

Style Guide
Philippine Rice Research Institute
Updated, 2013

INTRODUCTION

We write for our readers to understand and appreciate the complexities of rice science and technologies in simple terms. For us to achieve this, keep in mind George Orwell's elementary rules:

1. Never use a metaphor, simile or other figure of speech that you are used to seeing in print. Avoid "PhilRice shines again" as headline.
2. Never use a long word where a short one will do (see examples of shorter and familiar words).
3. If it is possible to cut out a word, always cut it out (see roundabout phrases).
4. Never use the passive where you can use the active.

Passive: The newly released super rice variety was bred by PhilRice.

Active: PhilRice bred the newly released variety.

5. Never use a foreign phrase, a scientific word, or a jargon word if you can think of an everyday English equivalent.
6. Break any of these rules sooner than say anything outright barbarous.

A

ABBREVIATIONS and ACRONYMS

On first mention or use of a term or organization/institution/agency within an article or short publication, spell out and put the acronym or abbreviation, and meaning (in case of non-English terms) in parentheses immediately following the term.

✓ To start the year right, the Rice Engineering and Mechanization Division (REMD) held a planning and evaluation workshop from January 8 to 10 at PhilRice in Nueva Ecija. The REMD...

X Invited representatives from ADMP, AMTEC, and FSSRI provided a larger perspective on these issues confronting REMD.

Preceding sentences should spell out what AMDP, AMTEC, CEAT, IRRI, and FSSRI stand for. But if the institution is mentioned only once, do not abbreviate.

Unless an abbreviation or acronym is so familiar that it is used more often than the full form (e.g., **DA**, **NFA**, **GR**), or unless the full form would provide little illumination (eg, **DNA**) write the words in full on first appearance: thus, Department of Agriculture. After the first mention, try not to repeat the abbreviation too often; so write **the department** rather than **DA**. A page riddled with capital letters does not look good.

If an abbreviation can be pronounced (eg, **PhilRice**, **KOPIA**, **IRRI**), it does not generally require the definite article. Other organizations, except companies, are best preceded by **the** (**the DENR**, **the ADB**).

Avoid writing a list of abbreviations and acronyms.

X The DA, DENR, and DAR teamed up to implement RT.

✓ The DA, DENR, and DAR teamed up to implement reduced tillage.

Units of measures are spelled out on first reference. Abbreviated units cannot be made plural and have NO PERIOD, unless they end a sentence.

X At 90 kg N/ha, these varieties converted a kilogram of N into 84 kgs of grains.

Delete the letter s in kgs. Also, write h (hour), ha (hectare), g (gram), m (meter), mm (millimeter), min (minutes), etc. At fist mention of a unit of measure, in this case 90 kg N/ha, write first in full, or kilogram nitrogen per hectare, after which you can just write kg N/ha.

No periods in familiar abbreviations such as ie, eg, and etc. Everyone understands, and it saves space. In like manner, it is no longer necessary to put periods and spaces after name initials.

Use lower case for **kg**, **kph**, **l**, and other measures; and for **ie** and **eg**, which should both be followed by commas. When used with figures, these lower-case abbreviations should follow immediately, with no space (**1t/ha**, **1.5cm**, **50rpm**). Two abbreviations together, however, must be separated: 113.6kg/ha.

ABOUT

This is used only with round numbers. If a figure is explicitly stated to be an estimate, or implicitly presented as an approximation in the form of a round number, the word about is redundant (unnecessarily repetitive).

Examples:

1. Most government agencies take ~~about~~ 2.5 to 3 years to set this up. (2.5 to 3 is an estimate).
2. In ~~about~~ 10-15 days, eggs turn white as they are about to hatch.
3. The area is flat and is ~~about~~ 96.9 feet above sea level. (96.9 is an exact figure).

4. PhilRice tested Carranglan and Talavera varieties in ~~about~~ 24 locations nationwide. (24 is an exact number).
5. Further, ~~about~~ four of his researchers were adjudged best paper in various scientific meetings. (four is an exact number).

ACTIVE and PASSIVE VOICE

The ACTIVE VOICE structure of a sentence follows the somebody-does-something format. Meaning, the subject first, followed by the verb and then the object. The reverse is true with the PASSIVE VOICE: Something is done by somebody.

Active Voice:

1. Table 5 shows the results of bioassay from diamondback moth.
2. Scientists often favor the passive voice.

Passive Voice:

1. The results of bioassay from diamondback moth are shown in Table 5.
2. The passive voice is often favored by scientist.

ADVICE

ADVICE is a mass noun thus, "advices" is wrong. Use "some unsolicited advice..." or "pieces of advice." Its verb form is ADVISE.

The farmers were ~~advised~~ not to produce crops contaminated with heavy metal.

ALTOGETHER

Write ALTOGETHER when appropriate; not to be confused with ALL TOGETHER.

Despite the thunderstorm, the boat rides were ALTOGETHER thrilling.

AMONG OTHER THINGS

Write AMONG OTHER THINGS. But AMONG OTHERS is allowed when referring to persons. In the same manner, write FOR ONE THING, not FOR ONE.

- X 1. Among others, OFTD has conducted location-specific variety trials. (Write: AMONG OTHER THINGS).
- ✓ 2. PhilRice's role, noted the Secretary, dovetails with the department's rice policy objectives, citing, AMONG OTHER THINGS, PhilRice's activities to improve rice yields. (The sentence can further be improved, though. Note that PhilRice is

mentioned twice; as much as possible, use a word in a sentence only once. In the case of PhilRice, institute or agency can be used).

AMOUNT

The preposition of the verb AMOUNT is TO.

X: Total expenses will approximately AMOUNT TO P75, 000.

AMPERSAND (&)

Use only

- In certain company names: Procter & Gamble; Smith & Wesson
- When artistic considerations dictate; and
- In references: Barroga & Prado, 2013; R&D

Do not use to abbreviate the word-AND:

X We need to publish an update on hybrid & inbred rice production.

✓ We need to publish...AND inbred rice production.

AND, OR

Do not use both except in certain legal documents. Use any. Choose which is more appropriate to the sentence where it is used.

X He was hired to craft and/or implement the R&D programs.

✓ He was hired to craft and implement the R&D programs.

ANOTHER

ANOTHER means "one more of the same kind." It refers to something that somehow duplicates a previously stated quantity.

X He harvests some 25,260kg of eggplant and another 1,250kg of bush sitao every 6 months. (Use ANOTHER only when the figures are the same; as in the case above).

APOSTROPHES

The possessive form of a singular noun is an apostrophe followed by "s": PhilRice's pride, researcher's notebook.

Words ending with s, z, or x generally omit the "s": Dr. Asis' study.

Plural possessive

Add only an apostrophe: researchers' experimental fields, writers' hangout.

Compound nouns

When a sentence indicates joint ownership in a compound construction, the

possessive form is attached only to the second noun: Hanah and Jaime's wedding, Love and Myriam's follies.

Individual ownership is marked by a double possessive: Alfred's and Marlon's billboards.

Love and Myriam were into similar follies, while Alfred and Marlon each have their own billboard.

Do not put apostrophes into decades: the 70s into the 90s.

Phrases like two weeks' time, four days' march, six months' leave, etc, also need apostrophes.

APPRAISE

This word means to rate. It should not be interchange with APPRISE, which means to inform.

X: We appraised him of our mission and he readily offered the services and resources of his office. (APPRISE applies)

ASSURE

This word should always be used with an object.

- ✓ I have to constantly assure her...
- ✓ He assured the farmers of PhilRice's unwavering support for their rice production activities.
- ✓ Director Sebastian assured him that the bank's plan...

AT ABOUT

Do not use AT ABOUT in referring to time. At 9pm is acceptable and so is about 9pm, but not AT ABOUT 9pm.

A TOTAL OF

This phrase is an "excess baggage" (verbal deadwood or unnecessary word) unless to avoid starting with a numeral, especially when the figure is big.

Unnecessary use of the phrase:

1. Furthermore, a total of 266 germplasm entries were analyzed.
2. It occupies a total land area of 94ha, 85% of which is devoted to research and seed multiplication. (In this case, the word TOTAL can be deleted).

- ✓ A total of 2,822 plants were (not was) selected from the segregating generations.
- ✓ Exactly 134 unreplicated tests entries were evaluated in the 1991 WS.

When the numbers are easily absorbed by the reader, say less than a hundred, spell it out.

- ✓ Five scientists and researchers of PhilRice received science awards during the celebration. (Do not write: A total of five).
- ✓ Ninety-nine farmers in North Cotabato completed an intensive training course on the new rice technology.

AT, IN

Use AT to refer to exterior location, a general location, or a temporary location: The march ended AT the front gate of PhilRice.

Use IN to refer to an interior location: They were married at St. Therese Church IN Los Baños, Laguna

AT PRESENT

AT PRESENT means now; presently means soon:

She is living in Manila at present.

I will be with you presently. (Better to use soon; it is shorter).

AUDIOVISUAL

This in one word. Do not hyphenate it.

AVAIL

This word is ALWAYS followed by a pronoun and the preposition OF. It is a reflexive word that requires a pronoun.

Missing prepositions (in parentheses):

1. Twenty-six active members of cooperatives in Nueva Ecija, Pampanga, and Bataan availed (themselves) of the free training program.
2. He wants to avail (himself) of the technical services of PhilRice.
3. I want to avail (myself) of the services of your institute.

AVERAGE, MEAN, MEDIAN

The MEAN refers to the AVERAGE. It is the result obtained by dividing a sum by the number of quantities. The average of 4, 5, 7, and 8 is 24 divided by 4, is 6- the average.

Median is the middle number of points in a series arranged in order of size. The median grade in the group of 50, 55, 85, 88, and 92 is 85. The average is 74.

B

BACKCROSS

This is one word. Do not hyphenate it.

BECAUSE

This denotes a specific cause-and-effect relationship.
I like brown rice because it makes me healthier.

BETWEEN

Always use AND with BETWEEN.

X between you and I
✓ between you and me

X The temperature should be between 22°C to (use AND) 32°C with 27°C as the optimum.

Also, do not use a hyphen for AND when the word BETWEEN precedes the first of two related figures or expositions.

X between 1969-1989
✓ between 1969 and 1989

Moreover, never say IN BETWEEN. In is redundant, as:

1. Immediately after rice, he starts planting vegetables, the first of which is eggplant and bush sitao in between the eggplant hills.
2. *Aeschynomene* increased grain yield of RC288 by one ton per ha at 120-180kg N/ha and 60kg PK/ha when direct-seeded in between rows of dry-seeded rice.

BIANNUAL and BIENNIAL

BIANNUAL means twice a year; BIENNIAL, every second year; BIMONTHLY, every two months; BIWEEKLY or FORTNIGHTLY, every two weeks.

BOYS AND GIRLS

These refer to those through the age of 17. YOUTH is applicable to boys and girls 13 through 17. Young man or man and young woman or woman is applicable from the age of 18 onwards.

BUILDUP is one word.

BRING and TAKE

BRING denotes movement toward the speaker or writer; TAKE denotes movement away from the speaker or writer, or any other movement that is not toward him.

- ✓ Bring the rice seed samples to my laboratory.
- ✓ Take the rice seed samples to Cotabato with you.
- ✓ He was taken to the hospital.

C

CALLUS

This is singular. The plural form is calli.

CANNOT

CANNOT is preferable to CAN NOT.

CAN and COULD

COULD (subjunctive mood) is the past of CAN (indicative mood). Observe consistency of tense when using these words.

X In the past, rice can be grown only during the dry months (November to May). (use COULD).

X A fellow quail raiser once asked Mang Simon how he can stop his quails from spewing so much food. (Use COULD).

Use CAN when using the present tense and when expressing hope. COULD is used when implying doubt or the sentence is in the past tense.

- ✓ The institute hopes the approach can reduce production time.
- ✓ I wish you could come to the meeting.
- ✓ I hope you can come tomorrow.

CAMPUS

Write ON CAMPUS, not IN THE CAMPUS.

CAPITALIZE

As a general rule, proper nouns and proper adjectives are capitalized; common nouns are not.

Capitalize the names of awards, medals, among other things: The Outstanding Young Men, NAST Talent Search for Young Scientists, Brightleaf, and Medal Shametrei order "de Chevalier."

Capitalize titles of books, papers, and news and features, but lower case articles,

prepositions, and conjunctions unless the title starts with one.

Lower case government, administration, state, whether standing alone or attached to a name: Philippine government, Aquino administration, Filipino nation.

Capitalize titles and positions of authority preceding a name: Executive Director Eufemio T. Rasco Jr. Do not capitalize occupation of profession preceding a name: architect Levi Reyes. Do not capitalize titles when they follow the name as appositives: Karen Eloisa T. Barroga, division head of DevCom.

The titles President and Vice President, Prime Minister are always capitalized whether with a name or standing alone when they refer specifically to the highest officials of the country.

Capitalize ceremonial titles: Your Majesty, Her Royal Highness, Your Excellency. These titles, however, are to be used in newswriting, only if part of quoted materials.

Caraga Region

This is written in lower case, as Caraga is not an acronym.

CENTER

Use CENTER ON, not center around. But use REVOLVE AROUND.

The discussions centered on the merits of Palayamanan.

CHARTS AND TABLES

These should be understandable without reading the accompanying text.

If the subject of the chart (or table) is unambiguous, the title need not reflect the subject. But the subtitle should clearly state the content of the chart (or table): Varieties developed in 1993-2013.

In charts (including sources), use ordinary caps, not small caps.

Write M for **million**, B for **billion**.

Write 5,000-6,000, 5-6%, 5m-6m (not 5-6m).

In writing reports, follow the APA style:

Table Structure

The following image illustrates the basic structure of tables.

The diagram shows a table with the following structure:

Table 2			
<i>Title</i>			
Header			
Subhead	Column Head	Column Head	Column Head
Row 1	123	234	17.6
Row 2	456	567	31.1
Row 3	789	891	51.3
Row 4	1368	1692	

Table 2: IMAGE BY PURDUE OWL

Numbers. Number all tables with arabic numerals sequentially. Do not use suffix letters (e.g. Table 3a, 3b, 3c); instead, combine the related tables. If the manuscript includes an appendix with tables, identify them with capital letters and arabic numerals (e.g. Table A1, Table B2).

Titles. Like the title of the paper itself, each table must have a clear and concise title. When appropriate, you may use the title to explain an abbreviation parenthetically.

Headings. Keep headings clear and brief. The heading should not be much wider than the widest entry in the column. Use of standard abbreviations can aid in achieving that goal. All columns must have headings, even the stub column (see example structure), which customarily lists the major independent variables.

Body. In reporting the data, consistency is key: Numerals should be expressed to a consistent number of decimal places that is determined by the precision of measurement. Never change the unit of measurement or the number of decimal places in the same column.

Do not cut tables. But when table run over the next page, use the format:

Table 4. (Continuation)

Farmer	Frequency of Use	Hours spent	Time of the Day	Problems encountered in using the computer		
				Physical	Psychological	Technical
Jonathan	Once a month	One	None in particular; when the needs arise such as meeting notification or needs information on the field		Lack of skill to operate	
Jose	Thrice a month	30 minutes	Afternoon when farm work is done	Poor eyesight	Lack of skill to operate; fear	

CITATION

Use the APA style (www.apastyle.org). Basic rules:

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- Present the journal title in full.
- Maintain the punctuation and capitalization that is used by the journal in its title. For example: ReCALL not RECALL or Knowledge Management Research & Practice not Knowledge Management Research and Practice.
- Capitalize all major words in journal titles.
- When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

COAUTHORS, COEDITOR

These words may not be hyphenated.

COLON

Use colon when presenting something preceded by the words FOLLOWING or AS FOLLOWS.

- ✓ Following are the commodities covered by the project:
- ✓ The projects being implemented are summarized as follows:

COMMA

Use a comma before two independent sentences and when in a series.

- ✓ When everybody else was despairing, Caridad remained calm.
- ✓ Although she was told that he was unsympathetic, she found that he was just the opposite.
- ✓ Field experiments were established in Cagayan, Camarines Sur, and Iloilo.

COMPARE

Use COMPARE WITH when pointing out a difference; or comparing two similar things. Use COMPARE TO when likening or pointing out a resemblance or comparing dissimilar things.

- ✓ Women labor in family and paid-off farm workers is not prominent in irrigated lowland and rain-fed areas compared with those in landless and upland family households.
- ✓ She has been compared to a summer's day.
- ✓ The interest rate today is 11%, compared with 14% a year ago.

COMPRISE, COMPOSE, CONSTITUTE, CONSIST

The whole comprises the part but the whole is composed of its parts. Constitute means to make up.

- ✓ Nueva Ecija is composed of 5 cities and 27 towns.
- ✓ Luzon comprises Regions 1-5, CAR, and NCR.
- ✓ Seven of 12 members constitute a quorum.

Do not use OF after COMPRISE.

X The research team comprised (or CONSISTED OF) three senior scientists, two research associates, and five research aides.

CONNOTE suggests or implies something beyond the explicit meaning. DENOTE means to signify, indicate, or designate.

CONTINUAL, CONTINUOUS

Do not interchange these words. CONTINUAL means every now and then and is used commonly in describing intermittent action. CONTINUOUS means non-stop.

- ✓ Strong winds continually whipped the rice fields.
- ✓ Continuous heavy rain destroyed the newly constructed earthen dikes.

CONVERT

INTO is the preposition that goes with CONVERT.

- X When heavy rains pour, the farm is converted to wetland by impounded water. (Use INTO instead of TO).

COOL-ELEVATED AREAS

Hyphenate when referring to the Cordillera ecosystem or similar situations.

CORDILLERA ADMINISTRATIVE REGION/ ARMM

This is the right name of the region, not CORDILLERA AUTONOMOUS REGION. But ARMM is Autonomous Region in Muslim Mindanao.

CULL/GLEAN

Do not interchange these words. CULL means to select or separate out as inferior or worthless, as culling a worthless egg from a group of healthy ones. GLEAN means to pick up, gather together, or acquire information or other material bit by bit from some source.

D

DATA BANK

This is not one word.

DATABASE

This is one word.

DATES

Prepositions to use when writing about dates (year, months, days):

ON - when the date is complete (month and date).

- X In November 5, 1985, then President Ferdinand E. Marcos signed Executive Order No. 1061 creating PhilRice.
- ✓ On November 5, 1985, ...

- X In March 15, the rice researcher ...
- ✓ On March 15, the rice researcher ...

IN - Use IN when the date is not mentioned; only the month and year, the month alone, or the year alone is mentioned.

- X Dr. Barroga's two-year term will start on January 2014.
- ✓ Dr. Tabanao's two-year term will start in January 2000.
- ✓ In December...; In 1999...

Write month, day, year, in that order:

- ✓ July 3
- ✓ Monday, July 3
- ✓ July 3, 2013
- ✓ July 3-August 3, 2013
- ✓ July 2015
- ✓ 2010-2015
- ✓ 2013-14
- ✓ 2000s

Do not write on December 10-12. Prefer **within December 10 and 12**. But if the researchers are to meet over two days, write on **December 12 and 13**.

DEMOGRAPHICS

No, the word is **demography**.

DECISION-MAKING

As a noun or adjective (modifier), this is hyphenated. But write: **DECISION MAKER**.

DIFFERENT

This is sometimes used unnecessarily. Delete it.

- ✓ Officers from the different towns of Nueva Ecija also participated in the seminar.
(better to say "officers from the 10 towns...")
- ✓ He was also oriented on the different program thrusts and activities of PhiIRice.

DEADWOODS

These are unnecessary words in a sentence, hence, should be deleted. Examples of deadwoods are the parenthesized words.

- ✓ bob (up and down)
- ✓ date (back) to
- ✓ divide (up)
- ✓ eat (up)
- ✓ end (up)
- ✓ estimated (at about)
- ✓ free (gift)
- ✓ (future) plans
- ✓ gather (together)
- ✓ in (the month of) May
- ✓ in (the province of) Albay
- ✓ join (together)
- ✓ lift (up)
- ✓ link (together)
- ✓ made (out) of
- ✓ merge (together)
- ✓ new (recruit)
- ✓ oval (in shape)
- ✓ past (history)
- ✓ penetrate (into)

- ✓reiterate (again)
- ✓repeat (again)
- ✓return (back)
- ✓revert (back)
- ✓small (in size)
- ✓soar (up)
- ✓summer (months)
- ✓trigger (off)
- ✓tuition (fee)
- ✓tungro (disease)
- ✓unite (together)
- ✓weather (condition)
- ✓yellow (in color)
- ✓yield (per unit area); yield means production per unit area

DUE TO

This is used only after any verb form of TO BE (is, are, was, were).

X Palay stored for 7 months loses about 5% of its weight due to insects.

- ✓ The flight delay was due to pilot error.
- ✓ Owing to its economic importance, rice becomes the focus of government policies.

X Mang Simon had to stop schooling then and let go of his dream of becoming an agriculturist due to financial difficulties.

Use BECAUSE OF or OWING TO.

- ✓ The crop failure was due to...
- ✓ The decrease in rice yield was due to rat infestation.

When used to mean **caused by**, **due to** must follow a noun, as in **The cancellation, due to rain, of...** Do not write **It was cancelled due to rain**. If you mean **because of** and for some reason are reluctant to say it, you probably want **owing to**. **It was cancelled owing to rain** is alright.

E

ENSURE, INSURE

Do not interchange ENSURE with INSURE. ENSURE means to make certain of getting or achieving. TO INSURE means to take out insurance for, as "to insure one's property against theft."

EQUALED, EQUALING

These are preferred spellings. Use the preposition TO after equal.

Example: ... "making DA equal (TO) or better than the SCUs as the main host of the institute."

et al.

always lower case with a period at the end of al.

eg. and ie.

always in the lower case. No need to separate by a period.

etc.

Should not be preceded by AND, and needs a comma before it. It should not end a series or a list introduced by such phrase as FOR EXAMPLE and SUCH AS.

We could plant NSIC Rc224 (Tubigan 19), Rc226, Rc240, ~~and~~ etc in the next cropping season.

To help increase farmers' income and yield, PhilRice promotes technologies such as hybrid rice, Minus-One Element Technique, Leaf Color Chart, ~~ete~~.

E-Expressions

Except at the start of a sentence, the e- is lower case and hyphenated:

- ✓ e-business
- ✓ e-commerce
- ✓ e-mail

Computer terms are also usually lower case:

- ✓ dotcom
- ✓ home-page
- ✓ laptop
- ✓ online
- ✓ the net (and internet)
- ✓ the web, website, and world wide web

When giving websites, do not include http://. Just www is enough: www.philrice.gov.ph.

EFFECTIVE, EFFICIENT

Cost-effective sounds authoritative, but does it mean **good value for money, gives a big bang for the buck** or just plain **cheap**? If **cheap**, say **cheap**. Energy-efficient is also dubious. Does it mean **thrifty, economical**, or something else? Efficiency is the ratio of work put out to work put in.

EXISTING

Like the word DIFFERENT, EXISTING is sometimes used unnecessarily, as in the following sentences:

- X The plan was to test the performance of existing varieties known to be drought-resistant.

X Yield increased in existing fields.

But you may ask: Are there nonexistent varieties?

F

FARM

Write: ON the farm

X Mang Alex also applies azolla extensively IN his farm, a technology he learned from PhilRice.

X Mang Simon wasted no time in trying in IN his farm.

FARTHER and FURTHER

FARTHER is used for distance; FURTHER in the sense of additional matter or information.

- ✓ FARTHER up hill, his farm...
- ✓ PhilRice FURTHER reported that...

FILL UP

Do not hyphenate these two words.

FIND, FOUND

Do not add OUT to FIND/FOUND.

FEW, LESS

Use FEW with numbers (count-nouns or plural nouns that can be counted) and LESS for quantities (mass nouns).

- ✓ Few growers practice pure organic farming.
- ✓ A few years from now...
- ✓ The farmers obtained LESS yield this year because of the drought.

FINALIZE

An editor once described this word as a "supernumerary word with a gobbledygook ring." (Supernumerary means being in excess of the required, usual or proper number; gobbledygook means a wordy, unintelligible jargon).

Why not use complete or conclude or firm up?

- ✓ COMPLETED the report...
- ✓ CONCLUDED the arrangement with...
- ✓ FIRMED UP the itinerary...

FIRST, SECOND, THIRD

Do not write FIRSTLY, SECONDLY, THIRDLY, and so on.

FOLLOW-UP

When used as a noun and adjective, this is hyphenated. When used as a verb, it is not hyphenated.

FOLLOWING or AS FOLLOWS

- ✓ The research projects implemented this year are summarized as follows:
- ✓ Following are the commodities covered by the project:

FOCUS

The past tense of FOCUS is FOCUSED, not FOCUSSED (as sometimes erroneously spelled). Also, its companion preposition is ON.

FOREGO/FORGO

FOREGO means to precede; FORGO is to do without. You may forgo your courtesy call on the politician.

FROM - TO

FROM and TO go together.

- X ... the Basic Design Study team which ON March 29 to April 18, 1989 studied the contents... (Use FROM instead of ON).
- X The study was conducted IN January 1990 to December 1991. (Write: FROM January 1990 TO December 1991)
- ✓ FROM May 4 to 9, not FROM May 4-9
- ✓ FROM May 31 to JUNE 5, not FROM May 31-June 5
- ✓ FROM November 29 to December 10, 1988, not on November 29 to December 10, 1988.
- ✓ Seeding rate is FROM 50 to 80 kg/ha, not FROM 50-80 kg/ha.
- ✓ Nahalin yields from 4.5 to 5.6 t/ha, not FROM 4.5-5.6 t/ha. You can even delete FROM in this sentence.

FOREFATHERS, FOUNDING FATHERS

Certainly, PhilRice has its FOUNDING FATHERS, not FOREFATHERS. (Forefathers refer to ancestors.)

FORMER

This is preferred to EX- in most cases.

- X EX-director
- ✓ The FORMER director (but everybody understands EX-CONVICT)

FORMER AND LATTER

Avoid the use of **the former** and **the latter** whenever possible. It usually causes confusion. You make your reader exert extra effort.

FINALLY

Do not use **finally** when you mean **eventually** or **at last**. Dr. Eduardo Jimmy P. Quilang **finally** became the **deputy executive director for development** would have been alright.

G

GENDER

The primary use of **gender** is in grammar (he, she, it), where it is applied to words, not people. If someone is female, that is her sex, not her **gender**. Do not use **gender** as a synonym for **sex**.

GOURMAND/GOURMET

GOURMAND is someone who likes good food and eats to excess; GOURMET is one who likes fine food and is a fine judge of it.

GRASS-ROOTS

Hyphenate this when used as an adjective (as GRASS-ROOTS level); do not hyphenate when used as a noun. Say grass roots.

GROUNDNUT (peanut), GROUNDWATER, GROUNDWORK are one word.

GRADUATE STUDENT

One who is pursuing a doctorate or master's degree is a GRADUATE STUDENT. GRADUATE is generally preferred to POSTGRADUATE.

H

HYPHEN

When two words are used to modify another word, use hyphen between them:

- ✓ 5-hour treatment
- ✓ *Agrobacterium*-mediated transformation
- ✓ Anther-specific genes
- ✓ chemical-treated leaf
- ✓ cost-reduction measure
- ✓ disease- and insect-resistant cultivars
- ✓ Direct-Seeded Irrigated Lowland Rice Program
- ✓ Director-General
- ✓ drought-tolerant
- ✓ dry-seeded
- ✓ early-maturing entries
- ✓ ELISA by mass-produced bulblets
- ✓ environment-friendly

- ✓ ever-increasing economic value
- ✓ full-fledged (not full-pledged)
- ✓ full-length cDNA
- ✓ gene-encoding desaturase
- ✓ half-cooked
- ✓ hard-boiled egg
- ✓ hard-earned money
- ✓ high-yielding variety
- ✓ high-value vegetable crop
- ✓ host-specific mutant
- ✓ income-generating activities
- ✓ in-depth
- ✓ in-law
- ✓ know-how
- ✓ labor-saving cultivation method
- ✓ labor-intense
- ✓ late-maturing varieties
- ✓ life-size
- ✓ location-specific agricultural technologies
- ✓ long-term monitoring of changes in the quality of soil
- ✓ low-cost production technologies
- ✓ marker-assisted selection process
- ✓ medium-maturing entries
- ✓ much-needed advanced technologies
- ✓ never-ending tests
- ✓ off-color
- ✓ off-season
- ✓ off-white
- ✓ once-in-a-lifetime experience
- ✓ one-sided
- ✓ on-farm technology demonstration
- ✓ on-station cropping pattern demonstration
- ✓ quick-cooking rice products
- ✓ Rice-Based Farming Systems
- ✓ saline-prone areas
- ✓ salt-tolerant varieties
- ✓ semi-dwarf variety
- ✓ shift from government-led to private-led development of R&D programs
- ✓ Short-term storage room
- ✓ virus-infecting aphids
- ✓ well-accepted in foreign market
- ✓ well-drained soil
- ✓ wet-seeded
- ✓ 5 man-days/ha (or 5 person-days/ha)

Hyphenate spelled out numbers from 21 to 99 (except thirty, forty, fifty, sixty, seventy, eighty, and ninety) when used as modifiers.

- ✓ Twenty-one *Erwinia* spp.
- ✓ Thirty-nine isolates of *Fusarium oxysporum*

Do not hyphenate:

X	twofold	X	fourfold	X	sixfold	X	tenfold
X	threefold	X	fivefold	X	sevenfold		

Hyphenate fractions: one-seventh, three-fourths, two-fifths.

I

IF AND WHEN

Drop AND WHEN and see whether there is any difference.

INTEREST

Write INTEREST IN

X Results of earlier tests fueled keen INTEREST ON hybrid rice technology among breeders, researchers, policymakers, and farmers. (Use the preposition IN after INTEREST).

- ✓ We are INTERESTED IN receiving (not INTERESTED to receive) comments from your end.
- ✓ The farmers are INTERESTED IN adopting the new rice technology.

IN AN ATTEMPT TO

X IN AN ATTEMPT to identify soil-related production constraints in lowland rice, most of the fully irrigated rice areas in Pangasinan were found zinc-deficient. (Start the sentence with: To identify...)

INCLUDE

This word suggests that NOT ALL the component items are being mentioned. If all items are mentioned, write ARE or WERE or COMPRISE.

IN ORDER TO

- ✓ TO
- X IN ORDER TO

INASMUCH, INSOFAR

One word.

INSPIRE OF/DESPITE

These two terms mean the same, but DESPITE is not used with the preposition OF.

IRREGARDLESS

Use REGARDLESS or IRRESPECTIVE.

in situ, in vitro, in vivo

Not hyphenated but they should be italicized and written in small cases.

ITALS

Italicize paper titles, themes, foreign words such as Filipino terms in the magazine.

J

JAPANESE NAMES

Although the Japanese put the family name first in their own language (**Takahashi Hitoshi**), they generally reverse the order in western contexts: So **Hitoshi Takahashi**, **Hideyuki Kanamori**, **Norio Matsuda**.

JOURNALESE AND SLANG

Do not be too free with slang

- ✓ Dr. Roel Suralta hit it big time when he won an international award.
- ✓ Dr. Eufemio T. Rasco Jr already gave the green light.
- ✓ The researcher cannot guesstimate at this time the potential yield of the variety he is developing.
- ✓ The honeymoon is over for the new secretary of the Department of Agriculture.

JOIN TOGETHER

- X The farmers joined together.
- ✓ The farmers joined hands or organized...

K

KNOW-HOW

Hyphenated. It's a noun.

But then: "I don't know how to love him" is correct.

KNOWLEDGE

Use the preposition OF, not ON.

Keen observation can refine your knowledge of insect pests and their enemies.

KOREAN NAMES

South Koreans have changed their convention from **Kim Dae Jung** to **Kim Dae-jung**. But North Koreans, at least pending unification, have stuck to **Kim Jong II**. Kim is the family name.

L

LANDHOLDER

One word.

LARGE-SCALE

Hyphenate this when used as a modifier. Otherwise, they are separate words when SCALE is used as a noun and LARGE is its modifier. Same as SMALL-SCALE, LONG-TERM, MEDIUM-TERM, SHORT-TERM.

LAST

Do not use LAST when what you mean is PAST.

- X Rice hectarage has continuously declined in the LAST three decades.
- ✓ Rice hectarage has continually declined in the PAST three decades.

Do not use LAST when citing a complete date. Use the preposition ON when citing a complete date.

- ✓ The country's rice research gained new momentum with the turnover of PhilRice's research and training facilities ON MARCH 15, 1994.
- ✓ The PhilRice RatPlan was approved ON May 7, 2013.

The **last** issue of *PhilRice* magazine implies its extinction; prefer **last week's** or the **latest issue**. **Last year**, in 2013, means 2012; if you mean the 12 months up to the time of writing, write the past year. The same goes for the **past month**, **past week**, **past** (not **last**) ten years.

Last week is best avoided; anyone reading it several days after publication may be confused. **This week** is permissible.

LATIN NAMES

When it is necessary to use a Latin name for animals and plants follow the standard practice. For creatures higher than viruses, write the binomial name in italics, giving an initial capital to the first word (the genus): *Turdus turdus*, the songthrush; *Metasequoia glyptostroboides*, the dawn redwood; *Culicoides clintoni*, a species of midge. This rule also applies to *Homo sapiens* and to such uses as *Homo economicus*. On second mention, the genus may be abbreviated (*O. sativa*).

LEVEL

Use ON with this word.

- ✓ ON the national level
- ✓ ON the international level
- ✓ On the level

AT, though, is also acceptable as companion preposition of LEVEL.

LIKE

Do not use LIKE when citing a series of elements.

X The young farmers were trained to produce food crops LIKE rice, maize, groundnut, and soybean. (Use SUCH AS instead of LIKE).

- X It tastes good, like a cigarette would.
- ✓ It tastes good, as a cigarette should.

M

MACHINES

Use machines or machinery but not machineries.

My farm machinery consists of a hand tractor, power tiller, drum seeder, and a thresher.

MAJORITY

- ✓ Even in the irrigated rice fields, (THE) MAJORITY of the farmers will be growing short-duration crops between the rice crops.
- ✓ PhilRice's training program has so far benefited some 80, 000 people, (THE) MAJORITY of whom were farmers and farmer-leaders.

MAJORITY/PLURALITY

MAJORITY means more than half of given number or group.

PLURALITY is greater portion, or greater number.

- ✓ In a field of seven candidates, a plurality is all that is needed to win.

MASS NOUNS

These words cannot be made plural:

- ✓ advice (write: pieces of advice)
- ✓ baggage
- ✓ equipment
- ✓ evidence
- ✓ footage

- ✓ furniture
- ✓ hardware/software
- ✓ jewelry
- ✓ kitchenware
- ✓ merchandise
- ✓ offspring
- ✓ personnel
- ✓ pollen
- ✓ sand
- ✓ staff

MASTER'S

Use Master's instead of Masteral. "MS degree" is cool.

MESTISOs

Write Mestizo 1, rest of the hybrids are Mestiso.

MORE THAN, OVER

Do not interchange these words. Use MORE THAN with figures; OVER refers to spatial relationship or physical position.

X Over 80,000 people, mostly farmers and farmer-leaders, have been trained by PhilRice.

- ✓ More than 80,000 people...
- ✓ The PhilRice research team flew over the Arakan Valley.
- ✓ Over the years, PhilRice has served...

MORE IMPORTANTLY

MORE IMPORTANT

MUCH

Singular.

- ✓ Much depends (not depend) on how the administrator uses the opportunities available to him.
- ✓ Much of the stocks for sale is white rice.

MULTI

Not hyphenated. Multispeed. Multipurpose. Multimillionaire, etc.

N

NAMELY

This word is used to introduce a series of elements. It is followed by a colon and the word preceding it is followed by a comma.

- ✓ PhilRice has 14 divisions, namely:
- ✓ Test sites were identified in nine centers, namely:

NOMINALIZATION

Nominalization means hiding verbs in nouns. As IRRI asserts, using nouns instead of verbs is the greatest barrier to reading speed and comprehension. Also, the process weakens the sentence, aside from lengthening it.

- X The DEVELOPMENT of these varieties was undertaken by the RVIG through the national cooperative testing (NCT) project.
- ✓ These varieties were developed by the RVIG.
- ✓ RVIG developed these varieties.
- X He made a TOUR of the PhilRice Facilities.
- ✓ He TOURED the PhilRice facilities.
- X Dr Roque makes the SUMMARY, ANALYSES, and INTERPRETATION of the data submitted by the researchers who conducted the trials.
- ✓ Dr Roque SUMMARIZES, ANALYZES, and INTERPRETS the data.
- X More than two-thirds of the respondents INDICATED THEIR PREFERENCE for electric motor as prime mover for the micromill.
- ✓ More than two-thirds of the respondents PREFERRED the electric motor as prime mover for the micromill.

NON WORDS

Do not hyphenate:

- ✓ Nonabsorbent
- ✓ Nonacademic
- ✓ Nonacid
- ✓ Nonbacterial
- ✓ Nonagricultural
- ✓ Nonbiodegradable
- ✓ Noncash
- ✓ Noncombustible
- ✓ Noncommercial
- ✓ Noncompliance
- ✓ Nonconventional

- ✓ Noncorrosive
- ✓ Noncumulative
- ✓ Nonexistent
- ✓ Nonliving
- ✓ Nonmember
- ✓ Nonorganic
- ✓ Nonpoisonous
- ✓ Nonperishable
- ✓ Nonprofit
- ✓ Nonrenewable
- ✓ Nonremoval
- ✓ Nonrepresentative
- ✓ Nonregistered
- ✓ Nonsymbiotic
- ✓ Nontechnical
- ✓ Nonscientific
- ✓ Nonshattering
- ✓ Nontoxic
- ✓ Nontraditional
- ✓ Nontropical

(Refer to the dictionary for the other NON words.)

NUMBERS

Write out numbers below 10 (especially when writing for the print media), except in a series containing some numbers 10 or higher and some numbers lower than 10:

- ✓ Nine regions
- ✓ Four districts
- ✓ Three varieties; 34 promising lines

But: There are 11 model sites in Cagayan, 9 in Central Luzon, and 4 in Cotabato.

Express time and measurements in numerical, even when the amount is less than 10 (this is used in technical writing):

8 years	9 months
3km	2t
19kg	3min
7 weeks	12 h
1 day	10 sec

Write out numbers beginning sentences.

Spell out fractions without a unit measure that are not used in the text (use numerals in tables and parentheses).

Do not add the letter S or a period to units of measure to make them plural:

1. 3 km - not 3 kms
2. 80 ha - not 80 has
3. 5 ha - not 5 ha.

Spell out figures up to nine when they are parts of compound adjective: five-year plan, nine-man team.

O

ONE OF MANY

ONE OF is followed by the plural form of the object.

- X The PhilRice Library will soon become one of the largest REPOSITORY of Philippine rice science literature.
- ✓ The PhilRice library will soon become one of the largest REPOSITORIES of...

- X NGO technicians learn IPM in one of their PRACTICUM. (Add the letter s to PRACTICUM).
- ✓ One of the researchers who travel much is...

ONGOING

One word. However, this is an overworked adjective. Use other synonyms: continuing, progressing, underway.

ORGANIZE

Do not add THEMSELVES to ORGANIZE, as in the following sentence: The farmers organized (themselves) into a cooperative.

ON THE ONE HAND

- X ON ONE HAND; ON THE OTHER HAND

OVER

Replace over with MORE THAN:

Yet while pure lines have been shown to yield OVER (MORE THAN) 8 t/ha, they cannot maintain this yield level across locations.

OVERALL

One word.

- ✓ Satisfactory is the overall yield performance of 14 inbred varieties tested in Luzon

P

PERCENT

One word. To save on space, use the symbol (%) within the sentence.

PER CAPUT, PER CAPITA

Per caput is the Latin for **per head**; *per capita* is for each person. It is a term used by lawyers when distributing an inheritance among individuals, rather than among families (**per stirpes**). Unless the context demands this technical expression, never use either **per capita** or **per caput** but **per person**.

PERSONNEL (see STAFF)

PERSONIFICATIONS

Capitalized such words as Mother Nature, Mother Earth, Father Time.

PhD

Doctor of Philosophy.

- ✓ PhD
- X Ph.D.

PhilRice Stations

These are not hyphenated.

- PhilRice Agusan (not PhilRice RTR)
- PhilRice Batac
- PhilRice Los Baños
- PhilRice CES
- PhilRice Midsayap
- PhilRice Isabelita (not PhilRice CVES)
- PhilRice Negros
- PhilRice Bicol

PHOTOCOPY

Do not use Xerox, which is a brand.

THE PHILIPPINES

Do not use PHILIPPINES alone. But as a modifier, THE can be dropped.

- ✓ Philippine products.
- ✓ Among the original members of ASEAN are Malaysia, the Philippines, and Indonesia.

POSTHARVEST

One word.

- ✓ The Philippine Center for Postharvest Development and Mechanization (PhilMech)

PREFIX

A PREFIX is a syllable, group of syllables, or words united with or joined to the beginning of another word to alter its meaning or create a new word. Prefixes such as PRE, SUB, NON, UN and POST require no hyphen unless there might be confusion (Example: unionized instead of unionized).

- ✓ pretested
- ✓ predetermined
- ✓ preselected
- ✓ subset
- ✓ subtopic
- ✓ subtotal
- ✓ subsurface
- ✓ nonspecific
- ✓ nonchemical
- ✓ nonbiological

(For the other words with the prefix NON, see the section NON WORDS).

PREPOSITIONS

ON based on
on behalf (or in behalf)
center on
concentrate on
cooperation on our part
decide on
depend on
draw on experience
encroach on
focus on
impact on
impart on
imposed on
on another occasion
on campus
on December 1
on April 30, 1945
on Samar Island
on several fronts
on the farm
on the plane/bus/ship
on the rise
on the table

IN belief in
decline in
in 1995
in April
include in
in December 1945
in search of (something)
in the face of
interest in
need training in
participate in
participants in
plant papaya in
result in
trained in
zero in

TO accustomed to
adapted to
aim to identify (aimed at identifying)
attest to
attend to (a sick child, valuables)
attribute to
averse to
compare to (when pointing out similarity)
connect to (an outlet)
contrary to
contrast to (something opposite)
devoted to
equivalent to
favorable to
give priority to
in answer to
inferior to
jump to (conclusions)
listen to
opposed to
pay attention to
planted to (rice, corn, coconut)
prefer to
resistant to
tend to
used to
with regard to

WITH affiliated with
associate with
commensurate with
compare with (when pointing out differences)
connect with (say an agency)
consistent with
contrast with (something different)

cooperate with
cope with (NOT cope UP with)
deal with
develop ties with (all markets)
endowed with
link with
preoccupied with
satisfied with
tasked with (not tasked to)

OF advantage of
approve of
complain of (stress)
consist of
deprive of
dispose of
expect of, from, in, to (do)
free of, from
in support of
keep abreast of
knowledge of
tolerant of (a stress)

FROM absent from
depart from, for (a place)
different from
discourage from
exclude from
hear from
result from (an act)
result from (a cause)
prevent from
prohibit from
separate from
transfer from, to (a place)

FOR demand for
exchange for
fully paid for
prepare for
provide for
request for
responsibility for
scheduled for
search for (a person)
tolerance for (a stress)

OTHER PREPOSITIONS/ ACCOMPANYING WORDS

accompanied by
concerned about
converted into
divide among, between, into
favorable to, for
point at, to
presided over
protest against
rewarded by, for, with
ride in, on
sell at, for, to, in
speak about, of, on, against, for, to, with, in favor of
translated into

PRIOR

Stilted. Prefer Before.

- ✓ Promising lines are tested BEFORE becoming approved varieties.

PRESENTLY

Presently means soon, not at present.

PROMOTION, PROMOTIONS

For Technology Promotion, we use Technology Promotion not Promotions.

Q

QUALIFIERS

Avoid any adjective that gives unnecessary emphasis. Examples of such words are INTERESTING, VERY and IMPORTANT. Let the facts speak for themselves.

- X It is surprising that labor use per hectare for growing any food crops is relatively high.
- ✓ Labor use per hectare for growing food crop is high.

RELATIVELY should be used only when there is an expressed or clearly implied comparison.

QUOTATION MARKS

Use quotation marks to set off coined or unusual words or expressions the first time they are used in the story.

Close quotation marks always come after periods and commas.

Use close quotation marks after the question marks, interjection marks, colon, semicolon, and dash if punctuation marks are part of the quoted matter. Otherwise, the close quotation mark precedes the punctuation mark: Did you attend the lecture on “Engaging the Youth in Agriculture”? Have you read the article “Is Golden Rice Worth the Investment?”

R

RAINWATER

One word.

RANGE

This word is properly used with the prepositions FROM and TO.

- X Shortfalls for rice and maize are quite substantial, ranging from 77%-99% of the requirements.
- ✓ ...ranging from 77% to 99%
- ✓ Their yields range from 5.2t/ha to 8.8t/ha

REDUNDANCY

Unnecessarily repetitive. (See DEADWOODS)

REPEATED WORDS

As much as possible, avoid using a word many times in the sentence.

- X Also the coverage of crops expanded to cover 15 more crops such as orchard crops and greenhouse crops.
- ✓ Also, coverage of crops expanded to include 15 more such as orchard and greenhouse crops.

REQUEST

When REQUEST is used as a noun, the accompanying preposition is FOR.

The director approved his REQUEST FOR a study leave.

Delete FOR when REQUEST is used as a verb.

RESPECTIVELY

Avoid using this word in a series of more than two elements.

- X Of the light industries in the region, the biggest employer is the food industry, which employs 58, 57.7, and 57% of the total manpower of 1986, 1987 and 1988, respectively.
- ✓ Of the light industries in the region, the biggest employer is the food industry. It employed 58% of the agency's manpower in 1986, 57.7% in 1987 and 57% in 1988.

- X Out of the 140 root crops found in the mountain area, 81, 53 and 6 were identified as edible, poisonous and medicinal, respectively.
- ✓ Out of the 140 root crops found in the mountain area, 81 were identified as edible; 53 poisonous ; and 6 medicinal.

RESEARCHER-TURNED-ADMINISTRATOR

Place hyphen between these or similar words.

- ✓ Dr Rasco is an academician-turned- administrator.
- ✓ President Joseph Estrada, an actor-turned-politician...

REVEAL

This word means to make something hidden or secret known publicly. A secret is REVEALED. But not findings, which are discovered.

Often, researchers write: "Results of the study REVEALED..." (The appropriate word is SHOWED, as: "Results of the study SHOWED...")

REVEAL is not appropriately used here:

"The highest yielder is IR66 at 17.7 tons/ha in Korea," he revealed.

Change REVEALED to REPORTED.

RICE-PRODUCING, RICE-GROWING

Hyphen is necessary in both words when used as modifiers.

- ✓ Nueva Ecija has the largest rice-producing area in all Central Luzon.

RUNOFF

One word. Do not hyphenate it.

S

SCIENTIFIC NAME

At first mention of a scientific name, spell out the genus and species. In succeeding sentences the genus can just be abbreviated.

X Randomly selected clones of rice (*Oryza sativa* Milyang 23) immature seed cDNA were partially sequenced and databased.

- ✓ Randomly selected clones of rice (*Oryza sativa* Milyang 23) immature seed cDNA were sequenced and entered in a database.

In succeeding paragraphs, when the scientific name of rice is mentioned again, *O.sativa* will do.

SET UP

One word when used as a noun; as a verb, it becomes two words, but not hyphenated:

- X The organizational SET-UP of PhilRice helped improve the capabilities of farmers. (Write SETUP).
- X The use of mungbean flow in combination with natural coconut water was also SET-UP. (Write SET UP).
- X SETTING-UP long-term management plans is what the Philrice officials really want to do. (Write SETTING UP).

SHALL/WILL

To express the plain future, SHALL is used in the first person and will in the second and third persons.

- ✓ I shall go.
- ✓ You will go.
- ✓ He will go.

Use SHALL to express determination.

- ✓ I shall return.
- ✓ We shall overcome.

To express volition, permission, or obligation, WILL is used in the first person and SHALL in the second and third persons.

- ✓ I will go.
- ✓ I will marry you.
- ✓ You shall go.
- ✓ He shall go.

SOCIOECONOMICS

Not hyphenated.

SOLIDUS (/)

Solidus is a slant bar (/). Use once in compounds, thereafter the word PER is used.

X Methane flux from flooding was 2.83 CH₂ kg/ha/d on the average, while that from irrigation water was 1.82 CH₂ kg/ha/d.

- ✓ Methane flux from flooding was 2.83 CH₂ kg/ha per day on the average. That from methane irrigation water was 1.82 CH₂ kg/ha per day.

SOME

This word, when used before a figure, means approximately or more or less.

X PhilRice held a 4-day seminar-workshop for ~~SOME~~ 47 regular and authorized drivers on January 21-24.

X ~~Some~~ 282 NGO technicians completed the Job Enrichment Training Program.

Delete SOME in both examples. The figures modified are exact numbers, not estimates.

- ✓ Some 261,000 quail eggs were sold today.

SOMETIME, SOMETIMES

SOMETIME denotes a tentative date. SOMETIMES is an adverb of time; it means not frequent.

- ✓ Certain inbreds sometimes outyield hybrids.
- ✓ Golden Rice will be tested again sometime in dry season 2012.

SO THAT

Use SO THAT instead of SUCH THAT.

- ✓ All 10 promising lines performs so well so that breeders might recommend them all.

SPEED

Use figures for speed.

- Winds of 10 to 15 kilometers per hour posed no threat.
- The car slowed to 5kph.

SPELLING

Use American English.

- ✓ The DBM took some 8 years to approve the rationalization (not rationalisation) plan.

STAFF, PERSONNEL

STAFF means the collective personnel—whether academic, technical, or administrative—responsible for the functioning of an institution.

- ✓ His staff is well-trained. (staff here refers to the whole complement of his office personnel).
- ✓ A STAFF member was awarded a fellowship. (one of the personnel).
- ✓ Several members of the PhilRice staff were granted scholarships for their exemplary achievements.
- ✓ He was there to see off stranded DA PERSONNEL bound for Tuguegarao.
- X PhilRice regular STAFF were recruited for the programs.
- X Other STAFF were also seconded as project leaders in the other 7 programs.
- X Governor Castillejos was told this was the first time that PhilRice STAFF have visited Batanes.
- X Dr. Fakan met Dr. Dale Bottrell, Dr. Keith Moody, and other IRRI STAFF who were attending a training on IPM at PhilRice.
- X Four new STAFF from PhilRice Agusan were trained.

STEM BORER

Two words.

SUB

Do not hyphenate: SUBPROJECT, SUBPROGRAM, SUBTOTAL, SUBTITLE, SUBTROPIC, SUBPARAGRAPH, SUBREGION, SUBGROUP, SUBCOMMITTEE, SUBCONTRACT, SUBCONTINENT, SUBHEADING, SUBSOIL, SUBSECTION, and SUBSYSTEM.

SUCH AS

This is used to introduce a series of examples or items in a list. A SUCH AS phrase should not have an etc at the end. SUCH AS is preferred to LIKE.

- ✓ The young farmers were trained to produce food crops SUCH AS rice, corn, peanut, and mungbean.
- ✓ Rainfed rice farmers, like Mang Temeng, plant rice when the typhoon brings rain.

SUFFICIENT ENOUGH

Use either. Do not use them together. It is redundant.

- ✓ Php 100 is enough for her lunch.
- ✓ Our rice buffer stock is sufficient for 3 months.

T

Tenses

Any account of events that have taken place must use the past tense. Parts of reports such as objectives and findings are mostly in past tense.

Articles may have greater immediacy if they use the present or future tenses where appropriate. They may be used in feature stories but be consistent.

Titles

Mr., Mrs., Miss, Ms.

In general, do not use these social titles in editorial copy. Instead, on first use give a person's full name; in subsequent references use only their last name.

If for some reason a title is needed, follow these guidelines:

Omit with full name on first reference.

Use with last name in subsequent references, and for Ms., only if marital status is unknown.

Use Ms (a modern title for women used regardless of their marital status) without a period.

As a general rule when a high-ranking title precedes a name, it is capitalized. When a title follows the name, it is lowercased, except for the Philippine President and other very high officials. In most other cases, a title standing alone is lowercased. In the case of a long or unwieldy title, reorganize the sentence structure so that the title follows the name.

Jr., Sr., III

Jr. and Sr. are not preceded by comma in full name:

Eufemio T. Rasco Jr. is PhilRice executive director.

No comma with Roman numeral attached to name:

Jaime Manalo IV wrote the article.

THAT, WHICH

THAT is used to introduce a defining clause; it defines or restricts meaning. WHICH is used before a descriptive clause. For easier understanding of usage, use WHICH when a comma can be inserted.

- ✓ Biology is the science THAT deals with the study of plants and animals.
- ✓ This was followed by the Green Revolution award in 1974 THAT caught the attention of the then provincial governor.
- ✓ The Grains Production Enhancement Program (GPEP), WHICH has been described by the President Ramos as "our key to the future," was launched last month.

TOPSOIL

One word.

TOTAL, TOTALED

These are preferable to TOTALLED and TOTALLING.

TOWARD, TOWARDS

Toward is preferable to TOWARDS. It is American. The British people use towards.

TURNOVER

One word. It is not hyphenated.

V**VARIETY NAMES**

NSIC—approved varieties are written as: NSIC Rc300 not NSICRc300 or NSIC Rc 300.

When in series, write: The varieties tested in the laboratory were NSIC Rc292, Rc270H, Rc288, and Rc302.

Varieties with IR code are written as: IR64 not IR 64

VERBAL/ORAL

VERBAL means words used in any manner - spoke, written, or printed. ORAL is spoken word.

W**WATER-BORNE**

Hyphenated.

- ✓ Water-borne rice insects normally move fast.

WAYS AND MEANS

Use one. Not unless it refers to WAYS AND MEANS committee, do not use both.

- ✓ Mechanization is one way of making farming less laborious.

WEATHER TERMS

cyclone- A massive rotating storm. It turns counterclockwise above the equator and clockwise below.

el Niño - Spanish of Christ Child; so-called because the phenomenon occurs around Christmas time. It is warm ocean current near and over the equator which flows southward along the coast of Peru, resulting in extensive disturbance of the Pacific Ocean and the atmosphere. It raises the temperature in the eastern Pacific, including the Philippines, resulting in the formation of low pressure areas and heavy rainfall.

eye of the typhoon - the center of low pressure within a tropical cyclone, characterized by calm center of low air pressure.

hurricane - a weather disturbance in the Atlantic Ocean, with winds moving around a calm center of low air pressure.

intertropical convergence zone- a region in which currents of warm air move upward and the surrounding cooler air moves inward. Low-pressure areas indicate rainy or stormy weather.

monsoon-seasonal winds that blow from land or sea in sixth-month cycle.

tidal wave—a great incoming rise of water along a shore caused by windstorms at seas or by excessively high tides. This is different from a *tsunami*.

tsunami—a seismic sea wave, caused by an earthquake, frequently large and dangerous.

tornado—a very powerful and violent whirling funnel air, usually less than 300 meters in width, generating winds of more than 300 kilometers per hour.

tropical cyclone—a general term that describes a major weather disturbance in the tropics. It is characterized by low pressure at the center and strong winds.

tropical depression—popularly known as a *baby storm*. A tropical cyclone with winds less than 63 kph.

tropical storm—a tropical cyclone in which winds are from 63kph to 117kph.

typhoon—a tropical cyclone in which winds are stronger than 117kph.

WHETHER OR NOT

Usually the OR NOT is a space waster. When, however, the intention is to give equal stress to the alternative, the OR NOT is necessary.

- ✓ He was sent to Zamboanga to determine WHETHER the incidence of the Rice Black Bug was widespread.
- ✓ The survey will be continued WHETHER the weather is fine or not.
- ✓ "We don't know WHETHER the area can be made productive again, but we'll try", the former official said.

WORDINESS (WASTE WORDS)

Wordiness is one of the worst enemies of writers. It even irritates readers. One can write more concisely if he avoids lengthy combinations of words. Remember, there are words that can substitute for these lengthy phrases.

Some phrases (parenthesized) that one should watch:

1. Generally, the water from springs in the area is (suitable for drinking). (Why not just say IS POTABLE.)
2. They are winnowed and cleaned before they are (ready for the market.) (Just write SOLD.)
3. (In addition to these), government training and extension services in the settlement are inadequate. (You can use MOREOVER).
4. All these rivers are tributaries of the Cagayan River, which flows (in the direction) of south to north. (use FROM not OF after flows).

Other "verbal deadwoods" (left column below) and their substitute (right column).

A considerable portion of	Much
A higher proportion of	More
A number of	Several
A period of nine months	Nine months
Are in the process of	Are
As of this date	Today
A sufficient number	Enough
At this point in time	Now
Brown in color	Brown
Call attention to the fact that	Remind
Caused a reduction in	Decreased
Despite the fact that	Although
Due to the fact that	Because
During all months of the year	Every month
Gave a yield of	Yielded
Has the capacity of	Can
In the absence of	Without
In the course of	During
In the immediate vicinity of	Near
In the merry months of May	In May
In the years 1991 and 1992	In 1991 and 1992
It was reported by the researcher	The researcher reported
It would appear/seem that	Apparently
On the basis of	Based on
Taken into account	Consider
The experiment was conducted with the following objectives	The experiment was conducted to:

There is no doubt that Nitrogen can
With regard to

Nitrogen can
About, concerning

WHO, THAT, WHICH

These words are often wasted, especially when combined with THERE IS or THERE ARE statements.

- X There are no extension workers who provide the information needs of the upland farmers.
- ✓ No extension workers provide the information needs of the upland farmers.
- X There are two rainfall and no climate station within the study area.
- ✓ The study area has two rainfall stations but no climate station.
- X There is no carabao used for the land preparation.
- ✓ No carabao is used in preparing the land.

X

Xa21

This is one word.

XEROX

This is a brand of photocopying machine. Use PHOTOCOPY instead.

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Table 1. Conversion of factors from Non-SI to SI.

Quantity Measured	Non-SI units Used	To be replaced by SI Units and other units allowed	Conversion Factors
Length	Inch (in) Foot (ft) Yard (yd) mile	Centimeter (cm) Meter (m) Meter (m) Kilometer (km)	1 in = 2.54 cm 1 ft = 0.305 m 1 yd = 0.914m 1 mile = 1.161km
Mass (commonly called weight)	Ounce (oz) Pound (lb)	Gram (g) Kilogram (kg)	1 oz = 28.3 g 1 lb = 0.454 kg
Area	Acre Square foot (ft ²) Square inch (in ²) Square mile Square yard (yd ²)	Hectare (ha) Square centimeter (cm ²) Square centimeter (cm ²) Square kilometer (km ²) Square meter (m ²)	1 acre = 0.405 ha 1 ft ² = 929 cm ² 1 in ² = 6.45 cm ² 1 mile ² = 2.54 km ² 1 yd ² = 0.836 m ²
Volume	Cubic foot (ft ³) Cubic inch (in ³) Fluid ounce (fl'oz), U.S. Gallon (gal), U.S. Pint (pt), U.S. Quart (qt), U.S. Table spoon (tbsp), Philippine teaspoon (tsp)	Cubic decimeter (dm ³) Cubic centimeter (cm ³) Milliliter (ml) Liter (L) Milliliter (ml) Milliliter (ml) Milliliter (ml) Milliliter (ml)	1 ft ³ = 28.3 dm ³ 1 in ³ = 16.4 cm ³ 1 fl oz = 29.6 ml 1 gal = 3.78 L 1 pt = 473 ml 1 qt = 946 ml 1 tbsp = 10 ml 1 tsp = 5 ml
Time interval	Day, hour, minute	retained	

Temperature interval	Degree Fahrenheit (°F)	Degree Celsius (°C)	°C = 5/9 (°F - 32)
Speed Pressure	Mile per hour (mile/h) Pound (force) per square Inch (lbf/ in ² or psi) Atmosphere (atm)	Kilometer per hour (km/h) Kilopascal (kPa) Allowed; eventually, megapascal (MPa)	1 mile/h = a.61 km/h 1 psi = 6.89 kPa 1 atm = 0.101 MPa

Table 1. Conversion of factors... *continued*

Quantity Measured	Non-SI Units used	To be replaced by SI Units and other units allowed	Conversion Factors
Energy, Work, Heat	Kilowatt hour (kW h) Thermochemical calorie (cal_{th}) International Table calorie (cal_{IT}) International Table Btu (Btu_{IT})	Allowed; eventually, Megajoule (MJ) Joule (J) Joule (J) Kilojoule (kJ)	1 kW h = 3.6 MJ 1 cal_{th} = 4.18 J 1 cal_{IT} = 4.19 J Btu_{IT} = 1.06 kJ
Power	Horsepower (hp)	Kilowatt (kW)	1 hp = 0.746 kW

Words with no "S"		
Advice Air Baggage Equipment Footage Furniture Glassware	Hardware Information Jewelry Kitchenware Merchandise Offspring	Personnel Pollen Sand Staff Software

Examples of short and more familiar words (right side)

1. a large proportion of - much
2. a high proportion of - much
3. a greater number of - more
4. a small number of - few
5. attempt - try
6. acquire - get
7. assist - get
8. activate - begin
9. appropriate - begin
10. call attention to the fact that - note
11. compensation - wage
12. consume - eat
13. conflagration - fire
14. consequently - so
15. cessation - stop, pause
16. characterize - describe
17. consequence - result
18. designate - name
19. demonstrate - show
20. discontinue - stop
21. difficult - hard
22. equitable - fair, just
23. execute - carry out
24. explicit - clear
25. endeavor (v.) - try
26. first of all - first
27. facilitate - ease, simplify
28. formulate - draw up
29. isolate - set apart
30. imperative - urgent
31. implement (v.) - carry out
32. injurious - damaging
33. in the form of - as
34. it would seem that - apparently
35. modification - change
36. monumental - big
37. more or less the same - similar
38. nevertheless - but; however
39. present (v.) - give
40. pertain - refer
41. preparatory to - before
42. production - yield
43. procure - get
44. purchase - buy
45. recognize - know, accept
46. substantive - prove
47. summon - call

- 48. terminate - end
- 49. transmit - send
- 50. this would tend to - might
- 51. verbose - wordy
- 52. witness - see

Roundabout phrases: The words on the right side are more preferred

- 1. a considerable amount of - much
- 2. a considerable number of - many
- 3. a decreased amount of - less
- 4. a decreased number of - fewer
- 5. a large proportion of - most
- 6. a majority of - most
- 7. a number of - many
- 8. are of the same opinion - agree
- 9. a small number of - few
- 10. at this present moment - now
- 11. at the present moment - now
- 12. affixed his signature - signed
- 13. along the likes of - like
- 14. as of this date- today
- 15. for the reason that - because
- 16. inspite of the fact that - although
- 17. in the neighborhood of - near
- 18. in the immediate vicinity - near
- 19. in view of - because, since
- 20. in a position to - can, may
- 21. in the possession of - has, have
- 22. in a satisfactory manner - satisfactorily
- 23. in the nature of - like
- 24. is in the process of revision - is being revised
- 25. is firmly of the opinion that - believes
- 26. made the recipient of - received
- 27. on a few occasions - occasionally
- 28. owing to the fact that - because, since
- 29. prior to, preparatory to - before
- 30. subsequent to - after
- 31. this result would tend to indicate - the results indicate
- 32. the tube which has a length of 3 m - the 3-meter tube
- 33. there is an apparent tendency for wealthy people to -
wealthy people tend to
- 34. tendered his resignation - resigned
- 35. told his listeners - said
- 36. united in holy matrimony - married
- 37. with the possible exception of - except
- 38. was able to make his escape - escaped