

NOTES FOR WRITING AND EDITING SEAFDEC DOCUMENTS

The Secretariat
Southeast Asian Fisheries Development Center

Preparation of this document

In 1989, the SEAFDEC Secretariat through then Senior Editorial Officer of SEAFDEC, *Ms. Barbara Mountfield*, prepared the *Notes for Editing SEAFDEC Documents*, based on the instruction of the SEAFDEC Council to the Secretary-General to consider harmonizing the style of the publications produced by SEAFDEC. During the 18th Meeting of SEAFDEC Information Staff Program (ISP) held in 2017, the Meeting expressed the view that the use of some of the standards suggested in the said Notes may no longer be practical, while there are also other issues that need to be addressed. The Notes were therefore reviewed in close cooperation among the SEAFDEC Secretariat and Departments during the Inter-Departmental Information Workshop in April 2018 and the 19th Meeting of the ISP in October 2018, and the draft Notes for Writing and Editing SEAFDEC Documents was finalized for approval by the Department Chiefs Meeting also in 2018.

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NOTES FOR WRITING AND EDITING SEAFDEC DOCUMENTS

INTRODUCTION

These notes are intended for use by authors and editors of documents issued by the SEAFDEC Secretariat and Departments, such as SEAFDEC meeting reports; promotional, technical, and scientific articles/publications, etc. They contain guidelines on particular points encountered in writing and editorial works for SEAFDEC documents and publications. More detailed instructions can be found in the reference materials listed in **Annex 1**.

It is desirable that there should be certain uniformity in the presentation and spelling used in the documents and publications prepared by the SEAFDEC Secretariat and Departments, especially when these documents are to be submitted to the annual meetings of the SEAFDEC Program Committee, the ASEAN-SEAFDEC FCG/ASSP, and the SEAFDEC Council. The correct usage of the presentation and documentation would speed up the processing of the documents and their dispatch to the members of these three bodies.

Another advantage of adhering to the guidelines is to minimize differences in spelling, *etc.*, between the SEAFDEC documents and those of other international organizations, in particular, the agencies of the United Nations family.

1. SPELLING

In general, SEAFDEC follows the Oxford American Dictionary (OAD) in the matter of spelling, *e.g.* using “center” instead of centre, “program” instead of programme, “cooperation” instead of co-operation, “coordination” instead of co-ordination, and “labor” instead of “labour”.

Where, however, some words are spelt differently in the title of centers, programs, *etc.*, of other organizations, the original spelling must be kept, *e.g.*:

- International Labour Organization (NOT International Labor Organization)
- World Organisation for Animal Health (NOT World Organization for Animal Health)
- MFRD Programme (NOT MFRD Program)

For Programs/activities, the following patterns should be used:

- Programs of Activities (refers to one program that has several activities)
- Programs of Activities (refer to several programs, each program with several activities)

For some fishery technical terms, the spelling used by fisheries related organizations would be adopted.

For spelling of words that are frequently used in SEAFDEC documents, see **Annex 2**.

For spelling of fishing gears commonly used in the region, see **Annex 3**.

For spelling of fishing vessels commonly used in the region, see **Annex 4**.

For spelling of aquatic species commonly found in the region, see **Annex 5**.

2. PUNCTUATIONS

The final comma, which is known as an Oxford comma or serial comma is used in writing SEAFDEC documents.

- The SEAFDEC Member Countries are Brunei Darussalam, Cambodia, Indonesia, Japan, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Viet Nam.
- During the Workshop, it was suggested that transboundary species, *i.e.* anchovies, mackerels, and neritic tunas, should be targeted for management.

3. FONTS

(a) Font type and size

The font type “Times New Roman” is used for the main text of official SEAFDEC documents and reports of SEAFDEC meetings with the size ranging from 10 to 12 as appropriate for the respective documents/reports.

For other publications, *e.g.* those intended for promotional purposes, other font types could be used to suit the design and layout of the respective publications.

(b) Font style

- Italic

- Caption of photos (NOT in title of figures)
- Quoting speakers to show which words they stressed “*AQD has always been a proud partner of BFAR,*” he said.
- Names of persons: The Secretary-General, *Dr. Kom Silapajarn*, stated that ...
- Scientific names: *Penaeus monodon*, *Eucheuma* spp.
- Terms based on generic name: *Penaeus* shrimps, *Eucheuma* seaweeds, *Artemia*-fed
- *nei* (not elsewhere included, in statistics)
- Words in foreign language (except local names of species), such as *refugia*
- Latin words/phrases: *e.g., i.e., et al., in situ, in vitro, in vivo, ad referendum, ad hoc* (see **Annex 6** for the meanings and usages)

Note: For text that should appear italic (*e.g.* captions and quotes), words that should be in italics should be written as non-italics.

- *The techniques for the artificial propagation of milkfish* (Chanos chanos) developed at SEAFDEC.

- Bold

- Titles of documents, publications, annexes, headings, *etc.*

(c) Case style

- Complete capitalization (UPPERCASE)

- Titles of documents, reports, and information/working/reference papers
- Names of vessels, *e.g.*, M.V. SEAFDEC, M.V. SEAFDEC 2, M.V. PLATOO

- Capitalization of initial letters (Title Case)
 - Titles of meetings once they have been approved by the Council
 - The Nineteenth (NOT 19th) Meeting of the Council, OR the Council at its nineteenth meeting
 - Titles of SEAFDEC programs and projects
 - Annexes and appendices of documents, reports, and working papers
 - When reference is made to member countries of SEAFDEC (*i.e.* Member Countries)
 - The Government of ...
 - The Government of Thailand, BUT contributions from governments
 - The representative of/from Cambodia stated that his Government ...
 - The Government of Japan (NOT the Japanese Government)
 - Provinces, districts, sub-districts, towns, and villages
 - Mairoot Sub-district, Klong Yia District, Trat Province, Thailand
 - Okra Sa Village, Sangkat Okra Sa, Kep Province, Cambodia

For compound words with hyphen, the first letter after the hyphen should be lowercase, *e.g.* the Forty-third Meeting of the SEAFDEC Council, Fish Trade-related Issues, Socio-economic Challenges.

4. NUMBERS

In numbers of more than three digits, a comma should be placed after every third digit from right to left (with some exceptions, *e.g.* for ZIP codes, phone, year in date, *etc.*). Period should be used for decimal point.

- 1,765,000.00

Numbers under 10 should be spelt out. Arabic numerals may be put in the parenthesis after the number. Except in referring to ranges, ratios, dates, times of the day, *etc.*

- All students completed the course in six (6) months.

(a) Number at the beginning of a sentence

A number at the beginning of a sentence should be written out; or the sentence should be rephrased so as to begin with a word, *e.g.*:

- Five million four hundred sixty-three thousand ...
- A total of 5,463,000 ...

(b) Ranges

- 3 to 4 percent a year (OR 3-4 percent, OR from 3 % to 4 %, OR 3-4 %)
- A temperature of 35 °C to 40 °C (OR 35-40 °C)
- 15-20 kg of potatoes
- 10-20 km (OR from 10 to 20 km, but NOT from 10-20 km)
- 3,430,700 to 4,000,000 (NOT 3,430,700 to 4 million)

(c) Ratios

- The teacher-student ratio was 1 to 9 (OR 1:9)

(d) Dates

Dates are given in the order of “day-month-year,” without commas, *e.g.*:

- on 7 November 2018

In references to a period of two days or more, the format should be as follows:

- on 7-8 November 2018
- from 7 to 8 November 2018
- from 30 November to 2 December 2018

(e) Months

If the names of months cannot be spelt out in full because of lack of space, the following forms should be used:

- Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.

(f) Time of the day

For official writing of time of the day, the 24-hour system should be written without punctuations, as follows:

- 0800-2100 h

The 12-hour system could be used for unofficial writing, as follows:

- 9 a.m., noon, 3:15 p.m., 10:05 p.m., midnight

5. UNITS OF MEASUREMENTS

The units of measurements used in SEAFDEC documents shall follow the International System of Units as shown in **Annex 7**.

Unit symbols are mathematical entities and not abbreviations; hence, the symbols are not followed by a full stop except at the end of a sentence.

- 75 cm (NOT 75 cm.)
- The average carapace width of cultured female *Scylla syrrata* was 115 mm.

The numerical value always precedes the unit, and a space is always used to separate the unit from the number.

- 10 ha (NOT ha 10)
- 5 kg (NOT 5kg)

The unit symbols do not show the plural form by the addition of letter “s”.

- 100 kg (NOT 100 kgs)
- 50 m (NOT 50 ms)

When units are used as the second part of a compound adjective, use a hyphen to connect them after the number. The unit should be spelled out.

- A six-day incubation period
- A 300-kilogram load

The numerical value of approximate measurements could be spelled out.

- The distance was about five kilometers.
- The planet's average surface temperature has risen more or less 0.9 degrees Celsius.

In writing units for popularized documents, superscript with minus sign should be avoided. Units should be written as:

- 50 fish/m² (NOT 50 fish m⁻²)
- 500 g/kg (NOT 500 g kg⁻¹)

In general, the word “percent” should be written out.

- annual increase of three percent in the production of catfish...
- There was a 90 percent survival rate.

The symbol % may be used in tables and in technical materials with many percentage values. A space separates the number and the symbol %, *e.g.*:

- 99.5 % (NOT 99.5%)
- The fish mortality ranged from 10 % to 15 % (OR 10-15 %) in 1984, and from 12 % to 17 % (OR 12-17 %) in 1985.

The symbol °C for the degree Celsius is preceded by a space when one expresses values of Celsius temperature. The degree symbol (°) is used but should not be the superscript format of the uppercase letter “O” or number “0”.

- The temperature was 40 °C.

In weight measurements, there are still confusions on the use of metric ton or tonne, however for the purpose of SEAFDEC documents, the abbreviation “mt” or “MT” is used. *As this issue may be discussed during relevant Statistics Forum, it might be changed.*

6. CURRENCIES

Currencies of SEAFDEC Member Countries as well as some other commonly used currencies, together with their abbreviations and symbols shall be used as follows:

(a) Currencies of SEAFDEC Member Countries

Country	Currency	Abbreviation	Symbol
Brunei Darussalam	Brunei Dollar	BND	B\$
Cambodia	Cambodian Riel	KHR	
Indonesia	Indonesian Rupiah	IDR	Rp
Japan	Japanese Yen	JPY	¥
Lao PDR	Lao Kip	LAK	₭
Malaysia	Malaysian Ringgit	MYR	RM

Country	Currency	Abbreviation	Symbol
Myanmar	Myanmar Kyat	MMK	K
Philippines	Philippine Peso	PHP	₱
Singapore	Singapore Dollar	SGD	S\$
Thailand	Thai Baht	THB	฿
Vietnam	Vietnamese Dong	VND	₫

(b) Other commonly used currencies

Country	Currency	Abbreviation	Symbol
Australia	Australian Dollar	AUD	A\$
China	Chinese Yuan Renminbi	CNY	元
European Union	Euro	EUR	€
Sweden	Swedish Krona	SEK	kr
United Kingdom	British Pound	GBP	£
United States of America	United States Dollar	USD	US\$

In writing technical documents, the currency abbreviation (or symbol) shall be placed before the value, *e.g.* US\$ 1,000 (NOT 1,000 US\$), THB 1,000 (NOT 1,000 THB).

To facilitate easy understanding by readers, national currencies should be converted to US\$ based on the average exchange rates in the ASEAN Statistical Yearbook (<https://www.aseanstats.org/ebooks/ebook-publication-by-year/>).

7. TABLES

Table(s) could either be incorporated within the page where the reference to such table is made in the text, or on the page following the page on which it is referred to.

The title should be given at the top of the table, in sentence case, left aligned, and no punctuation mark (*e.g.* full stop) at the end.

If there is only one table in the whole text, the numbering is omitted from the table title. It should be marked thus:

Table. Inland bodies of water in Southeast Asia

Reference in the text should be written as: “**Table**”

If there are two or more tables in the whole text, tables should be numbered using Arabic numerals. It should be marked thus:

Table 1. Inland bodies of water in Southeast Asia

Reference in the text should be written as: “**Table 1**”

Footnotes in tables could be marked as follows:

- ^a, ^b, ^c ... when the cited contents are written in numbers
- ¹, ², ³, ... when the cited contents are written in alphabets
- *, **, *** for any kind of footnotes, but with the maximum of three asterisks

8. BOXES

Box(es) should be incorporated within the page where the reference to such box is made in the text, or on the page following the page on which it is referred to.

The title should be given at the top of the box, in sentence case, centered, and no punctuation mark (*e.g.* full stop) at the end of the title.

If there is only one box in the whole text, the numbering is omitted from the box title. It should be marked thus:

Box. Characteristics of inland capture fisheries in Southeast Asia

Reference in the text should be written as: “**Box**”

If there are two or more boxes in the whole text, boxes should be numbered using Arabic numerals. It should be marked thus:

Box 1. Characteristics of inland capture fisheries in Southeast Asia

Reference in the text should be written as: “**Box 1**”

Footnotes in boxes could be marked as follows:

- ^{a, b, c} ... when the cited contents are written in numbers
- ^{1, 2, 3} ... when the cited contents are written in alphabets
- *, **, *** for any kind of footnotes, but with the maximum of three asterisks

9. FIGURES

Figure(s) should be incorporated within the page where the reference to such figure is made in the text.

The figure caption should be given below the figure, in sentence case, centered, and no punctuation mark (*e.g.* full stop) at the end.

If there is only one figure in the whole text, the numbering is omitted from the figure title. It should be marked thus:

Figure. Map showing the inland bodies of water in Southeast Asia

Reference in the text should be written as: “**Figure**”

If there are two or more figures in the whole text, figures should be numbered using Arabic numerals. It should be marked thus:

Figure 2. Map showing the inland bodies of water in Southeast Asia

Fig. 2. Map showing the inland bodies of water in Southeast Asia

Reference in the text should be written as: “**Figure 2**” or “**Fig. 2**”

10. ANNEXES AND APPENDICES

Annexes are numbered using Arabic numerals, written in bold font, and right aligned; a single annex should not be numbered.

Annex 3

An annex to an annex is designated as an appendix (pl. appendices).

Appendix 1 of Annex 3

If there is an annex to an appendix, this should be indicated using lowercase Roman numerals, as follows:

Annex ii to Appendix 1 of Annex 3

The titles of annexes and appendices should be written in title case, centered, and bold.

11. NAMES OF AQUATIC ANIMALS AND PLANTS

In writing the names of aquatic animals and plants, reference should be made to the updated Aquatic Sciences and Fisheries Information System (ASFIS) List of Species for Fishery Statistics Purposes (<http://www.fao.org/fishery/collection/asfis/en>) as shown in **Annex 2**.

(a) Scientific names

The families of species are typed in Roman letters with the initial letter capitalized, *e.g.*,

- Carangidae
- Penaeidae

The scientific names of species are typed in italics. The first letter of the first name, *i.e.* generic name (genus), is capitalized, but not that of the second name, *i.e.* specific name (species):

- *Chanos chanos*
- *Penaeus monodon*

In listing, the scientific name is placed between parentheses after the English name of the species:

- milkfish (*Chanos chanos*)
- giant tiger prawn (*Penaeus monodon*)

When the scientific name of the species is given in a sentence, it is not placed between parentheses, as shown below:

- The life cycle of the giant tiger prawn *Penaeus monodon* has been studied.
- The European oyster *Ostrea edulis* is found in this area.

If the scientific name is mentioned more than once in the text, the generic name is shortened to the initial letter followed by a full stop, thus:

- *C. chanos*

When the name of the scientist who identified the species is indicated, it is given immediately after the scientific name, thus:

- banana prawn (*Penaeus merguensis* de Man)
- giant tiger prawn (*Penaeus monodon* Fabricius 1798)

However, if the scientific name originally given by the scientist who identified the species was later changed, the name of the scientist and the year when such change was made is given in parentheses, thus:

- milkfish (*Chanos chanos* (Forsskal, 1775))

To check whether the name of the scientist should be given between parentheses or not, the updated ASFIS List of Species for Fishery Statistics Purposes could be referred to.

If the specific name is not known, “sp.” (singular) or “spp.” (plural) follows the generic name. These abbreviations are not typed in italics.

- *Oreochromis* spp.

(b) English names (Common names)

In writing the English names of aquatic species, the initial letter should generally not be capitalized nor typed in italics:

- tilapia
- mackerel
- oyster

For the English names of aquatic species with reference to specific name/place, the initial letter should be capitalized:

- Nile tilapia
- Indo-Pacific mackerel
- European oyster

When the English names of species are used, these should generally be given in singular form, *e.g.*:

- Storage techniques for mussel and oyster

When the English names refer to a group of more than one species, plural form could be used, *e.g.*:

- neritic tunas

(c) Local names

Local names should generally be replaced by the English names followed by the scientific name. But, if there is a need to indicate local names, they should be placed between quotation marks.

A list of some of local names, followed by their scientific and English names is given below.

“bangus”	<i>Chanos chanos</i>	milkfish
“diwal”	<i>Pholas orientalis</i>	angel wing
“kapis”	<i>Placuna placenta</i>	window-pane oyster
“putian”	<i>Penaeus indicus</i>	Indian white prawn
“sabalo”	<i>Chanos chanos</i>	milkfish spawner
“siakap”	<i>Lates calcarifer</i>	sea bass
“sugpo”	<i>Penaeus monodon</i>	giant tiger prawn
“platoo”	<i>Rastrelliger brachysoma</i>	short mackerel

12. TITLES OF OFFICIALS

(a) Titles of officials should follow their official position, *e.g.*

- Secretary-General of SEAFDEC
- The Minister for Agriculture
- ASEAN Ministers on Agriculture, Forestry and Fisheries
- Under-Secretary (UK); Under-Secretary (UN); or Under-Secretary (Philippines)
- The Permanent Secretary of the Ministry of Agriculture and Cooperatives of Thailand
- The Ambassador of ... to Thailand
- Charge d'Affaires (no space before or after the apostrophe)

(b) Titles of SEAFDEC officials and participants at SEAFDEC meetings

- The Council Director for ...
- The Program Committee Member for ...
- The Chief of the ... Department
- The representative from ...
- The observer from ...

13. ACRONYMS AND ABBREVIATIONS

When a body or term is mentioned for the first time, the full text should be given, followed by the acronym in parentheses. Subsequently, only the acronym should be used.

Acronyms of SEAFDEC Departments should be as follows,

- SEAFDEC Secretariat or SEAFDEC/SEC for Secretariat
- SEAFDEC/TD or TD for Training Department
- SEAFDEC/MFRD or MFRD for Marine Fisheries Research Department
- SEAFDEC/AQD or AQD for Aquaculture Department
- SEAFDEC/MFRDMD or MFRDMD for Marine Fishery Resources Development and Management Department
- SEAFDEC/IFRDMD or IFRDMD for Inland Fishery Resources Development and Management Department

The SEAFDEC partner organizations/agencies and fora and their acronyms have been compiled as shown in **Annex 8**.

Additionally, the list of terminologies and their abbreviations commonly used in SEAFDEC documents are compiled in **Annex 9**.

14. SEAFDEC MEETING REPORTS

In preparing SEAFDEC Meeting Reports, the “Guidelines for SEAFDEC Meeting Reports” adopted by the SEAFDEC Council at its 33rd Meeting in 2001 should be referred to.

15. CITATIONS AND REFERENCES

The American Psychological Association (APA) style should be adopted when writing in-text citation and list of reference materials (please see <http://guides.libraries.psu.edu/apasquickguide>).

List of Reference Materials

International Standard Statistical Classification of Fishing Gear (ISSCFG). Coordinating Working Party on Fishery Statistics.

International Standard Statistical Classification of Fishing Vessels by Vessel Types (ISSCFV-Vessel Type). Coordinating Working Party on Fishery Statistics.

Aquatic Sciences and Fisheries Information System (ASFIS) List of Species for Fishery Statistics Purposes. Food and Agriculture Organization of the United Nations. Rome, Italy.

International Standard Statistical Classification for Aquatic Animals and Plants (ISSCAAP), by Coordinating Working Party on Fishery Statistics.

Le Système International d'Unités (SI), The International System of Units (SI) 8th Edition. Bureau International des Poids et Mesures. International Bureau of Weights and Measures. Sevres, France. Retrieved from *website*

ASEAN Statistical Yearbook 2016/2017. Association of Southeast Asian Nations. City, Country.

Guidelines for SEAFDEC Meeting Reports, SEAFDEC Basic Documents 1966-2016. Southeast Asian Fisheries Development Center. Bangkok, Thailand.

Publication Manual of the American Psychological Association Sixth Edition. American Psychological Association. USA. Retrieved from (<http://guides.libraries.psu.edu/apaquickguide>)

Spelling of Words Commonly Used in SEAFDEC Documents

above-mentioned
 age-specific
 alga (pl. algae)
 algal (adj.)
 analysis (pl. analyses)
 aquaculture (see **Section A**)
 audio-visual
 baitfish
 basis (pl. bases)
 behavior
 bioassay (all words starting with “bio” are written as one word, *e.g.* biomass, biofloc)
 by-catch (OAD) or bycatch (FAO)
 catch effort (statistics)
 cod-end or cod end
 color
 computer-based
 cost-effective
 criterion (pl. criteria)
 crew member (pl. crew members, NOT crews)
 curriculum (pl. curricula)
 data (plural of datum)
 daytime (but night-time (OAD))
 deep-sea (adj., *e.g.* deep-sea fishing)
 echo sounder (OAD) or echosounder (FAO)
 finfish
 fish, fishes, fishing, fishery, fisheries (for use in combination with other words, see **Section B**)
 fish farmers
 fisherfolk (sing. and pl.)
 fishers (use instead of fishermen/fisherwomen/fisherpeople)
 fishfinder
 fish hold (FAO)
 fishmeal
 fishpen
 fishpond
 follow-up (n. and adj.)
 follow up (verb)
 food fish
 forum (pl. fora or forums)
 framework
 grow-out (ponds)
 head-on (fish)
 high-level (adj., *e.g.* high-level meeting)
 high value (adj., *e.g.* high value fish)
 index (pl. indexes (publications); pl. indices (scientific use))
 inshore, offshore, onshore, nearshore (adj., *e.g.* inshore fishing)
 intergovernmental (but non-governmental)
 land-based
 large-scale (adj., *e.g.* large-scale fisheries)
 large-sized (adj., *e.g.* large-sized vessel)
 larva (pl. larvae)
 long-lived (adj., *e.g.* long-lived fish)

long-term (adj., *e.g.* long-term consultant)
master fisherman (FAO)
microorganism
mollusk (NOT mollusc)
molluskan
multispecies
nearshore
non-member (countries)
on board (go on board)
on-board (OAD), or onboard (FAO)
ongoing
organization chart BUT organizational structure
overexploit
over-exploitation
overfishing
oversupply (NOT over-supply)
part-time
percent
percentage
post-harvest
postlarvae (n.)
post-larval (adj.) *e.g.* post-larval stage
purse seine (n. = the net) (FAO)
purse-seine (adj., *e.g.* purse-seine fishing)
purse seiner (n. = the boat)
purse-seining (v.)
reappointment
seabed
sea bottom (FAO)
seabird
seafarming (adj.) *e.g.* seafarming project
sea farming (n.) *e.g.* sea farming in Philippines
sea ranching
shelf life
shellfish
small-scale (adj., *e.g.* small-scale fisheries)
small-sized (adj., *e.g.* small-sized vessel)
socio-economic (adj., *e.g.* Workshop on the Socio-economic Impact; noun, *e.g.* fisher's socio-economics)
species (sing. and pl.)
staff (sing. and pl.)
swampland
symposium (pl. symposia)
timetable
trainer
transshipment
transboundary
trash fish
underutilized (v. & adj.)
value-added (adj.), value-add (v.)
water (for use in combination with other words, see **Section C**)
workplan
worldwide

- A. aquaculture: freshwater culture
brackishwater culture
mariculture
- B. fish (n.): (general term, either singular or plural) *e.g.* fish farming, handling, harbor/port, inspection, marketing, processing, processor, stocks, stock assessment, technologist
- fishes (n.): (plural, refers to many species) *e.g.* "Fishes of the World", "Catalogue of Fishes", marine/freshwater fishes, fishes and invertebrates
- fishing (adj.): fishing activities, boats, communities (of people), equipment, gear (and methods), grounds, license, operations, rights, technology, vessel, village
- fishery (adj.): fishery biology, bulletin, census, concepts, dynamics, development, expert, export/import, information, literature, postharvest (one word, no hyphen) technology, products, research, resources, scientist, socio-economics, statistics, technician
- fisheries: (in general) *e.g.*, Department of Fisheries; fisheries administration, administrator, agencies, cooperative, credit, extension, extension officer, industry, information, management, sector, small-scale/marine/inland/near shore/offshore/demersal/pelagic
- C. water: brackish water (n.)
brackishwater (adj.)
fresh water (n.)
freshwater (adj.)
groundwater (n.)
inland water (adj.)
mid-water (adj.)
sea water (noun)
seawater (adj.)

Classification of Fishing Gears¹

The classification of fishing gears could be based on the SEAFDEC Statistical Bulletin of Southeast Asia.

Major Group	Minor Group
1. Purse seine	1.1 Anchovy purse seine 1.2 Fish purse seine
2. Seine net	2.1 Boat seine 2.2 Beach seine
3. Trawl	3.1 Beam trawl 3.2 Otter board trawl 3.3 Pair trawl
4. Lift net	
5. Gillnet	
6. Trap	6.1 Stationary trap 6.2 Portable trap
7. Hook and lines	
8. Push/Scoop net	
9. Shellfish and seaweed collecting gear	
10. Others	

¹ Subject to change after harmonization of the SEAFDEC Statistics Framework with the revised CWP classification

Classification of Fishing Vessels²

The classification of fishing vessels could be based on the International Standard Statistical Classification of Fishing Vessels by Vessel Types (ISSCFV-Vessel Type), as follows:

Major Group	Minor Group
Trawlers	
Seiners	Purse seiners Seiner netters
Dredgers	
Lift netters	
Gillnetters	
Trap setters	
Liner	Handliners Longliners

² Subject to change after harmonization of the SEAFDEC Statistics Framework with the revised CWP classification

Common Aquatic Species in the Southeast Asian Region

Group of species	Scientific Name	English Name (Common name)*	Other Names**
Freshwater fishes	<i>Cyprinus carpio</i>	common carp	
	<i>Labeo rohita</i>	roho labeo	
	<i>Cirrhinus mrigala</i>	mrigal carp	
	<i>Hypophthalmichthys nobilis</i>	bighead carp	
	<i>Oreochromis niloticus</i>	Nile tilapia	
	<i>Oreochromis mossambicus</i>	Mozambique tilapia	
	<i>Oreochromis (=Tilapia) spp.</i>	tilapias	
	<i>Mystus nemurus</i>	Asian redbtail catfish	
	<i>Clarias spp.</i>	torpedo-shaped catfishes	
	<i>Clarias gariepinus x C. macrocephalus</i>	Africa-bighead catfish, hybrid	North African catfish, bighead catfish
	<i>Pangasius hypophthalmus</i>	striped catfish	
	<i>Pangasius spp.</i>	pangas catfishes	
	<i>Anguilla bicolor</i>	-	Indonesian shortfin eel
	<i>Anguilla marmorata</i>	giant mottled eel	
	<i>Anguilla spp.</i>	river eels	
	<i>Trichogaster pectoralis</i>	snakeskin gourami	
	<i>Channa striata</i>	striped snakehead	
<i>Channa spp.</i>	snakeheads (=Murrels)		
Diadromous fishes	<i>Anodontostoma chacunda</i>	chacunda gizzard shad	
	<i>Chanos chanos</i> <i>Lates calcarifer</i>	milkfish barramundi (=giant seaperch)	sea bass
Marine fishes	<i>Psettodes erumei</i>	Indian halibut	
	<i>Trachinotus blochii</i>	snubnose pompano	
	<i>Lutjanus argentimaculatus</i>	mangrove red snapper	
	<i>Siganus guttatus</i>	Goldlined spinefoot	siganid, rabbitfish, orange spotted spinefoot
	<i>Stolephorus spp.</i>	<i>Stolephorus</i> anchovies	
	<i>Auxis thazard</i>	frigate tuna	
	<i>Auxis rochei</i>	bullet tuna	
	<i>Euthynnus affinis</i>	kawakawa	
	<i>Katsuwonus pelamis</i>	skipjack tuna	
	<i>Thunnus tonggol</i>	longtail tuna	
	<i>Thunnus alalunga</i>	albacore	
	<i>Thunnus albacares</i>	yellowfin tuna	
	<i>Thunnus obesus</i>	bigeye tuna	
	<i>Scomberomorus commerson</i>	narrow-barred Spanish mackerel	
	<i>Scomberomorus guttatus</i>	Indo-Pacific king mackerel	
	<i>Decapterus russelli</i>	Indian scad	
	<i>Decapterus macrosoma</i>	shortfin scad	
	<i>Decapterus spp.</i>	scads	
	<i>Rastrelliger brachysoma</i>	short mackerel	Indo-Pacific mackerel
	<i>Rastrelliger kanagurta</i>	Indian mackerel	
Crustaceans	<i>Macrobrachium rosenbergii</i>	giant river prawn	giant freshwater prawn
	<i>Portunus pelagicus</i>	blue swimming crab	
	<i>Scylla serrata</i>	Indo-Pacific swamp crab	mangrove crab

Group of species	Scientific Name	English Name (Common name)*	Other Names**
	<i>Penaeus merguensis</i>	banana prawn	
	<i>Penaeus vannamei</i>	whiteleg shrimp	<i>Litopenaeus vannamei</i>
	<i>Penaeus monodon</i>	giant tiger prawn	black tiger shrimp
	<i>Penaeus semisulcatus</i>	green tiger prawn	
	<i>Penaeus indicus</i>	Indian white prawn	
	<i>Thenus orientalis</i>	flathead lobster	
Mollusks	-	marine mollusks	
	<i>Meretrix</i> spp.	hard clams	
	<i>Haliotis asinina</i>	donkey's ear abalone	
	<i>Haliotis</i> spp.	abalones	
	<i>Crassostrea iredalei</i>	slipper cupped oyster	Philippine cupped oyster
	<i>Perna viridis</i>	green mussel	
	<i>Anadara granosa</i>	blood cockle	<i>Tegillarca granosa</i>
	<i>Sepia</i> spp.	cuttlefish	
	<i>Loligo</i> spp.	common squids	
	<i>Octopus</i> spp.	octopuses	
Miscellaneous aquatic animals	<i>Holothuria scabra</i>	sandfish	
Aquatic plants	<i>Eucheuma denticulatum</i>	spiny eucheuma	
	<i>Kappaphycus alvarezii</i>	elkhorn sea moss	
	<i>Gracilaria</i> spp.	<i>Gracilaria</i> seaweeds	

*ASFIS List of Species (<http://www.fao.org/fishery/collection/asfis/en>)

**Other names commonly used by SEAFDEC

Latin Words and Phrases Commonly Used in SEAFDEC Documents

Latin word/phrase	Meaning	Example
<i>ad referendum</i>	subject to agreement by other parties and (now usually) to finalization of the details	The document would be circulated for consideration by the Council <i>ad referendum</i> . NOTE: not by <i>ad referendum</i>)
<i>ad hoc</i>	created or done for a particular purpose as necessary	<i>ad hoc</i> consultation on fishery subsidies
<i>e.g. (exempli gratia)</i>	for example	Fishing activities were carried out in various types of inland water bodies, <i>e.g.</i> rivers, lakes.
<i>erratum</i>	error or mistake	Lists of errors in a previous edition of a work are often marked with the plural, <i>errata</i> ("errors")
<i>et alii, et alia, et alibi (et al.)</i>	“and others”, “and co-worker” “and other things” “and other places”	Used similarly to <i>et cetera</i> , to stand for a list of names, places, or things.
<i>i.e. (id est)</i>	that is	Two species were co-cultured in the pond, <i>i.e.</i> milkfish and sea bass. The project has three objectives, <i>i.e.</i> : 1) xxx; 2) xxx; and 3) xxx.
<i>in situ</i>	in the original place	<i>in situ</i> experiment on the effectiveness of fish passage
<i>in vitro</i>	performed or taking place in a test tube, culture dish, or elsewhere outside a living organism	<i>in vitro</i> fertilization
<i>in vivo</i>	performed or taking place in a living organism	<i>in vivo</i> evaluation of the dsRNA efficacy
<i>inter alia</i>	among other things	resulting in, <i>inter alia</i> , a 20 percent increase in small-scale fishing vessels
<i>per capita</i>	by heads, per head or per person	A ratio by the number of persons. The singular is “per caput.”
<i>per se</i>	by or in itself or themselves; intrinsically	All six isolated bacteria and the mucus <i>per se</i> did not have antimicrobial activity against VP _{AHPND} .
<i>refugia (sing. refugium)</i>	areas in which a population of organisms can survive through a period of unfavorable conditions, especially glaciation. OR Areas where special environmental circumstances have enabled this species or a community of species to survive after extinction in surrounding areas	critical fishing grounds as well as spawning and nursery grounds known also as “fishery <i>refugia</i> ” for commercial fishes

Latin word/phrase	Meaning	Example
<i>via</i>	by the road/way	The word denotes “by way of” or “by means of”, <i>e.g.</i> , “I will contact you <i>via</i> email.”
<i>vis-à-vis</i>	in relation to; with regard to	we need to discuss our test results <i>vis-à-vis</i> the national standards
<i>viz.</i> OR <i>viz</i>	short for the Latin <i>videlicet</i> , is used as a synonym for “namely”, “that is to say”, “to wit”, or “as follows”	Those caused by nutritional, genetic, or stress-related factors, <i>viz.</i> , bud blight, white blight, and shot hole, which are believed to be induced by poor nutrition.

Units and Symbols of Measurement Commonly Used in SEAFDEC Documents

Quantity	Unit	Symbol
length and distance	micrometer	μm
	millimeter	mm
	centimeter	cm
	meter	m
	kilometer	km
area	square meter	m^2
	square kilometer	km^2
	hectare	ha
volume	milliliter	ml
	liter	l
	cubic meter	m^3
mass	milligram	mg
	gram	g
	kilogram	kg
	tonne	t
	metric ton	MT or mt
time	second	s
	minute	min
	hour	h
	day	d
temperature	degree Celsius	$^{\circ}\text{C}$
distance at sea	nautical mile	nm, nmi
speed	knot	kn
plane angle	degree	$^{\circ}$
	minute	'
	second	"

Acronyms of SEAFDEC Partner Organizations/Agencies and Fora

International/Regional Organizations/Agencies

ACIAR	Australian Centre for International Agricultural Research
ADB	Asian Development Bank
AFAS	Asian Fisheries Acoustic Society
AIT	Asian Institute of Technology
AMAF	ASEAN Ministers on Agriculture and Forestry
AMSS	ASEAN Member States
APFIC	Asia-Pacific Fishery Commission
AQD	SEAFDEC Aquaculture Department
ASEAN	Association of Southeast Asian Nations
ASFA	Aquatic Sciences and Fisheries Abstracts
AWG CITES- WEN	ASEAN Working Group on the Convention on International Trade in Endangered Species of Wild Fauna and Flora and Wildlife Enforcement Network
BOBP	Bay of Bengal Program
CCAMLR	Conservation of Antarctic Marine Living Resources
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
CORIN-Asia	ASEAN Coastal Resources Institute
CTI-CFF	Coral Triangle Initiatives on Coral Reefs, Fisheries, and Food Security
DANIDA	Danish International Development Agency
DOF	Department of Fisheries
EC	European Community
EU	European Union
FAO	Food and Agriculture Organization of the United Nations
GEF	Global Environmental Facility
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (German Society for International Cooperation)
ICES	International Council for the Exploration of the Sea
IDB	Islamic Development Bank
IFRDMD	SEAFDEC Inland Fishery Resources Development and Management Department
ILO	International Labour Organization
IMF	International Monetary Fund
IMO	International Maritime Organization
INFOFISH	Intergovernmental Organization for Marketing Information and Technical Advisory Services for Fishery Products in the Asia and Pacific Region
IOTC	Indian Ocean Tuna Commission
ITDS	International Trade Data System
JAIF	Japan-ASEAN Integration Fund
JICA	Japan International Cooperation Agency
JIRCAS	Japan International Research Center for Agricultural Sciences
JTF	Japanese Trust Fund
MFRD	SEAFDEC Marine Fisheries Research Department
MFRDMD	SEAFDEC Marine Fishery Resources Development and Management Department
MRC	Mekong River Commission
NACA	Network of Aquaculture Centres in Asia-Pacific
OIE	Office International des Epizooties (World Organisation for Animal Health)
RFMOs	Regional Fisheries Management Organizations
RIHN	Research Institute for Humanity and Nature, Japan
SIDA	Swedish International Development Authority
SEAFDEC	Southeast Asian Fisheries Development Center

SOM-AMAF	Senior Officials Meeting of the ASEAN Ministers on Agriculture and Forestry
TD	SEAFDEC Training Department
UNEP	United Nations Environment Programme
UNDP	United Nations Development Programme
USAID	United States Agency for International Development
USAID Oceans	USAID Oceans and Fisheries Partnership
USAID/RDMA	USAID/Regional Development Mission for Asia
WCPFC	Western and Central Pacific Fisheries Commission
WWF	World Wildlife Fund

National Organizations/Agencies

Brunei Darussalam

DOF	Department of Fisheries, Brunei Darussalam
MPRT	Ministry of Primary Resources and Tourism

Cambodia

FiA	Fisheries Administration
MAFF	Ministry of Agriculture, Forestry and Fisheries

Indonesia

BBPI	Balai Besar Penangkapan Ikan (Central of Fisheries Center)
BRPI	Balai Riset Pemuliaan Ikan (Fish Breeding Research Center)
DGCF	Directorate General of Capture Fisheries
DGF	Directorate General of Fisheries
RIIFE	Research Institute for Inland Fisheries and Extension
MFRI	Marine Fisheries Research Institute
MMAF	Ministry of Marine Affairs and Fisheries
PSDKP	Directorate General Marine Fisheries Resources Surveillance

Japan

FAJ	Fisheries Agency, Japan
FRA	Fisheries Research and Education Agency, Japan
FRI	Fisheries Research Institute
JSPS	Japan Society for the Promotion of Science
MF-21	Marino Forum-21
NFU	National Fisheries University, Japan
SATREPS	Science of Technology Research Partnership for Sustainable Program
TUMSAT	Tokyo University of Marine Science and Technology

Lao PDR

DLF	Department of Livestock and Fisheries
MAF	Ministry of Agriculture and Forestry
LARReC	Living Aquatic Resources Research Center

Malaysia

DOF Malaysia	Department of Fisheries Malaysia
LKIM	Fisheries Development Authority of Malaysia (Lembaga Kemajuan Ikan Malaysia)
NATC	National Agriculture Training Council Malaysia

Myanmar

DOF	Department of Fisheries, Myanmar
MALIM	Ministry of Agriculture, Livestock and Irrigation Myanmar

Philippines

BAFS	Bureau of Agriculture and Fisheries Standards
BFAR	Bureau of Fisheries and Aquatic Resources
DA	Department of Agriculture
DOST	Department of Science and Technology
MARINA	Maritime Industry Authority

NFRDI	National Fisheries Research and Development Institute
PCAARRD	Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development
PCAMRD	Philippine Council for Aquatic and Marine Research and Development
PSA	Philippine Statistics Authority
UPV	University of the Philippines Visayas
WinFish	The National Network on Women in Fisheries in the Philippines
Singapore	
AVA	Agri-Food & Veterinary Authority of Singapore
PHTC	Post-harvest Technology Centre of AVA
Thailand	
DOF	Department of Fisheries, Thailand
FMO	Fish Marketing Organization
GISTDA	Geo-Informatics and Space Technology Development Authority
TICA	Thailand International Cooperation Agency
Viet Nam	
MARD	Ministry of Agriculture and Rural Development
RIMF	Research Institute for Marine Fisheries
D-FISH	Directorate of Fisheries, Viet Nam
RIA	Research Institute for Aquaculture
VASEP	Vietnam Association of Seafood Exporters and Producers
Others	
SwAM	Swedish Agency for Marine and Water Management
MI	Marine Institute of the Memorial University of Newfoundland
NOAA	National Oceanic and Atmospheric Administration, U.S. Department of Commerce

Fora

AEC	ASEAN Economic Community
AFCF	ASEAN Fisheries Consultative Forum
ACFP	ASEAN Common Fisheries Policy
AHSCCC-FS	Ad-hoc Steering Committee on Climate Change and Food Security
AMSs	ASEAN Member States
ANAAHC	ASEAN Network of Aquatic Animal Health Centres
ASA	ASEAN Shrimp Alliance
ASSP	ASEAN-SEAFDEC Strategic Partnership
ASWGFi	ASEAN Sectoral Working Group on Fisheries
AWG	ASEAN Working Group
CITES-CoP	Convention on International Trade in Endangered Species of Wild Fauna and Flora-the Conference of the Parties
COFI	The Committee on Fisheries
CWP	Coordinating Working Party on Fishery Statistics
DCM	SEAFDEC Department Chiefs Meeting
FCG	ASEAN-SEAFDEC Fisheries Consultative Group
PCM	SEAFDEC Program Committee Meeting

Others

BOBLME	Bay of Bengal Large Marine Ecosystem Project
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Abbreviations of Terminologies Commonly Used in SEAFDEC Documents

ABC	Allowable Biological Catch
ACDS	ASEAN Catch Documentation Scheme
ACDT	ASEAN Catch Documentation and Traceability
AIS	Automatic Identification System
AHPND	Acute Hepatopancreatic Necrosis Disease
ARs	Artificial Reefs
ASP	Amnesic Shellfish Poisoning
AZA	Azaspiracids
BTX	Brevetoxins
CBFM	Community-based Fisheries Management
CBRM	Community-based Resources Management
CCRF	Code of Conduct for Responsible Fisheries
CDS	Catch Documentation Scheme
CDTS	Catch Documentation and Traceability System
CEAS	Commercially-exploited Aquatic Species
CoC	Code of Conduct
CPUE	Catch Per Unit Effort
CTD	Conductivity Temperature Depth
eACDS	Electronic ACDS
EAFM	Ecosystem Approach to Fisheries Management
EEZs	Exclusive Economic Zones
EMS	Early Mortality Syndrome
FADs	Fish Aggregating Devices, Fish Aggregation Devices
FEDs	Fish Enhancing Devices
GIS	Geographic Information System
GAP	Good Aquaculture Practice
GMP	Good Manufacturing Practice
HABs	Harmful Algal Blooms
HACCP	Hazard Analysis and Critical Control Point
HRD	Human Resource Development
IHHNV	Infectious Hypodermal and Hematopoietic Necrosis Virus
ITDS	International Trade Data System
ITQ	Individual Transferrable Quota
IUU Fishing	Illegal, Unreported and Unregulated Fishing
IPOA	International Plan of Action
ISI-CC	Institute for Scientific Information-Current Content
ISO	International Organization for Standardization
JTED	Juvenile and Trash Excluder Device
KHV	Koi Herpes Virus
LMB	Lower Mekong Basin
LOA	Letter of Agreement
MCS	Monitoring, Control and Surveillance
MOU	Memorandum of Understanding
MPA	Marine Protected Area
MSY	Maximum Sustainable Yield
NDF	Non-detriment Findings
NPOA	National Plan of Action
PIPO	Port-In Port-Out
PSM	Port State Measures
PSMA	Port State Measures Agreement
RES & POA	Resolution and Plan of Action

RCCRF	Regionalization of the Code of Conduct for Responsible Fisheries in Southeast Asia
RFPN	Regional Fisheries Policy Network
RFVR	Regional Fishing Vessels Record
ROV	Remotely Operated Vehicle
RPOA	Regional Plan of Action
RS	Remote Sensing
RSIV	Red Sea Bream Iridovirus
RTC	Regional Technical Consultation
SEASOFIA	Southeast Asian State of Fisheries and Aquaculture
SDGs	Sustainable Development Goals
SME	Small and Medium-sized Enterprise
SOPs	Standard Operating Procedures
SSF	Small-scale Fisheries
TAC	Total Allowable Catch
TAE	Total Allowable Effort
TEDs	Turtle Excluder Devices
TiLV	Tilapia Lake Virus
ToT	Training of Trainers
VMS	Vessel Monitoring System
VNN	Viral Nervous Necrosis
WSSV	White Spot Syndrome Virus