, although placed higher than the en dash, is of similar length.

18.3 Primes, straight apostrophes and straight quote marks

In DNA sequences (5'-CTG AAA ...) a prime (') (Unicode 2032) is used, or a straight apostrophe (') may be substituted. For minutes and seconds of latitude/longitude (41° 16' 40"S) a prime and double prime (") (Unicode 2033) are used, or a straight apostrophe (') and straight quotation mark (") may be substituted. Because Word is usually set to automatically convert straight quotes to curly quotes, the easiest way to arrive at the straight format is to type an apostrophe and then immediately undo the change that Word has made (PC: alt+backspace; Mac: command+z) before typing further.

18.4 Commas in run-on lists

FAO style says that run-on lists of items within a sentence should not use the serial (Oxford) comma after the penultimate item (e.g. “The items are A, B, C and D.”). However, in some instances a serial comma may be essential to avoid ambiguity or confusion (e.g. “The possible components are A, B, C and D, and E and F.”).

19. Tables and Figures

Figures include photos, line drawings and flow charts.

All tables and figures should be referenced in the main text of the document and be numbered in the order in which they are referred to in the text.

²⁰ FAO style recommends: (+39) 06 57053405. However usage in FAO documents often diverges.

Figure citations are not abbreviated (i.e. “Figure” not “Fig.”, even in parentheses). Citation of multiple figures takes the form “Figures 18 to 20” (not 18–20) and “Figures 2(a) and 3(a)” (with capitalization of the part label following the caption and figure itself).

The position of tables should be close to their in-text citations.

The position of figures should be close to their in-text citations and preferably at the top of a page. (In DPs with many figures, they are sometimes collated in a *Figures* section at the end of the document.)

19.1 Tables

A table’s caption is positioned above the table. It is presented in sentence case but does not end with a full stop unless it comprises more than one sentence. The caption identifier is presented in bold and with a full stop (e.g. “**Table 1.**”).

Column headings are centred, except for the first column, which is aligned left. Headings are in sentence case.

In the table cells, numerical entries are aligned right or centred, depending on the data. Text entries are aligned left. Text entries are in sentence case but without a full stop unless they comprise more than one sentence.

Table notes should be indicated with symbols (e.g. †, ‡) rather than Arabic numerals, as they may otherwise be confused with the footnotes in the text or with data in the table cells. Table notes restart for every table.

19.2 Figures

A figure’s caption is positioned below the figure. It is presented in sentence case, and ends with a full stop. The caption identifier is presented in bold and with a full stop (e.g. “**Figure 1.**”).

In the caption, parts of figures are presented in parentheses and follow capitalization (i.e. (a) or (A)) of the part labels in the figure itself.

For morphological figure plates (i.e. showing insect parts), the individual figure numbers of the plate (but not any parts of each figure) are presented in bold within the caption.

Figure credits:

Figures that have been reproduced from a previously published source should have a short-form citation in the caption, and the corresponding bibliographic entry should appear in the *References* section. The figure number and the page number it appears on in the original source should be given if known (in the form “Smith, 2015, fig. 7, p. 113”). Permission must be sought from the copyright holder to use the figure, and any special permissions text requested by the copyright holder recorded.

Photos or drawings acquired specially for the document (not published elsewhere) from an individual or a photo library should have an attribution under the caption, noting permissions, if required. For example:

Photo courtesy E. Feichtenberger, Instituto Biológico, Sorocaba, Brazil.

(for multiple part photos use the format “Photos courtesy (a) [name]; (b) [name]; and (c) [name].”)

Canadian Food Inspection Agency, reproduced with permission.

FAO photo/19872.

Reproduced from Crop Protection Compendium, © CAB International.

Note that *photo* is an accepted word in its own right, and not just an abbreviation of *photograph*.

20. Word List

This section lists some words commonly used in IPPC documents where there may be doubts regarding correct spelling. ISPM 5 (*Glossary of phytosanitary terms*) should be consulted for correct phytosanitary terminology (e.g. “bark-free wood” not “wood free from bark”, or “pest risk” to be used in the singular).

Most spellings are according to FAO style. Those marked with “(pref.)” are currently preferred choices where there is no direct guidance in FAO style and varying options (e.g. whether to compound or hyphenate) are used within FAO documents, dictionaries and scientific literature. Those marked (IPPC, cf. FAO) are recommended deviations from FAO style, commonly determined by previous widespread use in ISPMs and other IPPC documents, for technical reasons, or where international usage has shifted away from the prescribed FAO style.

acknowledgement
ad hoc (not italicized, not hyphenated if used adjectivally)
adviser
air-conditioning
air-dried (adj.); air-dry (v.)
amend (ISPMs, supplements, annexes and appendices are “amended”)
amendment (affects a specific part or parts of the document)
among (not “amongst”)
analyse
appendix, pl. appendices
Arabic (abbrev. Ar)
backup (n., adj.); to back up (v.)
before (pref., avoid “prior to”)
buildup (n.); to build up (v.)
by-product
cannot (not “can not”)
checklist (but note “flow chart”)
Chinese (abbrev. Zh)
coloration
colour
compare (abbrev. cf.)
cooperation
coordinate
cost-effective (adj.)
cost-effectiveness (n.)
cross-contamination
data (plural), data bank, database
deep wood borer, dry wood borer (not hyphenated)
dose-response curve
eliminate (supplements, annexes and appendixes)
e-mail
end use
end-point

English (abbrev. En)

Expert working group (lower case when generic, initial caps when specific; abbrev. EWG)

favour, favourable, favourite

field-grown, glasshouse-grown, greenhouse-grown plants

flow chart (but note “checklist”)

follow-up (n., adj.); follow up (v.)

footbath (pref.)

for instance (abbrev. e.g.; not italicized, not followed by a comma, not followed by “etc.”)

forum (pl. fora)

French (abbrev. Fr)

fruit fly-pest free area (pref.)

fruit-bearing branch, plant (hyphen)

glasshouse (cf. “screen house”)

half-life

hours (abbrev. h)

hydrolyse

in situ, *in vitro*, *in vivo*, *inter alia* (italicized and not hyphenated if used adjectivally)

Internet

IPPC Secretariat (use only “Secretariat” alone, when this has been specified at first mention)

ISPM(s), draft ISPM

-ization, -ize, -izing (but note “analyse”, “catalyse”, “hydrolyse” and “supervise”)

judgement (but “judgment” in legal cases)

kiln-dried (adj.); kiln-dry (v.)

life stage (pref.)

life-stage (adj.)

List of topics for IPPC standards (initial cap only, italics)

log in / on (both prepositions can be used as equally correct)

log out / off (both prepositions can be used as equally correct)

member consultation (lower cap, initial cap when specific *Member consultation 2013*)

meter (object that measures), metre (unit of measure)

micro-organism

microtube (and other micro- compounds closed up except “micro-organism”)

minutes (abbrev. min)

multipanel (and other multi- compounds closed up unless followed by “i” e.g. “multi-institutional”)

mutatis mutandis (italicized)

national plant protection organization (lower case when generic, initial caps when specific; abbrev. NPPO)

non-breaking spaces between all numbers and units

non-compliance (and other non- compounds usually hyphenated, but note “nonconformity”)

offcut

Officer (when qualified as in “Capacity development Officer”)

organize, organization (unless a specific name defined otherwise, e.g. Organisation for Economic Co-operation and Development)

overwinter(ing) no hyphen

packing house (n.), packing-house (adj.)
panel (lower case *p* when no reference to a specific panel; initial cap when referring to a specific panel
e.g. Technical Panel on Diagnostic Protocols)
parapheromone (and other para- compounds closed up)
percent (in text), % (in tables) (however, % is permissible in technical text)
pest free area
presence (not “occurrence” of a pest)
posteroangular (pref.)
posteromarginal (pref.)
predetermine (and other pre- compounds closed up except where confusion might arise, e.g. pre-empt,
pre-set, pre-test)
reapply (and other re- compounds closed up except when followed by “e”, e.g. re-export, or where
necessary to distinguish meaning, e.g. recount/re-count, resort/re-sort, reform/re-form)
record keeping
regional plant protection organization (lower case when generic, initial caps when specific; abbrev.
RPPO)
revision (affects entire document)
revoke (ISPMs)
Russian (abbrev. Ru)
screen house (pref., cf. “glasshouse”)
seconds (abbrev. s)
sensu lato (abbrev. *s.l.*)
setback (n.); to set back (v.)
set-up (n.) (pref.); to set up (v.)
side-effect
Spanish (abbrev. Es)
specification (lower case when generic, cap when in title *Specification 51*)
stand-alone (adj.); to stand alone (v.)
Standard setting procedure (initial cap, lower case)
Standard setting process (initial cap, lower case)
Standards Officer
stereomicroscope (pref.)
steward (lower case)
subnational (and other sub- compounds usually closed up unless followed by “b”, e.g. sub-basin; but
note sub-Saharan)
substantial concerns commenting period (lower cap, initial cap when specific *Substantial concerns
commenting period 2013*)
Survive (not “persist”)
Technical Panel on XXX (initial caps when specific, abbreviated TPXX; lower case when generic *the
technical panel did not...*)
test-tube
that is (abbrev. i.e.)
trace-back
versus (not italicized; abbrev. “vs”)
website (IPPC, cf. FAO: “Web site”)

while (not “whilst”)
wood borer, wood wasp
wood-boring beetle, moth, wasp
work plan

Additional words and phrases used in diagnostic protocols

1 kilobase (kb) band (no hyphen)
1% blocking solution (w/v) or (v/v)
1.5 U Taq DNA polymerase, AMV reverse transcriptase (U is standard unit for enzymes, and note Taq DNA polymerase is not italics and include “DNA”)
1:1 (w/v) (no spaces)
10 ml “was” (singular) not 10 ml “were”
10× magnification, 2× washing buffer (i.e. concentration) (no space)
15 000 g (italics) not 15 000 × g
15 ml sterile water (not 15 ml of sterile water)
588 base pair (bp) amplicon (no hyphens)
6th tergite (not sixth, fifth, etc.)
brand or company names do not use all caps even if given as such on website (e.g. Qiagen not QIAGEN)
c.f.u. and r.p.m. (full points as for all lower case abbreviations like e.g. and i.e.)
country for manufacturers: *do not* list this
coverslip not cover slip
crossvein (no hyphen)
Ct = cycle threshold (PCR)
“cycling parameters” for PCR rather than “reaction conditions” preferred
days, weeks, years are not abbreviated: use words not numbers with them (i.e. one year, three days)
DNA, RNA, dNTPs (no need to spell out, but do define ribosomal (r)RNA and mitochondrial (mt)DNA)
EcoRI, *HindIII* and similar
first, third, etc. (not 1st, 3rd) instar
GenBank accession number (cap G cap B)
Generally speaking, protocols should be described in present tense but not imperative mood
L-arabinose and D-fructose (small initial caps)
Molar concentration should be consistent in each DP (i.e. either 10 mM or 10 mmol/litre, not both)
nucleotide (nt)
PBS, not PBS buffer
per (use solidus (/) for per, not the negative index)
phenol–chloroform (en dash not hyphen)
Plant “tissue” is taken from a specific part of the plant whereas plant “material” is more general
polymerase chain reaction (PCR) (no caps when spelled out)
Primer sequences: present in the format:
 Pospil-forward (F): 5′-GGG ATC CCC GGG GAA AC-3′ (nucleotide (nt) 86–102)
proteinase-K
Ribonuclease (RNase) A
ring test (no hyphen)

Strains A, B and C (not “A”, “B” and “C”)

TaqMan

tissue print-ELISA, tissue print real-time RT-PCR (no hyphen between tissue and print)

Tris-HCl (cap)

Triton X-100 (cap)

Tween 20 (cap, no hyphen)

[additions welcomed]