

UC ANR Publications Style Guide (external use)

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Introduction

To resolve style questions in ANR publications, refer first to this style guide; second to *Merriam-Webster's Collegiate Dictionary*, eleventh edition (*Webster's*); and third to the *Chicago Manual of Style*, seventeenth edition (*Chicago*). In a few specialized instances, as described in this style guide, we follow *Scientific Style and Format*, seventh edition.

This guide focuses primarily on divergences from *Webster's* and *Chicago*, and on points that *Webster's* and *Chicago* don't cover.

Abbreviations

Spell out all units of measure in running text—that is, use “kilogram” rather than “kg.”

Abbreviate units of measure in parentheses. No periods follow the abbreviations.

(7 in)

Drop periods in abbreviations.

UC Berkeley

but

U.S. (adj) [Note the lack of a space after the first period.]

Use “e.g.” and “i.e.” very sparingly. Rely instead on the readable terms “for example” and “that is.”

Names of elements are spelled out in running text.

Chemical compounds are also spelled out, with the chemical formula provided in parentheses on first reference. But if a compound is mentioned many times, and the name of the compound is unwieldy, it's acceptable to use the formula instead of the spelled-out name beginning with the second reference.

When the following terms are given as part of scientific names, abbreviate them as shown. Do not abbreviate them when they are used in more general text (“several eucalyptus species”).

species (sp.) (singular)

species (spp.) (plural)

subspecies (ssp.)

cultivar (cv.)

variety (var.)

forma (f.)

pathovar (pv.) (when given as part of a pathogen name)

Acronyms

To the extent possible, avoid acronyms. A term such as “relative humidity,” for example, is highly readable when it’s spelled out—and short enough that repeating it a number of times isn’t cumbersome. Meanwhile, shortening the term to “RH” requires lay readers to translate the acronym back into English, perhaps many times. In such a case, an acronym is an obstacle and not a convenience.

Some terms are too long to spell out again and again. In such cases, instead of using acronyms, use shortened forms such as “the center” or “the database” (unless it’s unmanageable to do so).

Do not provide an acronym for a spelled-out term unless the acronym is subsequently used several times in the same publication (or, for multipart publications, in the same part). That is, don’t provide acronyms for terms that appear only a small handful of times. An exception might be made for an unwieldy term, such as the Sustainable Groundwater Management Act, but even then it’s preferable to shorten the term to something like “the act” on references after the first.

If acronyms must be used, introduce them at the right spot. In some cases, a term’s first appearance is not the ideal time to introduce the acronym that corresponds to it. If a term is used once on page 5 and not used again until page 50—where it is used several times—page 50 is the spot to introduce the acronym.

See the language on viruses in the “Organisms, diseases, and viruses” section of this style guide for an exception to ANR’s acronym policy.

Endnotes/footnotes

Notes are discouraged, but if they are necessary, they are grouped at the end of each chapter as endnotes—not as end-of-page footnotes.

Lists

In the interest of readability, lists can be broken out from the text and hung vertically.

If you decide to break out and hang a list, use bullets to set off the items in the list—unless the context requires numbers instead.

If the language that introduces a list is a complete sentence, or if it concludes with something like “the following,” put a colon at the end of the introductory language.

If the language that introduces the list is not a complete sentence, but instead is completed by the items in the list, do not put a colon at the end of the introductory language.

If any of the items in the list is a complete sentence in its own right, begin all items with an uppercase letter and end each item with a period. (If the subject of an item is implied, the item is a complete sentence. If some of the items are complete sentences, but others aren’t, it is best to edit so that all the items are complete sentences.)

If none of the items in the list is a complete sentence in its own right, begin each item with a lowercase letter and use no terminal punctuation, even after the last item.

We agreed on all points:

- We would meet in Stockholm.
- We would sample local delicacies.
- We would proceed expeditiously to Helsinki.

We agreed on the following:

- Set lists flush-and-hang.
- Use bullets or numbers to introduce the items.
- Use a colon after introductory language that constitutes a complete sentence.

When editing lists, you must decide whether to

- use colons
- use bullets or numbers
- use periods

Names

General principles for scientific names

As editors, our basic rule for scientific names is to make authors' spelling consistent; we do not try to establish the "correct" scientific name. Useful references for authors include the USDA Plants Database, usda.gov/java/, and the Entomological Society of America database, entsoc.org/common-names.

Organisms, diseases, and viruses

Common names of pests and diseases are set in roman type, without quotes.

lygus bugs
Phytophthora root rot
Verticillium wilt

Scientific names of disease organisms take initial capitals and italics.

Phytophthora cinnamomi (or just *Phytophthora* on second reference)
Verticillium aloratum (then, *Verticillium*)

If a virus name appears in a taxonomic discussion of the entire species, capitalize the first word and all proper nouns and set it in italics. If the name appears in a discussion of the behavior, nature, management, or control of individual viruses, capitalize only proper nouns and do not italicize the name. Give the abbreviation at first mention and use the abbreviation thereafter: "The nine *Grapevine leafroll associated viruses* (GLRaVs) are classified in the virus family Closteroviridae, which is characterized by large particles: Corky bark disease is associated with grapevine virus B (GVB)."

Places

Regions of California are capitalized.

Bay Area
Central Coast
Central Valley
Coast Ranges
Imperial Valley
North Coast
Northern California
Pacific Coast
Sacramento Valley
South Coast
Southern California

but

coastal California
Sierra foothills

Plants/crops

When a plant or animal species is first mentioned, after the genus and species are provided, the name of the author may be given as well—that is, the name of the person who originally identified the species. The author’s name is set in roman, may be abbreviated, and may appear in parentheses. Do not attempt to make use of parentheses consistent, beyond ensuring that an opening parenthesis is matched by a closing parenthesis, and vice versa.

Pyrocoma radiata Nutt.
California red scale, *Aonidiella aurantii* (Maskell)
(*Pseudococcus maritimus* (Ehrhorn))

When cultivar names are given as part of scientific names, they are enclosed in single quotes and set in roman. Quotation marks are not necessary for cultivars in running text.

Olea europea ‘Mission’
plant the Mission variety in the spring... . Mission yields well.

Vernacular names of crops are distinguished from names of harvest products, in accordance with *Scientific Style and Format*, 22.3.1.7:

oat [crop], oats [the grain]
pea, peas
grape, grapes
apple, apples
olive, olives

Apple is susceptible to various fruit tree diseases.
Apples are the star component of a certain delicious pie.

Some crops and harvest products have no plural form and therefore are not distinguished from one another

Rice is grown in California and Louisiana.
Rice can be boiled or steamed.

Numbers and amounts

Decimal fractions

For decimal fractions less than 1, use 0 before the decimal point—unless several decimal fractions less than 1 appear consecutively.

Tests showed a 2.25 percent improvement in the first batch but only a 0.60 and 1.34 percent gain in the second and third.

The percentage of gain was .95, .98, and .84, respectively.

Note that some units—probabilities, correlation coefficients—cannot exceed +1 or –1; no 0 precedes these.

Fractions

Spell out fractions when no unit of measure is involved.

one-half of the group
two-thirds completed

When units of measure are involved:

$\frac{1}{2}$ inch

But, in more technical contexts:

0.5 inch

Mathematical expressions

Equations and mathematical expressions are set according to the guidelines in *Scientific Style and Format*, pp. 158–171.

Measurements

Use numerals for all units of measure, including time and age. (See the “Time and date” section in this style guide for additional information on times and dates.)

2 to 3 pounds
\$25
6 cents
6:30 p.m. (*but* six o'clock)
1 year, about 2 years
60 seconds
3 feet
a 45-degree angle
an 8-year-old (*but* in his twenties)
temperatures in the 80s; 90°F

When describing measurements, use “by” instead of the multiplication symbol.

1-by-1 stakes
a 6-by-5-foot plot

ANR publications can use U.S. customary measurements, metric measurements, or both. In the text, do not provide conversions from one system to the other.

Number ranges

For number ranges in running text, use “to.”

from 2 to 3 inches

For ranges within parentheses, use an en dash.

(2–3 in)

Percentages

Distinguish between “percent” and “percentage.”

We found flaws in 70 percent of the samples.

We found flaws in a large percentage of the samples.

Spell out “percent” in text but use the “%” symbol in tables, captions, and in parentheses.

a 20 to 30 percent chance

Of all varieties tested, 17 (25%) failed to survive the winter.

Don’t repeat “percent” or “%” in ranges unless significant text intervenes.

a 20 percent, or in tropical zones, a 30 percent chance

Ratios

a 6 to 1 probability (note the lack of hyphens)
1:1 peat to vermiculite mix
1:1:1 mix of sand, sawdust, and peat
10-5-5 fertilizer

Whole numbers

Unless specified otherwise in this style guide, spell out whole numbers from zero through one hundred.

Certain multiples of these numbers are spelled out as well—see chapter 9 of *Chicago*.

Plagiarism/copyright infringement

Authors should be familiar with the difference between plagiarism and copyright infringement and how to avoid both.

Plagiarism is using other people's original work without crediting them as the source. Authors can avoid plagiarism by always citing the source of any material used that is not their own, such as quotations, research conclusions, data in a table, and the like.

Copyright infringement, or copyright violation, is using copyrighted material without getting permission. Authors can avoid copyright infringement by getting permission from the copyright holder to use copyrighted materials, such as a drawing, table, non-UC photo, or other material for a manuscript. Authors should contact their project editor for more information, including a sample permission request letter.

Punctuation, typeface, and more

Commas

Use the serial comma (Tom, Dick, and Harry).

Use no comma or colon before quotations unless punctuation is required for clarity.

After short introductory adverbial clauses, commas may be omitted.

In 1968 tests showed that...
For the time being it is assumed that...

Contractions

Contractions may be used in moderation, especially in publications directed at the general public.

Dashes

No spaces appear on either side of em dashes or en dashes.

Hyphens

See appendix B.

Italics

When a word is not used functionally, but instead is used as the word or term itself, use italics.

The term *plant pathology* can be defined in many ways.

but

The science of plant disease is called plant pathology.

Do not use italics for emphasis unless the italics are necessary to prevent misunderstanding.

Parentheses and brackets that enclose italic material should be set in italics when the enclosed material is all italics—or when it begins and ends in italics but contains roman text between. If only one end of the enclosed material is italic, however, the parentheses or brackets should be roman.

(Phytophthora cinnamomi)

(Aedes spp.)

Possessives

Possessive forms of names ending in an “ess” sound take an apostrophe plus the letter “s.”

Possessive forms of names ending in the “zee” sound take an apostrophe only.

For possessive forms of multiple names listed together, only the final name takes a possessive form.

Thomas’s theory

Williams’ theory

Thomas and Williams’ theory

Quotation marks

Avoid both scare quotes and sneer quotes.

Tables and figures

Tables and figures should complement and supplement information in text, but not duplicate it. They must be self-explanatory.

Tables and figures are numbered separately from one another; numbering starts fresh with every chapter. For example, chapter 1 might contain figures 1.1 through 1.9 and tables 1.1 through 1.4; in chapter 2, numbering for figures and tables would both start at 2.1.

Be sure that the running text contains at least one reference to each table and figure.

In-text references to tables and figures are spelled out, lowercase—unless in parentheses, when “figure” is abbreviated.

in figure/table 6.1

Figure/Table 7 shows (beginning of sentence)

(see fig./table 3.25)

Table titles and figure captions are set in sentence case (initial capital only). Titles of figures have end punctuation. Titles of tables do not.

Figure 6.1. Berseem clover, Tehama County.

Table 6.1. Effect of irrigation on berseem clover, Davis, CA, 1990–1992

Unless otherwise specified in this style guide, edit labels and captions to conform to style used in the text.

If table and figure sources are provided and the publication contains a reference list, sources are set as author-date citations. If no reference list is provided, the source line for the table or figure may contain full bibliographic information or a URL. Tables and figures created by the author require no source.

Tables

Format tables using Microsoft Word’s table layout mode.

Column heads are set in sentence case. The alignment of column heads should match the alignment of the data in the columns.

First columns that present information from various categories are considered stubs. Stubs are set in sentence case.

Text in table cells is set flush left, including numbers.

Text in cells is lowercase—except for proper nouns, which are uppercase, and complete sentences, which are set in sentence case.

Do not allow blank cells. Use “0” for “sums to 0.” Use an em dash (—) for “data not available,” and provide an explanation in a table note.

Decimal numbers in the same unit of measure should be carried to the same number of decimal places. In general, carry decimal numbers to a maximum of two digits.

If any decimal fractions in a table are greater than 1, decimal fractions less than 1 must begin with 0.

If space is not an issue, spell terms out rather than using abbreviations. If abbreviations are used, use them consistently.

Use en dashes (–), not “to,” between all numerical ranges of measure and time in tables.

If appropriate, place a key immediately after the table to explain abbreviations. The key may be hung as a vertical list if desired.

After the key, if appropriate, provide the source of the information in the table (*Source:* or *Sources:*).

Place notes that apply to an entire table after the source line (introduced with *Note:*).

More specific notes—that is, notes that apply only to certain cells, columns, or rows—are placed after general notes. The following symbols indicate specific notes: *, †, ‡, §, #. All these symbols, except for the asterisk, are superscript. When a table contains more than five specific notes, consider using superscript letters instead of doubling up on symbols.

KEY

H = high

L = low

M = moderate

Source: Johnson 1990. (Or, if the publication contains no reference list, give full bibliographic details or URL.)

Note: Figures in table do not sum to 100.

*These data summarize the 1989–1990 study only. [No space after the note symbol.]

†Data reflect a 5% reduction in labor costs for that year.

Figures

Figures include photographs, drawings, maps, diagrams, graphs, charts, and any other type of graphic object inserted into the text. Tables are *not* figures.

Figures with multiple parts should be labeled with uppercase letters, which are not followed by periods.

In figure captions, letters referring to figure parts should be set uppercase, roman, and in parentheses.

Figure 12.1. Buds form on terminals (A). Leaves grow from bud scars (B).

In running text, references to figure parts should be set as follows:

In some plants, buds form on terminals (fig. 12.1A).

Time and date

April 15 (*not* April 15th)

the sixties and seventies (*or* '60s and '70s *or* 1960s and 1970s; *not* 1960's and 1970's)

March 3, 1994 *or* 3 March 1994

the twentieth century, the first century AD

the December 1994 issue (Dec. 1994) [no comma between month and year]

55 BC to AD 1066

from 11:15 a.m. to 12:15 p.m.

6:30 p.m. (*but* six o'clock)

Titles of works/parts of books

Italicize titles of books and journals in running text. Titles of articles, and of dissertations or other unpublished manuscripts, are set in roman type and enclosed in quotation marks.

Use numerals to refer to parts of a book. Lowercase the name of the part.

in chapter 5
see figure 1.2
table 2.3 shows

Spell out parts of a book in running text.

For more information, see chapter 7, “Weeds.”
See the section “Certification” later in this chapter.

In notes, tables, and reference lists, abbreviate.

vol(s).
chap(s).
fig(s).

URLs in running text

When URLs appear in running text, they do not include “http,” “https,” “www,” colons, or the slashes that follow colons. They appear in the ordinary flow of sentences, after commas or set between commas.

People interested in UC Agriculture and Natural Resources are invited to visit UC ANR’s website, ucanr.edu.

Californians who visit the website of UC Agriculture and Natural Resources, ucanr.edu, can learn a lot about agriculture and natural resources in their state.

Verify that every URL works. If it doesn’t, ask the author to provide a working link—or, as appropriate, find a working link yourself.

In online-only publications (8000s), format URLs as active hyperlinks, using the Word style “hyperlink.”

In printed publications (3000s and 21000s), do not create active hyperlinks.

APPENDIX A

Citations and references

ANR uses the author/date system for in-text citations, coordinated to an end-of-chapter or end-of book reference list. (For further information on this system, see chapter 5 of *Chicago* and chapter 30 of *Scientific Style and Format*.)

In-text citations require corresponding entries in the references.

Entries in the reference list require corresponding in-text citations. If an author wishes, however, approximately six references per article-length document may, though they lack in-text citations, be organized in a “Further reading” section that follows the reference list. Entries included in the “Further reading” section must be highly relevant to the text.

In-text citations

Some in-text citations can be organized as shown in the following example:

As W. W. Jones (1989) has shown,

Note that such citations include the author’s first name or initials.

When this approach isn’t possible, in-text citations consist of the author’s last name, plus date, with no intervening punctuation, inside parentheses.

As one prominent study demonstrated (Jones 1989)...

A series of citations in parentheses may be ordered chronologically or alphabetically, as long as the same approach is maintained throughout a publication. Separate citations with a semicolon.

Several studies (Jones 1989; Strybing and Strybing 1990; Johnson et al. 1994) have shown that

or

Several studies (Johnson et al. 1994; Jones 1989; Strybing and Strybing 1990) have shown that

As appropriate, page numbers and the like can be appended to in-text citations.

(Jones 1993, 125–126)

(Polit 1954, chap. 5)

(Head 1985, fig. 2.3)

For in-text citations that correspond to reference entries with three or more authors, provide only the first author’s name, with “et al.” appearing between the author and the date.

(Jones et al. 1997)

If the reference list contains more than one work that could be cited as "Author et al. date," include the second author's name in the citation.

Brown, Cruz et al. 2010
Brown, Davis et al. 2010
Brown, Smith et al. 2010

Reference lists

ANR publications

In the reference list, all ANR publications are styled as if they were books, regardless of their length or category. (*California Agriculture* doesn't fall under the category of ANR publications; *Cal Ag* articles are formatted as journal articles.)

The publisher name is UC Agriculture and Natural Resources.

Until 1995, ANR publications were categorized as bulletins (with publications in the 1XXX format), leaflets (2XXXX), or publications (3XXX). Since 1995, all ANR publications have been categorized simply as publications. When referring to ANR publications in reference lists, follow the usage that was in force at the time of publication.

Before 2014, the city of publication was Oakland. In 2014, it became Davis. When specifying place of publication for ANR publications, follow the usage that was in force at the time of publication.

Author names

Use initials instead of first and middle names. Below, note the space between the first and second initials.

Smith, A. B.

If the author of a work is an organization, the author name may be abbreviated, in parentheses, to allow for shorter in-text citations.

(NABA) North American Butterfly Association

Such entries are alphabetized according to the abbreviation, not according to the full name of the organization. For further detail, see *Chicago*, 15.37.

For works that do not show an author, corporate author, or editor on the cover, title page, or elsewhere, list "Anonymous" as the author.

For multiple entries with the same author name, for every entry after the first, we use a 3-em dash, followed by a period, in place of the author name. But instead of inserting the 3-em dash directly, use the symbol <3M>, which designers will later convert into a 3-em dash.

Smith, A. B. 2018.
<3M>. 2019.

Two or more works by exactly the same author(s), published in the same year, are distinguished by letters that follow the year.

Smith, A. B., B. Cruz, and D. Molar. 2018a.
<3M>. 2018b.

but

Smith, A. B., B. Cruz, and D. Molar. 2018.
Smith, A. B., B. Cruz, and C. Parker. 2018.

When a reference list contains works by an author publishing alone *and* works by the same author collaborating with others, the works are listed in the following order.

- (1) single author, chronologically (earliest to latest)
- (2) all two-author entries, alphabetically
- (3) all entries with three or more authors, alphabetically

Brown, J.
Brown, J., ed.
Brown, J., and T. Mayall
Brown, J., and C. Parker
Brown, J., B. Cruz, S. Smith, and K. Jones
Brown, J., R. Davis, D. Solar

Books

Use accepted short forms of publishers' names. Be sure that they're spelled and punctuated correctly.

Little, Brown, *not* Little Brown
McGraw-Hill, *not* McGraw Hill
Wiley, *not* John Wiley & Sons

DOIs and URLs

Include DOIs for journal articles whenever they are available. DOIs must follow CrossRef's format:

<https://doi.org/10.1094/PDIS.2000.84.3.328>

No period follows the DOI.

If DOIs are unavailable for journal articles, use URLs. Use the full URL, including www or http(s). No period appears at the end of the URL. Occasionally, for old journal articles, neither a DOI nor a URL is available.

URLs for nonjournal entries may also be included in reference lists as appropriate.

Verify that each link works. If it doesn't, ask the author to provide a working link—or, as appropriate, find a working link yourself.

In online-only publications (8000s), format URLs as active hyperlinks, using the Word style “hyperlink.”

In printed publications (3000s and 21000s), do not create active hyperlinks.

Journal articles

Spell out journal names rather than using abbreviated forms.

For foreign journals whose titles resemble those of U.S. journals, give place of publication.

Include volume numbers if they’re readily available.

Page numbers

Except for journal articles and chapters in edited books, it isn’t necessary to give page numbers or number of pages in reference list entries.

Public documents

Treat all public documents as if they were books, regardless of their length. Do not provide information about total page count.

Titles

Italics are not used for titles of works.

Titles are set in sentence case (except for proper nouns).

For article titles, if this style guide and the article title itself diverge where formatting is concerned—if, for example, an article title does not contain serial commas, or British spellings are used—defer to the style used in the original publication. Exception: retain sentence case in titles, regardless of the capitalization in the source title.

Reference style: examples

Books

Borror, D. J., and D. M. Delong. 1954. *An introduction to the study of insects*. 3rd ed. New York: Holt, Rinehart and Winston.

Franklin, J. M., and E. A. Smith. 2015. *Grasslands of California*. 2 vols. Davis: UC Agriculture and Natural Resources Publication 3987.

Reuther, W., E. C. Calavan, and G. E. Carman, eds. 1989. *The citrus industry*. Oakland: UC Agriculture and Natural Resources Publication 3326.

Chapters in edited books

Reil, W. O., and J. F. Doyle. 2012. Propagation. In R. P. Buchner, ed., Prune production manual. Oakland: UC Agriculture and Natural Resources Publication 3507. 93–98.

Journal articles

Adaskaveg, J., W. Hao, and H. Förster. 2015. Postharvest strategies for managing Phytophthora brown rot of citrus using potassium phosphite in combination with heat treatments. *Plant Disease* 99(3):1477–1482. <https://doi.org/10.1094/PDIS-01-15-0040-RE>

Eckert, J., and J. Ogawa. 1985. The chemical control of postharvest diseases: Subtropical and tropical fruit. *Annual Review of Phytopathology* 23:421–454. <https://doi.org/10.1146/annurev.py.23.090185.002225>

<3M>. 1988. The chemical control of postharvest diseases: Deciduous fruit, berries, vegetables, and root/tuber crops. *Annual Review of Phytopathology* 26:433–469. <https://doi.org/10.1146/annurev.py.26.090188.002245>

Papers read at meetings

Schoner, C., V. Marble, and C. Langston. 1982. Use of a desiccant on alfalfa hay to reduce drying time (a progress report). Paper read at California Alfalfa Symposium, Dec. 8–9, Davis, CA.

Public documents

English, H., A. I. Ryall, and E. Smith. 1946. Blue mold decay of Delicious apples in relation to handling practices. Washington, DC: USDA Circular 751.

U.S. Bureau of the Census. 1986. Statistical abstract of the United States. 106th ed. Washington, DC: Government Printing Office.

Hord, H. V. V., and R. Sprague. 1950. Silver-leaf disease of apple in Washington. Pullman: Washington State Agricultural Experiment Station Bulletin 119.

APPENDIX B

Hyphenation

To resolve questions about hyphenation, refer first to this style guide's word list (appendix C); then to *Webster's*; then to *Chicago*, 7.81–7.89. Regarding hyphenation of terms that include common prefixes and suffixes, policy from *Webster's* and *Chicago* is summarized just below. After that summary, for convenience, a note appears on *Chicago's* policy regarding hyphenation of compound modifiers.

anti: *Webster's* closes up nearly all terms beginning with “anti,” with exceptions such as “anti-English” and “anti-inflammatory.” *Chicago's* policy is similar.

co: *Webster's* closes up nearly all terms beginning with “co,” with exceptions such as “co-op” and “co-opt.” *Chicago's* policy is similar.

free, appearing at the end of a word: Per *Chicago*, “compounds formed with ‘free’ as a second element are hyphenated both before and after a noun.” Note, however, that *Chicago's* policy does not cover “free” terms, such as “carefree,” that are listed in *Webster's*.

like, appearing at the end of a word: Per *Chicago*, section 7.89, “Closed if listed as such in *Webster's*. If not in *Webster's*, hyphenated; compounds retain the hyphen both before and after a noun.”

long, appearing at the beginning of a word: *Webster's* appears to hyphenate all adjective terms such as “long-lived,” “long-standing” and “long-term.” Preserve the hyphenation both before and after a noun.

long, appearing at the end of a word: Terms such as “daylong” and “yearlong” are closed up in *Webster's*.

mid: *Webster's* closes up “mid” terms, with a few exceptions, such as “mid-rise.” *Chicago* maintains a similar policy, but hyphenates terms such as “mid-July” and “mid-1990s.”

multi: *Webster's* closes up “multi” terms, with a few exceptions, such as “multi-institutional.” *Chicago's* policy is similar.

non: *Webster's* closes up “non” terms, with very few exceptions. *Chicago's* policy is similar.

pre: *Webster's* closes up “pre” terms, with very few exceptions. *Chicago's* policy is similar.

post: *Webster's* closes up “post” terms, with very few exceptions. *Chicago's* policy is similar.

re: *Webster's* closes up “re” terms, with very few exceptions. *Chicago's* policy is similar.

short: *Webster's* hyphenates some adjective terms involving “short,” such as “short-term” and “short-lived.” In those cases, preserve the hyphenation both before and after a noun. But *Webster's* closes up other terms, such as “shorthanded.”

wise: Close up “wise” terms, such as “clockwise,” that are closed in *Webster's*. Hyphenate others.

Note on hyphenation in compound modifiers, from section 7.85 of *Chicago*: When compound modifiers (also called phrasal adjectives) such as *high-profile* or *book-length* precede a noun, hyphenation usually lends clarity. With the exception of proper nouns (such as *United States*) and compounds formed by an adverb ending in *ly* plus an adjective (see 7.86), it is never incorrect to hyphenate adjectival compounds before a noun. When such compounds *follow* the noun they modify, hyphenation is usually unnecessary, even for adjectival compounds that are hyphenated in *Webster's* (such as *well-read* or *ill-humored*).

Then, from Section 7.86: Compounds formed by an adverb ending in *ly* plus an adjective or participle (such as *largely irrelevant* or *smartly dressed*) are not hyphenated either before or after a noun, since ambiguity is virtually impossible. (The *ly* ending with adverbs signals to the reader that the next word will be another modifier, not a noun.)

APPENDIX C

Selected word list

a.i. (active ingredient, with numbers only)

a.m.

advisor, farm advisor, UCCE advisor; *but* pest control adviser

American Dream

American Indians/Native Americans (the former is our preference but both are acceptable; see UC ANR diversity guidelines for further information)

and/or: avoid whenever possible, rewording to choose one or the other

appendix 2 (app. 2)

Bacillus thuringiensis (Bt)

bacterial leafspot

bare root (n), bare-root (adj)

bermudagrass

blood meal

borne (in nonbirth contexts): Do not hyphenate soilborne, airborne, windborne, and so on

broadleaves (n), broadleaf (adj, pred adj) (not broadleaved)

budbreak

budwood (n)

bur

California Food and Agricultural Code § 12003

caneberry

catch can (n)

cation-exchange (adj)

cereal-legume mix

Certified Organic, marketed or labeled as

clean-out (adj), cleanout (n)

clear-cut (adj, pred adj)

cold-storage (adj)

color plate 2.1 (see color plate 2.1)

Cooperative Extension, the Extension, Extension agents (all in California contexts); but, in more general contexts, the cooperative extension system

county agricultural commissioner (but capped as part of a title, before a person's name)

county farm advisor (but capped as part of a person's title)

cover cropping (n)

cross contamination (n)

cultipacker

custom-hire (v)

data (pl), datum (sing); Note: *data* can be used as a mass noun taking a singular verb.

degree (v)

direct seeding (n), direct-seeded (adj); direct seeded (pred adj), direct seed (v)

direct-market (adj), direct market (v)

disk, disking (plowing operation)

Douglas-fir (n, adj)
dragon fruit
drip irrigation (n), drip-irrigated (adj), drip irrigated (pred adj)
drip line
drought tolerant (pred adj), drought-tolerant (adj)
dry brushing (n), dry brush (v)
drydown (adj)

far-reaching (adj, pred adj)
farm advisor (capped when used as part of a person's title)
Farm Bureau
farm gate (adj)
farm stand
farmers' market
feather meal
field-cure (v); field cured (pred adj); field-cured (adj); field curing (n, pred adj); field-curing (adj)
field-pack (adj)
field-test (v)
first (*not* firstly)
fish (singular and plural)
flood-irrigate (v)
fold: twofold, tenfold (however, because these terms are easily misunderstood, it's often better to edit around them)
Food and Agricultural Code § 12003
food processing (adj)
food-grade (adj)
foodservice
fresh-market (adj)
fresh-cut (adj)
fruit (singular and plural)
full-time (adj); full time (pred adj)
furrow-irrigate (v)

green chop (n)
green core (n)
groundwater

a (*not* an) historical, etc.
an herbicide
hand-pick, hand-*anything* (v)
high-words (adj)
homeowner
honey bee (2 words)
hoophouse (n)
host-specific (adj), host specific (pred adj)
hydrocool (v)

in-field (adj)
in-line (adj)

in-row (adj)
in-season (adj)
in-shell (a, pred adj)
in-store (adj)
Inc. (no comma before or after)

JMS Stylet Oil

K84, as in *Agrobacterium radiobacter* K84
kill time (n)

land grant (adj)
late summer (n), late-summer (adj)
layperson (*not* layman)
leafburn (n)
leaf drop (n)
leafminer
leaf-out (n)
leaved (*not* leafed), leaves (pl) *not* leafs
light, sandy soil

M2624, or Marianna 2624 (*not* Marianna M2624)
mail-order (a, pa)
man-hours (*change to* labor hours) (n); man-made (*change to* manufactured, synthetic, etc.)
the Marketing Order (Federal)
most important (*not* importantly)

nitrate nitrogen = $\text{NO}_3\text{-N}$ (subscript 3, hyphen)
nitrate = NO_3^- (subscript 3, superscript minus)
NOP National List
NOP Rule sections

off-flavor (n)
off-odor (n)
on-farm (adj)
on-line (adj), but online (for Internet)
optimal (adj)
optimum (n)

pack line (n)
per-unit cost
pest management (n)
Pierce's disease
plantback
plow-down (n and adj)
plowpan
any-prone (adj)
proved (*not* proven), past participle of "to prove" (She had proved her point.)

record keeping (n), record-keeping (adj)
Regent, the Regents (of UC), The Regents (in © statement)
ring roller (n)
root knot nematode

Sacramento–San Joaquin River Delta
Secchi disk
seed (singular and plural)
seed bank; seed line, seed head; seedborne
sickle bar mower
sidedress
sixspotted thrips
-size (*not* -sized)
small farm advisor
spot-treat (v)
sprinkle-irrigate (v)
State of California (government), the State
stink bug
sudangrass
summer annual grass
surface water, not surface waters

time-consuming (adj, pred adj)
tipburn
top-heavy (adj, pred adj)
topwork (v), topworking (n), topworked (adj)
-type (a, as in rotational-type grazing)

UAN-32 (urea–ammonium nitrate)
University of California Cooperative Extension; after first mention, abbreviate as UCCE
umbrella sedge
University of California (UC)
unpollinated (*not* nonpollinated)
U-pick (adj)

vase life

washline (adj)
website
whip-graft (v), whip graft (n)
whiteflies
wine grape
workload
Worker Protection Standard
website