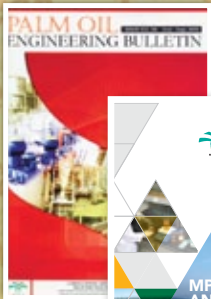


MPOB HOUSE STYLE

A GUIDE FOR MANUSCRIPT PREPARATION



MALYSIAN PALM OIL BOARD
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PREFACE

MPOB HOUSE STYLE is a guide for staff of Malaysian Palm Oil Board (MPOB) who are preparing for internal reports, seminar papers or working papers, and also for writers - within MPOB or from elsewhere – who are preparing manuscript for submission to MPOB publications. The instructions contained in this guide are derived from various sources, but largely from the recommendations of the British Standards Institution (BSI). It is important for MPOB as a research organisation to have clear and consistent style for the presentations of information, to assist readers in understanding and assimilating the substance of reports or papers as readily as possible.

This is third revision of the *MPOB House Style*, with format to facilitate reference, guidelines and clear instructions on matters relating to manuscript preparation. This revised edition incorporates feedbacks and suggestion received after the previous editions appeared in 1983, 1990 and 2004. It is hoped that this House Style will be used conscientiously by all concerned, so as to ensure that they conform to formats which fulfill the requirements of MPOB. Such conscientiously will contribute significantly to the enhancement of MPOB reputation as a centre of research.

This guide serves as the 'in-house style' for all MPOB publications. comments and ideas are welcomed to further improve the quality of this book.

Director-General
MPOB

INTRODUCTION

Since its establishment in May 1979, the Malaysian Palm Oil Board (MPOB) (then PORIM) has carried out research and development work for the Malaysian oil palm industry. The results and information generated by the research and development programmes are disseminated to a wide audience throughout the world.

Some approved professionals and organisations, including oil palm estate owners, palm oil millers, palm oil crushers, palm oil refiners and various research institutions both in Malaysia and abroad receive the Board's publications free of charge; others pay a nominal charge for them.

A brief sketch of the scope of MPOB's publications are as follows:

REGULAR PUBLICATIONS

MPOB Annual Report/*Laporan Tahunan MPOB*

The Annual Report/*Laporan Tahunan* of the Board contains the report of the Director-General summarising the progress of the work of the Board. It also records the research programmes and work of each division of the board and includes a list of all publications by the senior staff and a statement of accounts.



Annual Research Review

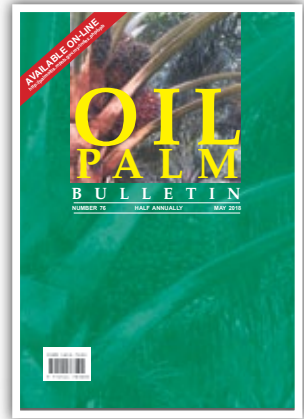
The *MPOB Annual Research Review* describes a summary of progress and development in the various research programmes undertaken by MPOB during a given year. It provides an insight into what has been achieved and also considers the outlook for the future.

REGULAR ADVISORY PUBLICATIONS AND SERIALS

Oil Palm Bulletin

<http://palmoilis.mpob.gov.my/index.php/opb>

The *Oil Palm Bulletin* is currently one of the medias for communicating information and news to planters, millers, refiners, oleochemical producers and palm oil users. It is a half-yearly publication, appearing in May and November, and covering aspects of oil palm cultivation and palm oil production, processing, refining, end-use, marketing, *etc.* Its regular features include selected abstract and brief items on relevant topics, including MPOB own activities.



Palm Oil Developments

<http://palmoilis.mpob.gov.my/index.php/pod>

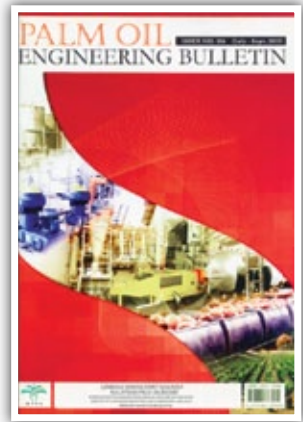
Palm Oil Developments contain short articles on developments in palm oil research, advances in technology and new uses for palm oil. It also contains news briefs and industry statistics. It is published twice a year, in June and December.

Palm Oil Engineering Bulletin

<http://palmoilis.mpob.gov.my/index.php/poeb>

This is a quarterly bulletin. Its objectives are:

- to keep engineers informed on important development which affects their profession and the palm oil industry;
- to highlight problem areas and discuss possible solutions; and
- to provide a forum for the engineers to express their views and discuss any matters of interest to the industry.

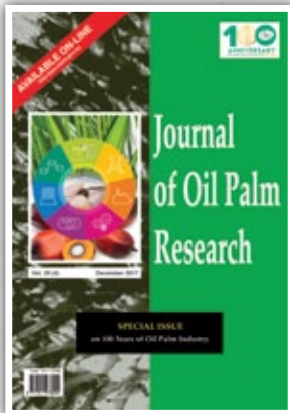


Journal of Oil Palm Research

<http://jopr.mpob.gov.my>

An international refereed journal, carries full-length original research, review papers and short communications on various aspects of oil palm/palm oil and other palms. It also includes reviews of relevant books. The journal is published four times a year, in March, June, September and December.

JOPR is indexed in Web of Science (WoS) and Scopus.



Oil Palm Industry Economic Journal

<http://palmoilis.mpob.gov.my/opiej/>

The journal contains articles related to economic research and the trade aspects of the palm oil industry which will serve to meet the needs of those who want to stay abreast of developments in these areas. It is published twice a year (March and September).



AD-HOC PUBLICATIONS

Proceedings of Workshops

These are records of workshops and seminars organised by MPOB on various topics of interest related to the palm oil industry.

Other Publications

These consist of promotional literature such as coffee table book, pamphlets, brochures, *etc.*



GUIDE TO STYLE

Organisation

Good technical writing begins with effective and logical organisation. This is best achieved by striving for accuracy, brevity and clarity. The writer should always think of the reader and how to help readers understand the message being conveyed. Avoid unfamiliar word, jargon, clichés and excessively long sentences. Experience shows that accuracy, brevity and clarity can be obtained by using words and simple sentences.

The material to be presented should be arranged logically. Thoughtful consideration of the subject and anticipation of the readers' needs and questions will usually indicate to the writer the type of organisation required. For general articles, the following deserve careful attention: title, abstract, introduction, comprehensiveness and relevancy of the subject matter, conclusion and references. For research papers, there are various forms of presentation but certain component parts are considered standard and will normally be included, as indicated below.

Title

The title should be concise but should also contain the maximum relevant information so as to facilitate easy indexing and general information retrieval. Brevity should be balanced against descriptive accuracy and completeness. Below the title and abstract, keyword should be given.

Abstract

An abstract normally not exceeding 200–250 words must state clearly the objective of the paper or the study reported, provide a concise description of the work, and present the principle observations or results and the major conclusions. For *Oil Palm Bulletin*, the abstract must be written in both Malay (Bahasa Malaysia) and English.

Introduction

This is usually a statement of the purpose of the paper. It describes the background and objectives of the work reported and usually gives some basic references to the published literature or to past reports.

Experimental/Materials and Method

This is a general heading; it may be followed by subheads if appropriate. It normally provides sufficient details of the method and equipment used to allow the work to be repeated by other interested researchers.

Results and Discussion

Result should be concisely presented (in the form of tables and figures when appropriate) and should give enough data to justify the conclusions. The discussion must point out the significance of the findings and, as far as possible, relate the new information to previous knowledge. Results and Discussion may be presented together or as two separate sections.

Conclusion and Recommendations

The conclusion represents a clear and orderly presentation of the deductions made from the results of the work. Recommendations are concise statements of any further action deemed necessary as a results of the conclusion reached. Many papers will have a conclusions can be presented in the Discussion. Recommendations need only be included when the nature of a paper calls for such a section.

PREPARATION OF MANUSCRIPT

Language

Manuscript should be written in English (or Bahasa Malaysia when appropriate) and the usage of language, including spelling and grammar, should be in accordance with standard English (or Bahasa Malaysia) practice.

Authors whose command of the language is uncertain or weak should have the paper checked for linguistic errors before submitting it for publication.

Use only abbreviations and nomenclature that are accepted by professional organisations, or that are well known through long and common usage. Newly coined expressions should be explained at first appearance in parentheses or by way of a footnote.

Characters from foreign languages, engineering or mathematical symbol, and other items liable to misinterpretation or misprinting must be clearly drawn or written. Carefully draw any characters not available on a standard keyboard: μ for Greek μ (mu); ρ for Greek ρ (rho); ω for Greek ω (omega), etc.

Units of measurements should be consistent and the metric system is to be used (*See Units of Measurement*).

Copy Preparation

Manuscript for Publication

- a) Manuscript should be type in double-spacing on one side only of A4-size paper.
- b) Use font size 12 pt. Times New Roman @ Arial when preparing your manuscript.
- c) A margin of at least 4 cm should be allowed on the left hand side of each page, and one of 4 cm on the right.
- d) The copy submitted should be final version of the text - alterations and corrections after it has been typeset are expensive, difficult and time consuming; they cause delay in the production schedule, and greatly increase the possibility of other errors being introduced.
- e) The pages should be numbered at the bottom consecutively and securely fastened together.
- f) Tables should be on separate sheets, properly numbered, and their positions should be clearly indicated in the text. The same applies to figures and other illustrations.

Reports, Working Papers and Seminar Papers

- a) These should be typed in single-spacing with 1½ space between paragraphs, on one side only of A4-size paper.
- b) Leave margins of at least 3 cm (top), 2.5 cm (bottom), 3 cm (left) and 2.5 cm (right).
- c) Use only 12 pt. Times New Roman @ Arial.
- d) (Justify) where possible.
- e) Always ensure that the printouts are sufficiently dark.

References

The references cited should be to original sources. If this is not possible, a secondary source (*e.g.* abstract, book, *etc.*) may be used, but it should be cited along with the original reference. The Harvard system of citation should be used.

In the Harvard system, references in the text are cited by giving the name of the authors with the date of publication in parentheses. If the author's name occurs naturally in the sentence, *e.g.* 'Kushairi (2017) pointed out...' the year is given in parentheses; if not both name and date are so given, *e.g.* 'This work (Parveez *et al.*, 2018)...'. When the same author has published more than one cited document in the same year, these are distinguished by adding lower case letters a, b, c, *etc.* after the year and within parentheses *e.g.* '(Kushairi, 2018a) discussed the subject briefly... In another article (Kushairi, 2018b), a detailed discussion...'.

When more than two authors are involved, use *et al.* after the name of the first author.

In the list of references, arrangement of publications is in alphabetical order, by the authors' last names (taking the first author's name where there is multiple authorship). With multiple references to same author(s), citations are arranged in ascending chronological order - Parveez (2016)... Parveez (2017), *etc.*

Other points to note are:

- a) The listing of papers by a single author precedes that of any papers by the same author with co-authors. Arrange the list by single author, followed by double authors, triple authors *etc.*
- b) Do not use *et al.* in the reference list. List all authors by name.
- c) Government agencies or institutions may be cited as authors. *e.g.* MPOB, FRIM, MARDI, *etc.* (but such acronyms should be explained once in the text unless their meaning is obvious).

Examples of Citations

a) Books with One or More Authors

Name of author(s) (Year of Publication). Title of book (*italic in print, underlined in typescript*), edition, volume, name of publisher, Publisher's location, first and last pages of portions referred to.

Anonymous work may be cited with 'Anon' in place of the author's name.

e.g. Ariffin Darus (2000). Major diseases of oil palm. *Advances in Oil Palm Research* (Yusof Basiron; Jalani, B S and Chan, K W eds.). MPOB, Bangi. p. 596-623.

b) Journal Articles

Name of author(s) (Year of publication). Title or article. Abbreviated name of journal (*italics*). Volume number. First and last page of the article.

e.g. Kushairi, A; Rajanaidu, N; Jalani, B S and Zakri, A H (1999). Agronomic performance and genetic variability of *dura* x *pisifera* progenies. *J. Oil Palm Res.*, 11: 21-24.

c) Non-English References

Name of author(s) (Year of publication). Title of article. Name of publication (*italics*)(abbreviated, if journal), volume, issue number (if relevant), first and last page of article. Particular care should be taken with diacritical marks: they should be checked against the original and inserted by hand on the typescript (if necessary).

e.g. Reyes Cuesta, R; Bastidas Perez, S and Pena Rojas, E A C (1997). Distribucion del sistema radical de la palma de aceite (*Elaeis guineensis* Jacq.) en Tumaco, Colombia. *Revista Palmas*, 18: 49-57.

d) Paper Accepted but not yet in Print

Name of author(s) (Year of publication). Title or article. Name of publication (*italics*)(abbreviated, if journal). DOI No.

e.g. Barcelos, E; De Almeida Rios, S; Cunha, R N V; Lopes, R; Motoike, S Y; Babiychuk, E; Skiryucz, A and Kushnir, S (2015). Oil palm natural diversity and the potential for yield improvement. *Front Plant Sci.*, DOI:10.3389/fpls.2015.00190.

e) Paper Presented at a Conference

Name of author(s) (Year of presentation). Title of paper. Title of conference etc. Place, Date, Month and Year.

e.g. Yusof Basiron (2002). Palm oil stock reduction through biofuel program. Paper presented at the National Seminar on Positioning the Malaysian Palm Oil Industry in Challenging Times. Equatorial Hotel, Bangi. 20 February 2001.

f) Personal Communication

Name of person or organisation (Year) Personal Communication. Place.

e.g. Anis Mokhtar (2017). Personal communication. MPOB, Bangi.

g) Paper in Published Proceedings of Conference, Congress, etc.

Name of author(s)(Year of publication). Title of article. Title of proceedings (italics) etc. Place, Year, First and last page of article.

e.g. Mohd Basri Wahid; Norman Kamarudin; Jackson, T and Zulkifli Masijan (2003). Occurrence of parasitic nematodes *Elaeolenchus parthenonema* in the pollinating weevil, *Elaeidobius kamerunicus* and its possible implications on fruit set. *Proc. of the PIPOC 2003 International Palm Oil Congress - Agriculture Conference*. MPOB, Bangi. p. 425 - 448.

h) Thesis

Name of person (Year). Title. Degree for which thesis was written. Name of University, location.

e.g. Parveez, G K A (1998). *Optimization of Parameters Involved in the Transformation of Oil Palm Using the Biolistics Method*. Ph.D thesis, Universiti Putra Malaysia.

i) Unpublished Data

Name of person. Unpublished data. Name of organisation or institution, location.

e.g. Rozana Abu Bakar. Unpublished data. MPOB, Bangi.

j) DOI

e.g. Parveez, G K A; Bahariah, B; Ayub, N H; Masani, M Y A; Rasid, O A; Tarmizi, A H and Ishak, Z (2015). Production of polyhydroxybutyrate in oil palm (*Elaeis guineensis* Jacq.) mediated by microprojectile bombardment of PHB biosynthesis genes into embryogenic calli. *Front. Plant Sci.*, 6: 598. DOI:10.3389/fpls.2015.00598.

Barcelos, E; De Almeida Rios, S; Cunha, R N V; Lopes, R; Motoike, S Y; Babiychuk, E; Skiryucz, A and Kushnir, S (2015). Oil palm natural diversity and the potential for yield improvement. *Front Plant Sci.*, 6: 190. DOI:10.3389/fpls.2015.00190.

k) Website

Website (Year). Title of article. (Link), accessed on (date accessed).

e.g. Transparency Market Research (2016). Nutrigenomics market - global industry analysis, size, share, growth, trends and forecast 2012 - 2018. <http://www.transparencymarketresearch.com/nutrigenomics-market.html>, accessed on 14 March 2016.

e.g. Harrison- Dunn, A-R (2015). Nestle files casein infant formula patent for better insulin sensitivity. <http://www.nutraingredients.com/Research/Nestle-files-casein-infant-formula-patent-for-betterinsulin-sensitivity>, accessed on 14 March 2016.

l) Others

e.g. Junaidah, J; Kushairi, A; Isa, Z A; Mohd Din, A; Noh, A and Rajanaidu, N (2004). PS7: High bunch index breeding population. *MPOB Information Series No. 228*.

Tables

A table may contain short descriptions or numerical data. Tables should be self-explanatory, have descriptive titles and should supplement, not duplicate the text and figure. Relationships and comparisons are established by the correct choice of column heads (captions vertical columns) and stubs (captions of horizontal rows). Numbers in a column are more easily compared than numbers in a line. If possible items that are to be compared should in the same column.

Spacing is of vital importance in tables and its proper use makes it possible to omit most lines from tables as in the modern practice.

- a) All tables must be cited in the text consecutively and numbered in Arabic numerals.
- b) References in the text to tables should be in italics.
- c) The position of tables should be marked in the text.
- d) The word 'TABLE' and the remainder of the table heading should be in capitals, bold and justify centre.

e.g. **TABLE 3. PALM OIL IN VEGETABLE GHEE AND VANASPATI**

The table heading can carry a sub-heading in brackets in lower case.

e.g. **TABLE 2. COVARIANCE ANALYSIS OF CHARACTERS X AND Y
(at population, family and seeding levels)**

Crowding of heading should be avoided.

- e) Column headings should not be repeated.

Not Acceptable

Item	Run 4/1	Run 4/2	Run 4/3
------	---------	---------	---------

A better way to present this would be:

Item	Run		
	4/1	4/2	4/3

Every vertical column should have a heading.

- f) Both column heads and stubs should be in Roman.
- g) Tables are not framed and vertical lines should be drawn only when necessary.
- h) Dividing rules, especially horizontal ones, should be kept to a minimum.

Horizontal lines are used only for special purposes to indicate main groups which are subdivided and require a special side heading.

- i) Units of measurement and abbreviated, must be part of the column heading and should not be repeated in the body of the table.
- j) For values less than one, a zero should precede the decimal point, *e.g.* 0.75 and not .75.
- k) In some cases multiplication of all entries in a column by some particular power of ten allows presentation of values in less space. The column should have an appropriate heading *e.g.* '000 t.
- l) The inclusion of structural formulae in tables should be avoided.
- m) As far as possible, the International System of Units (SI) should be used. Where it is not possible of appropriate, the equivalent in metric or SI units with an explanation should be given in the footnote at the bottom of the table, if not already given elsewhere in the paper.
- n) Lengthy tables should be examined critically in an effort to recognise and reduce them so that they can be fitted into double-spaced.
- o) Tables (including all headings and footnotes) should be typed double-spaced.

- p) Footnotes to both the heading and the body of the tables are indicated by lower-case letters in alphabetical order, placed as superscripts and listed consecutively as part of each table. In tables, footnotes are placed at the bottom of the table itself and are printed in smaller font.
- q) Short tables consisting of not more than three lines and four columns may be run directly into the text by means of an introductory sentence. These tables do not have titles nor are they numbered.
- r) Ditto marks (“) should not be used.
- s) Blank spaces should be indicated by a dash (-).
- t) Decimal points and units of tens should be aligned.
- u) Any peculiar symbol or abbreviation used must be explained in the footnotes to the table if not earlier explained in the text.

Illustrations

Illustrations should be included only when they substantially increase understanding of the text. Authors must submit accurate, clear and well-proportioned illustrations. Failure of an illustration to meet these requirements usually means a delay in publication of the manuscript. Recommendations for the presentation and submission of illustrations accompanying manuscript are as follows:

- a) A sets of illustrations must be included with each copy of manuscript.
- b) All illustrations must be cited in the text consecutively.
- c) References in the text to an illustration must be in italics.
- d) The position of an illustration should be marked in the text.
- e) All illustrations should be numbered in sequence, with Arabic numerals, in order of appearance in the text as Figure 1, Figure 2, *etc.* Terms such as ‘Chart’ or ‘Plate’ should be avoided.

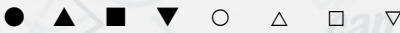
- f) Every figure must have a caption that includes the figure number and a brief, informative title. The caption should provide enough detail to make the figure self-contained.
- g) The words 'Figure' and the caption should be in italics.
- h) Photographs

Digital

- Images must be in TIFF format, png, jpeg and gif with a resolution of not less than 300 dpi (or not less than 3 MB for a photo) as a result of a quality camera. It also must be from the original source (digital camera or Photoshop software). Picture in the text is not the highest quality for printing, so the original image must be submitted separately.

i) Drawing and Graphs

Uniformity should be maintained in all artwork prepared for a single manuscript.

- A good illustration is clear and simple. Lines and working should be kept to a minimum.
- The number of curves on a graphs should not exceed **four**.
- The axes of graphs should be labelled clearly with both the quantity measured and the units in which it is measured.
- Each caption should be parallel to its axis.
- All lettering and numbers should read from left to right if possible, or from bottom to top if necessary.
- For plot-points the following symbols are recommended in order of preference:

- No lines should pass through any lettering or symbol.

j) Numbers in Text

As a rule, Arabic numerals are used to signify numerical values.

Write in full up to nine except where they occur with units of measurement or where several numbers are being compared.

e.g. Symptoms developed from three to five days after the experiment began. The numbers of trees affected in Plots A, B, and C were 155, 21 and 5 respectively.

- Commas are not used in numbers; they are arranged in groups of three.

e.g. 11 321 not 11,321
102 280 not 102,280

However, a number with four digits has no space (unless it appears with other larger numbers in a table).

- A number at the beginning of a sentence is normally written in full. Preferably the sentence should be recast to avoid putting a number first.
- When a period of years is indicated by two dates separated by a dash the minimum number of figures should be used.

e.g. 1952-3, 1967-73

However, write 16-18 not 16-8 (This rule applies to all numbers in the group 10-19 in each hundred).

- Figures should be used for numbers expressing a series and for page numbers and dates.

e.g. 147°C-200°C
p.1-8
1 January 2001

- Decimals should be used instead of fractions for mixed numbers.

e.g. 2.5 litres instead of 2½ litres

- In writing compound number adjectives the shorter of first number should be spelt.

e.g. three 15-ml beakers

- To avoid the possibility of misreading, a zero should be placed before the decimal point in writing numbers with no integer.

e.g. 0.4973 not .4973

- The use of exponential numbers is encouraged when appropriate.

e.g. 3.2×10^6 instead of 3 200 000

- The number of significant figures given should be related to the accuracy. This applies for instance to 0s at the end of a series of digits; thus, 8, 8.0, 8.00 indicate different degrees of precision.

Numbering of Sections in the Text

Numbering may start with each chapter or part: 1.1, 1.2, 2.1, 2.2 and so on. Further sub-divisions may be introduced, for example 1.1.6, 2.1.9, 2.2.1. A third sub-division is rarely justified but may be used; further sub-divisions are not recommended. Instead, bullets (•) could be used to replace the numbers.

Headings in the Text

Attention should be paid to the use of proper headings. They assist the reader, especially at the second reading and they reveal to the writer any illogicalities in the arrangement of paragraphs.

a) Main Heading within Text

In bold, capital, capital and centred. Text immediately below this heading is not indented.

b) Sub-Heading

In bold with capital initial letters for main words above the text at the left of the page with no full stop. The following text should be indented.

c) Sub-Sub-Heading

Indented, bold, underlined, on same line as text followed by full stop. No initial capitals except for first word.

e.g.

BIOLOGY DIVISION ← Main heading

As from 1 September 1979, the agriculture research activities of the Oil Palm Branch, MARDI were reorganised to form the Biology Division of PORIM. Consequent...

Research Activities ← Sub-heading

The Biology Division devoted the major part of its research programme to research projects...

↓ Sub-sub-heading

Agromony. The investigation into the nutrition of oil palm is being carried out with the objective of examining the effect of....

Use of Italics

Italics help the reader to quickly distinguish letters, words or phrases from the rest of the text.

The use of italics in technical and scientific literature is very common and several conventions are rigidly observed.

The following are italicised:

- a) References to Tables, Figures, Experiments and Appendices in text.
- b) The captions for figures including the word 'Figure'.
- c) Sub-Sub-Headings.
- d) Words or phrases on which special emphasis is placed.
- e) Foreign words and phrases.
- f) Titles of books, journal, pamphlets and periodicals and their abbreviations.

- g) Hyphenated prefixes to formulae, such as *cis-*, *trans-*, *o-*, *m-*, *p-*, but not chemical formulae.
- h) Certain abbreviations:

<i>Ad-hoc</i>	<i>in vitro</i>
<i>cf.</i>	<i>in vivo</i>
<i>De novo</i>	<i>vice versa</i>
<i>e.g.</i>	<i>viz.</i>
<i>et al.</i>	<i>vs.</i>
<i>i.e.</i>	<i>in situ</i>

- i) Latin nomenclature, *i.e.* scientific names of plants and animal.
- j) Trade names.
- k) Mathematical variables.
- l) Identification of letters or words referred to, *e.g.* the letter h.

Scientific Names

The scientific names of plants and animals are Latin binomials and are underlined to appear in print.

- a) Generic and specific names of plants and animals should be italicised but not names of higher groups like orders and families.

e.g. Elaeis guineensis
but, *Palmae*

- b) The specific name should never begin with a capital letter.

e.g. Elaeis oleifera and never *Elaeis Oleifera*.

- c) All generic names should be italicised whether they stand alone or with the specific names except in cases where the generic names have been very commonly used.

e.g. the generic name *Melanococca*.

d) The name of a variety should not be italicised.

e) The authority associated with the scientific name.

Should be mentioned after the name when it appear for the first time; it should not be italicised.

e.g. Elaeis guineensis Jacq.

f) Where scientific names are used as adjectives and where they refer to the disease instead of the organism they should not be contracted.

g) If a name is repeated many times in the text, the generic name should be contracted.

e.g. E. oleifera for *Elaeis oleifera*

However, generic names must be spelt out at first mention.

Units of Measurement

a) Metric units or the International System of units should be used.

b) Abbreviation for units of measurement do not have full stops.

e.g. mm

c) The abbreviation for litre, l, is normally avoided; the words should be in full.

d) In the plural form, no 's' as added to abbreviations for units.

e.g. 8 cm
10 ml

e) Units of measurement should not be repeated unnecessarily.

e.g. 2 x 3 x 4 m instead 2 m x 3 m x 4 m

Exceptions include \$, % and °C and cases where there is a word between the measurements:

e.g. 9 m to 10 m
5 m and 11 m

If more than three measurements are given, the units are not repeated however.

e.g. 8, 10, 12 and 14 cm

- f) The abbreviation for a temperature value consists of two parts, *viz.* the degree sign and the distinctive abbreviation for the temperature scale used. The two parts should always be adjacent to each other.

e.g. 5°C to 10°C or 5°C-10°C but not 5° to 10°C or 5°-10°C

SYMBOL FOR CORRECTING PROOFS

Symbol (beside text)	Meaning	Example (inside text)
☞ or ☞ or ☞	delete	take it out
()	close up	print as <u>o</u> ne word
☞	delete and close up	close <u>u</u> p
^ or > or ^	caret	insert <u>here</u> <i>(something)</i>
#	insert a space	put <u>one</u> here
eg#	space evenly	space <u>evenly</u> where indicated
stet	let stand	let marked <u>text</u> stand as set
tr	transpose	change <u>order</u> the
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[set farther to the left	<u>L</u> too far to the right
]	set farther to the right	too <u>] far</u> to the left
~	set as ligature (such as)	encyclo <u>pa</u> edia
=	align horizontally	align <u>ment</u>
//	align vertically	// align with surrounding text
x	broken character	imper <u>fect</u>
□	indent or insert em quad space	
¶	begin a new paragraph	
(sp)	spell out	set <u>5 kg</u> as five kilogram
cap	set in CAPITALS	set <u>nato</u> as NATO
sm cap or s.c.	set in SMALL CAPITAL	set <u>signal</u> as SIGNAL
lc	set in lowercase	set <u>South</u> as south
ital	set in italic	set <u>guineensis</u> as guineensis
rom	set in roman	set <u>ratio</u> as ratio
bold	set in bold	set <u>important</u> as important
-/ or /#/	hyphen	infra-red

Symbol (beside text)	Meaning	Example (inside text)
<u>en</u> or <u>/u/</u>	en dash	2010–2012
∨	superscript or superior	year ¹ as in year ¹
∧	subscript or inferior	square ₃ as in square ₃
∧,	comma	
∨	apostrophe	
⊙	fullstop or period	
;	semicolon	
:	colon	
“” or “”	quotation marks	
(/)	parentheses	
[/]	brackets	
wf	wrong font	wrong si <u>z</u> e or type <u>f</u> ace
☐	move matter to right (indent)	☐ Claim fo quantam leap in yield and other trait improvements...
n.p.	begin a new paragraph	...in interpreting soil analytical data. ☐ Analytical values for organic...
run on	no fresh paragraph here	...in interpreting soil analytical data. Analytical values for organic...

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* The RRIM House Style is mainly based on recommendations of the British Standards Institution.

NOTES

