

# PHILRICE

# EDITORIAL Style GUIDE



**PHILRICE**

**EDITORIAL**  
**Style**  
**GUIDE**



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# 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 six 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 on January 8 to 10 at PhilRice Nueva Ecija. The REMD....
- ✗ Invited representatives from ADMP, AMTEC, and FSSRI provided a larger perspective on issues confronting REMD.

Preceding sentences spell out what AMDP, AMTEC, and FSSRI. 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 (eg, **DA, DSR, 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 full of capital letters does not look good.

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

Avoid writing a list of abbreviations and acronyms.

- ✗ 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.

- ✗ 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 first 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 researches 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 scientists.

## ADVICE, ADVISE

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~~ advised not to produce crops contaminated with heavy metal.

## ALTOGETHER

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

## 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.

- ✗ Among others, OFTD has conducted variety trials, which results were bases of varietal recommendations. (Write: AMONG OTHER THINGS).
- ✓ PhilRice's role, noted the Secretary who is also PhilRice's Board of Trustees Chairman, 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 thrice; 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 AMOUNT is TO.

- ✓ Total expenses will approximately AMOUNT TO ₱75,000.

## AMPERSAND (&)

Use only

- in certain company names: Procter & Gamble
- when artistic considerations dictate; and
- in references: Barroga & Prado, 2013; R&D

Do not use to abbreviate the word:

- ✗ 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.

- ✗ 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.

- ✗ 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 Camille’s follies.

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

Love and Camille were into similar follies, while Alfred and Marlon have their own billboards.

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 interchanged with APPRISE, which means to inform.

- ✖ We appraised him of our mission and he readily offered the services and resources of his office.

## 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 9p.m. is acceptable and so is about 9 p.m., but not AT ABOUT 9p.m.

## 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 test 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 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.

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.

**BETWEEN**

Always use AND with BETWEEN.

- ✗ between you and I
- ✓ between you and me
- ✗ 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.

- ✗ between 1969-1989
- ✓ between 1969 and 1989

Moreover, never say IN BETWEEN. It 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 Rc300 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 mean 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 on.

**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.

## 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.

- ✗ In the past, rice can be grown only during the dry months (November to May). (use COULD)
- ✗ A fellow quail raiser once asked Mang Simon how he can stop his quails from spewing so much food. (Use COULD)

Use CAN in 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 or 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.

## **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:

**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 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.

**Table Structure**

The following image illustrates the basic structure of tables.

The diagram shows a table structure with the following components:

- Title:** Table 2
- Header:** A row containing the title.
- Subhead:** A row containing the subhead.
- Column Head:** A row containing the column heads.
- Row 1:** A row containing the first data row.
- Row 2:** A row containing the second data row.
- Row 3:** A row containing the third data row.
- Row 4:** A row containing the fourth data row.

| Table 2 |             |             |             |
|---------|-------------|-------------|-------------|
| Title   |             |             |             |
| 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

Do not cut tables. But when tables 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](http://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 are not hyphenated.

## COLON

Use colon when presenting something preceded by the words

## 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 five 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.**

- ✗ 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**.

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

## COOL ELEVATED AREAS

This has no hyphen.

## CORDILLERA ADMINISTRATIVE REGION/ ARMM

This is the right name of the region, not **CORDILLERA AUTONOMOUS**. 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.

## 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).

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

- ✗ Dr. Barroga's two-year term will start on January 2014.



✓ Dr. Tabien's two-year term will start in January 2016.

✓ In December...; In 1999....

Write month, day, year, in that order:

✓ July 3

✓ July 2015

✓ Monday, July 3,

✓ 2010-2015

✓ July 3, 2013

✓ 2013-14

✓ July 3-August 3, 2013

✓ 2000s

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

## 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 10 towns...")

✓ He was also oriented on the different program thrusts and activities of PhilRice.

## DEADWOODS

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

- |   |                       |
|---|-----------------------|
| ✓ bob (up and down)   | ✓ new (recruit)       |
| ✓ current (news)  | ✓ oval (in shape)     |
| ✓ date (back) to  | ✓ past (history)      |
| ✓ divide (up)   | ✓ penetrate (into)    |
| ✓ eat (up)  | ✓ reiterate (again)   |
| ✓ end (up)  | ✓ repeat (again)      |
| ✓ estimated (at about)  | ✓ return (back)       |
| ✓ for agriculture (purposes)                                  | ✓ revert (back)       |
| ✓ free (gift)   | ✓ small (in size)     |
| ✓ (future) plans  | ✓ soar (up)           |
| ✓ gather (together)   | ✓ summer (months)     |
| ✓ in (the month of) May                                       | ✓ trigger (off)       |
| ✓ in (the province of) Albay                                  | ✓ tuition (fee)       |
| ✓ join (together)   | ✓ tungro (disease)    |
| ✓ lift (up)   | ✓ unite (together)    |
| ✓ link (together)   | ✓ weather (condition) |
| ✓ made (out) of   | ✓ weekly (basis)      |
| ✓ merge (together)  | ✓ 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).

- ✗ Palay stored for 7 months loses about 5% of its weight due to insects.
- ✓ The flight delay was due to pilot error.
- ✗ Mang Simon had to stop schooling then and let go of his dream of becoming an agriculturist due to financial difficulties.

- ✗ Owing to its economic importance, rice becomes the focus of government policies.

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 all right.

## 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 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 Rc 224 (Tubigan 19), Rc 226, Rc 240, ~~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, ~~etc.~~

## 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:

- |                    |   |
|--------------------|---|
| ✓ <b>dotcom</b>    | ✓ the <b>net</b> (and <b>internet</b> ) |
| ✓ <b>home-page</b> | ✓ the <b>web</b> , <b>website</b> , and |
| ✓ <b>laptop</b>    | <b>world wide web</b>                   |
| ✓ <b>online</b>    |   |

When giving **websites**, do not include **http://**.

Just **www** is enough: [www.philrice.gov.ph](http://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:

- ✗ The plan was to test the performance of existing varieties known to be drought-resistant.
- ✗ Yield increased in existing fields.

But you may ask: Are there nonexistent varieties?



## FARM

Write: ON the farm

- ✗ Mang Alex also applies azolla extensively IN his farm, a technology he learned from PhilRice.
- ✗ Mang Simon wasted no time in trying it 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 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.

## FROM - TO

FROM and TO go together.

- ✗ ... the Basic Design Study team, which ON March 29 to April 18, 1989, studied the contents.... (Use FROM instead of ON).
- ✗ 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.

## FORMER

This is preferred to EX- in most cases.

- ✗ EX-director
- ✓ The FORMER director

## FORMER AND LATTER

Avoid the use of **the former** and **the latter** whenever possible. It usually causes confusion.

## 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 all right.



## GENDER

The primary use of **gender** is in grammar, 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.

**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.

## HYPHEN

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

- ✓ 5-hour treatment
- ✓ *Agrobacterium*-mediated transformation
- ✓ Anther-specific genes
- ✓ 17-year-old daughter
- ✓ 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
- ✓ 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:

- ✗ twofold   ✗ fourfold   ✗ sixfold   ✗ tenfold
- ✗ threefold   ✗ fivefold   ✗ sevenfold

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

## IF AND WHEN

Drop AND WHEN and see whether there is any difference.

## INTEREST

Write INTEREST IN

- ✗ 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 you.

- ✓ The farmers are INTERESTED IN adopting the new rice technology.

## IN AN ATTEMPT TO

- ✗ 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
- ✗ 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 words in the magazine.

## JAPANESE NAMES

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

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

## KNOW-HOW

Hyphenated.

## KNOWLEDGE

Use the preposition OF, not ON.

## KOREAN NAMES

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

## 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.

- ✗ Rice hectareage has continuously declined in the LAST three decades.
- ✓ Rice hectareage 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.

- ✓ MES, through Administrative Order No. 79 signed by President Aquino ON July 12, 1988, is now under the administrative supervision of PhilRice.
- ✓ The country's rice research gained new momentum with the turnover of PhilRice's research and training facilities ON March 15, 1994.

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, plants, among other things, 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.

- ✗ The young farmers were trained to produce food crops LIKE rice, maize, groundnut, and soybean. (Use SUCH AS instead of LIKE)
- ✗ It tastes good, like a cigarette would.
- ✓ It tastes good, as a cigarette should.

## MACHINES

Use machines or machinery but not machineries.

## MAJORITY

- ✓ Even in 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

Words cannot be made plural:

- |                                    |               |
|------------------------------------|---------------|
| ✓ advice (write: pieces of advice) | ✓ jewelry     |
| ✓ baggage                          | ✓ kitchenware |
| ✓ equipment                        | ✓ merchandise |
| ✓ evidence                         | ✓ offspring   |
| ✓ footage                          | ✓ personnel   |
| ✓ furniture                        | ✓ pollen      |
| ✓ hardware/software                | ✓ sand        |
|                                    | ✓ staff       |

## MASTER'S

Use Master's instead of Masteral.

## MESTISOs

Write Mestizo 1, rest of the hybrids is Mestiso.

## MORE THAN, OVER

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

- ✗ 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.

## MULTI

Not hyphenated.

## 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:



## 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.

- ✗ 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.
  
- ✗ He made a TOUR of the PhilRice facilities.
- ✓ He TOURED the PhilRice facilities.
  
- ✗ 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.
- ✗ 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 | ✓ Nonbacterial     |
| ✓ Nonacademic  | ✓ Nonagricultural  |
| ✓ Nonacid      | ✓ Nonbiodegradable |

- |                   |                     |
|-------------------|---------------------|
| ✓ Noncash         | ✓ Nonprofit         |
| ✓ Noncombustible  | ✓ Nonrenewable      |
| ✓ Noncommercial   | ✓ Nonremoval        |
| ✓ Noncompliance   | ✓ Nonrepresentative |
| ✓ Nonconventional | ✓ Nonregistered     |
| ✓ Noncorrosive    | ✓ Nonsymbiotic      |
| ✓ Noncumulative   | ✓ Nontechnical      |
| ✓ Nonexistent     | ✓ Nonscientific     |
| ✓ Nonliving       | ✓ Nonshattering     |
| ✓ Nonmember       | ✓ Nontoxic          |
| ✓ Nonorganic      | ✓ Nontraditional    |
| ✓ Nonpoisonous    | ✓ Nontropical       |
| ✓ Nonperishable   |                     |

(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; 27 provinces
- ✓ 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 |    |
| 12h     | 1 day    | 10sec   |    |

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

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



## ONE OF MANY

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

- ✗ 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....
- ✗ NGO technicians will learn IPM in one of their PRACTICUM. (Add the letter s to PRACTICUM).

## ONGOING

One word. However, this is an overworked adjective. Use its synonyms: continuing, current, 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

✕ ON ONE HAND

## OVER

Replace over with MORE THAN:

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

## OVERALL

One word.

## PERCENT

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

## PER CAPUT, PER CAPITA

*Per caput* is 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
- ✗ Ph.D.

## PhilRice Stations

These are not hyphenated.

- PhilRice Agusan (not PhilRice RTR)
- PhilRice Batac
- PhilRice Los Baños
- PhilRice or PhilRice CES
- PhilRice Midsayap
- PhilRice Isabela (not PhilRice CVES)

## 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.

## POSTHARVEST

One word.

## 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. Eliminate the hyphen in making one word using prefixes such as PRE, SUB, NON, UN and POST unless there might be confusion (Example: un-ionized instead of unionized).

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

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

## PREPOSITIONS

### ON

- |                          |                     |
|--------------------------|---------------------|
| based on                 | focus on            |
| on behalf (or in behalf) | impact on           |
| center on                | impart on           |
| concentrate on           | imposed on          |
| cooperation on our part  | on another occasion |
| decide on                | on campus           |
| depend on                | on December 1       |
| draw on experience       | on April 30, 1945   |
| encroach on              | 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.

## QUALIFIERS

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

- ✗ It is surprising that labor use per hectare for growing any food crops is relatively high.
- ✓ Labor use per hectare for growing food crops 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”?

## RAINWATER

One word.



## RANGE

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

- ✗ Shortfalls for rice and maize are substantial, ranging from 77%-99% of the requirements.
- ✓ ... ranging from 77% to 99%

## REDUNDANCY

Unnecessarily repetitive. (See DEADWOODS)

## REPEATED WORDS

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

- ✗ 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.

- ✗ 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.
- ✗ 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.

## 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.

- ✗ 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:

- ✗ The organizational SET-UP of PhilRice has improved the capabilities of farmers. (Write SETUP)
- ✗ The use of mungbean flow in combination with natural coconut water was also SET-UP. (Write SET UP)
- ✗ 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 person.

- ✓ 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.

- ✗ Methane flux from flooding was 2.83 CH<sub>2</sub> kg/ha/d on the average, while that from irrigation water was 1.82 CH<sub>2</sub> kg/ha/d.
- ✓ Methane flux from flooding was 2.83 CH<sub>2</sub> kg/ha per day on the average. That from irrigation water was 1.82 CH<sub>2</sub> kg/ha per day.

## SOME

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

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

## SO THAT

Use SO THAT instead of SUCH THAT.

## 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.

## 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.
- ✗ PhilRice regular STAFF were recruited for the programs.
- ✗ Other STAFF were also seconded as project leaders in the other 7 programs.
- ✗ Governor Castillejos was told this was the first time that PhilRice STAFF have visited Batanes.
- ✗ He was there to see off stranded DA staff bound for Tuguegarao City.
- ✗ Dr. Fakan met Dr. Dale Bottrell, Dr. Keith Moody, and other IRRI STAFF who were attending a training on IPM at PhilRice.
- ✗ 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 and 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.

## SUFFICIENT ENOUGH

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

## Tenses

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

## TURNOVER

One word. It is not hyphenated.

## VARIETY NAMES

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

When in series, write: The varieties tested in the laboratory were NSIC Rc 292, Rc 288, and Rc 302.





## VERBAL/ORAL

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

## WATER-BORNE

Hyphenated.



## WAYS AND MEANS

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

## 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 63kph.

**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. 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/Reduced |
| 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 month 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 seem that   | Apparently                          |
| On the basis of  | Based on                            |
| Taken into account   | Consider                            |
| The experiment was conducted<br>with the following objectives: | The experiment was<br>conducted to: |
| There is no doubt that nitrogen can                            | Nitrogen can                        |
| With regard to   | About, concerning                   |

## WHO, THAT, WHICH

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

- ✗ 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.
- ✗ There are two rainfall and no climate station within the study area.
- ✓ The study area has two rainfall stations but no climate station.
- ✗ There is no carabao used for the land preparation.
- ✓ No carabao is used in preparing the land.

## 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)                      | Centimeter (cm)                                    | 1 in = 2.54 cm                             |
|                               | Foot (ft)                      | Meter (m)  | 1 ft = 0.305 m                             |
|                               | Yard (yd)                      | Meter (m)  | 1 yd = 0.914m                              |
|                               | mile                           | Kilometer (km)                                     | 1 mile = 1.161km                           |
| Mass (commonly called weight) | Ounce (oz)                     | Gram (g)   | 1 oz = 28.3 g                              |
|                               | Pound (lb)                     | Kilogram (kg)                                      | 1 lb = 0.454 kg                            |
| Area                          | Acre                           | Hectare (ha)                                       | 1 acre = 0.405 ha                          |
|                               | Square foot (ft <sup>2</sup> ) | Square centimeter (cm <sup>2</sup> )               | 1 ft <sup>2</sup> = 929 cm <sup>2</sup>    |
|                               | Square inch (in <sup>2</sup> ) | Square centimeter (cm <sup>2</sup> )               | 1 in <sup>2</sup> = 6.45 cm <sup>2</sup>   |
|                               | Square mile                    | Square kilometer (km <sup>2</sup> )                | 1 mile <sup>2</sup> = 2.54 km <sup>2</sup> |
|                               | Square yard (yd <sup>2</sup> ) | Square meter (m <sup>2</sup> )                     | 1 yd <sup>2</sup> = 0.836 m <sup>2</sup>   |
| Volume                        | Cubic foot (ft <sup>3</sup> )  | Cubic decimeter (dm <sup>3</sup> )                 | 1 ft <sup>3</sup> = 28.3 dm                |
|                               | Cubic inch (in <sup>3</sup> )  | Cubic centimeter (cm <sup>3</sup> )                | 1 in <sup>3</sup> = 16.4 cm <sup>3</sup>   |
|                               | Fluid ounce (fl'oz), U.S.      | Milliliter (ml)                                    | 1 fl oz = 29.6 ml                          |
|                               | Gallon (gal), U.S.             | Liter (L)  | 1 gal = 3.78 L                             |
|                               | Pint (pt), U.S.                | Milliliter (ml)                                    | 1 pt = 473 ml                              |
|                               | Quart (qt), U.S.               | Milliliter (ml)                                    | 1 qt = 946 ml                              |
|                               | Table spoon (tbsp),            | Milliliter (ml)                                    | 1 tbsp = 10 ml                             |
|                               | Philippine teaspoon (tsp)      | Milliliter (ml)                                    | 1 tsp = 5 ml                               |
| Time interval                 | Day, hour, minute              | retained   |  |
| Temperature interval          | Degree Fahrenheit (°F)         | Degree Celsius (°C)                                | °C = 5/9 (°F = 32)                         |

Table 1. (continuation)

| Quantity Measured     | Non-SI units Used  | To be replaced by SI Units and other units allowed | Conversion Factors           |
|-----------------------|--|--|------------------------------|
| Speed<br>Pressure     | Mile per hour (mile/h)                                   | Kilometer per hour (km/h)                          | 1 mile/h = a.61 km/h         |
|                       | Pound(force)persquare Inch (lbf/ in <sup>2</sup> or psi) | Kilopascal (kPa)                                   | 1 psi = 6.89 kPa             |
|                       | Atmosphere (atm)   | Allowed; eventually, megapascal (MPa)              | 1 atm = 0.101 MPa            |
| Energy,<br>Work, Heat | Kilowatt hour (kW h)                                     | Allowed;   | 1 kW h = 3.6 MJ              |
|                       | Thermochemical calorie (cal <sub>th</sub> )              | eventually, Megajoule (MJ)                         | 1 cal <sub>th</sub> = 4.18 J |
|                       | International Table calorie (cal <sub>IT</sub> )         | Joule (J)  | 1 cal <sub>IT</sub> = 4.19 J |
|                       | InternationalTableBtu (Btu <sub>IT</sub> )               | Joule (J)<br>Kilojoule (kJ)                        | Btu <sub>IT</sub> = 1.06 kJ  |
| Power                 | Horsepower (hp)  | Kilowatt (kW)                                      | 1 hp = 0.746 kW              |

Words with no “S”

|           |             |           |
|-----------|-------------|-----------|
| Advice    | Hardware    | Personnel |
| Air       | Information | Pollen    |
| Baggage   | Jewelry     | Sand      |
| Equipment | Kitchenware | Staff     |
| Footage   | Merchandise | Software  |
| Furniture | Offspring   |           |
| Glassware |             |           |



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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 - help
8. activate - begin
9. appropriate - fit
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; yet
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. substantiate - 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. in spite 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; contends; asserts
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 result indicated
32. the tube which has a length of 3m – 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









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We are a chartered government corporate entity under the Department of Agriculture.  
We were created through Executive Order 1061 on 5 November 1985 (as amended)  
to help develop high-yielding, cost-reducing, and environment-friendly technologies  
so farmers can produce enough rice for all Filipinos.

We accomplish this mission through research and development work in our central and  
seven branch stations, coordinating with a network that comprises 57 agencies and  
70 seed centers strategically located nationwide.

To help farmers achieve holistic development, we will pursue the following goals in  
2010-2020: attaining and sustaining rice self-sufficiency; reducing poverty and malnutrition;  
and achieving competitiveness through agricultural science and technology.

We have the following certifications: ISO 9001:2008 (Quality Management),  
ISO 14001:2004 (Environmental Management), and OHSAS 18001:2007 (Occupational  
Health and Safety Assessment Series).

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ISO 9001:2008 CIP43601Q/09/10/068  
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OHSAS 18001:2007 CIP43601S/09/10/068

Department of Agriculture

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