Guide for
Writing and Editing Documents and Publications
(SEAFDEC Style)
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(SEAFDEC Style)
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 SEAFDEC Secretary-General to consider harmonizing the style of the publications produced by SEAFDEC. During the Eighteenth Meeting of SEAFDEC Information Staff Program (ISP) in 2017, the Meeting expressed the view that some of the standards in the Notes were no longer practical, while there were also other issues that need to be addressed. Therefore, the Notes were reviewed in close cooperation among the SEAFDEC Secretariat and Departments during the Inter-Departmental Information Workshop in April 2018 and Nineteenth Meeting of the ISP in October 2018, and the Notes for Writing and Editing SEAFDEC Documents was approved by the Department Chiefs Meeting in 2018. During the Twentieth Meeting of the ISP in October 2019, the Departments were requested to provide recommendations to improve the Notes. Such recommendations were discussed during the Twenty-first Meeting of the ISP in November 2020 and Inter-Departmental Workshop in February 2021. The Notes was renamed as Guide for Writing and Editing Documents and Publications (SEAFDEC Style) and approved by the Department Chiefs Meeting in December 2021.

Suggested citation


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INTRODUCTION

The Southeast Asian Fisheries Development Center (SEAFDEC) is an autonomous intergovernmental body established as a regional treaty organization in 1967 to promote sustainable fisheries development in Southeast Asia. SEAFDEC currently comprises 11 Member Countries (i.e. Brunei Darussalam, Cambodia, Indonesia, Japan, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Viet Nam); and operates through the Secretariat located in Thailand and five Departments, namely: the Training Department (TD) in Thailand; the Marine Fisheries Research Department (MFRD) in Singapore; the Aquaculture Department (AQD) in the Philippines; the Marine Fishery Resources Development and Management Department (MFRDMD) in Malaysia; and the Inland Fishery Resources Development and Management Department (IFRDMD) in Indonesia. Furthermore, SEAFDEC has always been promoting the importance of information as means of enhancing its image as a regional center working towards the sustainable development of fisheries in Southeast Asia. For more than 50 years, SEAFDEC continued to produce various documents and publications which are disseminated not only in the Southeast Asian region but also around the whole world.

This Guide for Writing and Editing Documents and Publications (SEAFDEC Style) has been developed to maintain uniformity and abide by the international standards in the preparation of SEAFDEC documents and publications. The SEAFDEC Style would encourage the writers to convey vital information effectively, organize ideas logically, describe people neutrally, and credit sources appropriately. Besides, the harmonized SEAFDEC documents and publications would allow readers to focus on the information being presented and ignore minor distractions such as inconsistencies in spelling, capitalization, punctuation, in-text citations, reference entries, and others. Therefore, this Guide should be used by all staff (information, research, technical, and administrative) of SEAFDEC Secretariat and Departments as reference in preparing documents and publications (e.g. institutional materials, information materials, technical reports, meeting reports, meeting documents, presentations, letters, stationeries, and others), as well as promotional materials (e.g. brochures, flyers, posters, and others) as appropriate.
PART I. STYLE

A. Spelling

- In general, SEAFDEC uses the American English language and adopts the latest edition of Merriam-Webster Dictionary (MWD) using its print copy, web version (https://www.merriam-webster.com), or mobile application for accurate and consistent spelling of words (see Annex 1 for the spelling of commonly used words)

A.1 Aquatic animal and plant species

- The spelling used in the updated FAO Aquatic Sciences and Fisheries Information System (ASFIS) List of Species for Fishery Statistics Purposes (http://www.fao.org/fishery/collection/asfis/en) should be adopted for accurate and consistent spelling of scientific and English/common names of aquatic animal and plant species

- Scientific names
  - The genus and specific names are conventionally written in italics; other contrasting font style may be used to distinguish the name from surrounding text
  - To show the hierarchy between genus and species, the genus name is first and should start with a capital letter, while the specific name is second and should start with a lowercase letter
    - Chanos chanos
  - Scientific names of species should be written in full at first, but for later mentions, the genus name can be abbreviated
    - Chanos chanos can be written C. chanos
  - If the specific name is not known, “sp.” (singular) or “spp.” (plural) follows the generic name and not typed in italics
    - Oreochromis spp.
  - When given in a sentence, the scientific name is placed between parentheses after the English/common name of the species
    - The life cycle of the giant tiger prawn (Penaeus monodon) has been studied.
  - The full (not abbreviated) surname of the author of the species and year of identification (separated by comma) should be written after the scientific name, as necessary
    - giant tiger prawn (Penaeus monodon Fabricius, 1798)
• The names of higher-ranking groups, *e.g.* Family or Order, should be capitalized but not italicized
  o Penaeidae

❖ English/common names

• Should not be capitalized and italicized
  o tilapia
  o mackerel
  o oyster

• Should be given in singular form in text
  o Storage techniques for mussel and oyster

• Plural form should be used when referring to a group of more than one species
  o neritic tunas
  o sardines
  o anchovies

• Should be capitalized with reference to specific name or place
  o European oyster
  o Indo-Pacific mackerel
  o Nile tilapia

❖ Local names

• Generally, local names should be replaced by the English/common names followed by the scientific name

• If there is a need to indicate local names, they should be placed between double or single quotation marks

• The examples given below are from SEAFDEC List of Aquatic Animals and Plants in Southeast Asia (http://repository.seafdec.org/handle/20.500.12066/147)

<table>
<thead>
<tr>
<th>Local name</th>
<th>Country</th>
<th>Scientific name</th>
<th>English/common name</th>
</tr>
</thead>
<tbody>
<tr>
<td>“trey srawka kdam”</td>
<td>Cambodia</td>
<td><em>Cyclocheilichthys apogon</em></td>
<td>beardless barb</td>
</tr>
<tr>
<td>“udang putih”</td>
<td>Indonesia</td>
<td><em>Penaeus indicus</em></td>
<td>Indian white prawn</td>
</tr>
<tr>
<td>“pa pak”</td>
<td>Lao PDR</td>
<td><em>Barbonymus gonionotus</em></td>
<td>silver barb</td>
</tr>
<tr>
<td>“siakap”</td>
<td>Malaysia</td>
<td><em>Lates calcarifer</em></td>
<td>barramundi (giant seaperch)</td>
</tr>
<tr>
<td>“nga myit chin”</td>
<td>Myanmar</td>
<td><em>Labeo rohita</em></td>
<td>roho labeo</td>
</tr>
<tr>
<td>“bangus”</td>
<td>Philippines</td>
<td><em>Chanos chanos</em></td>
<td>milkfish</td>
</tr>
<tr>
<td>“soon hock”</td>
<td>Singapore</td>
<td><em>Oxyeleotris marmorata</em></td>
<td>marble goby</td>
</tr>
</tbody>
</table>
A.2 Fishing gears


A.3 Fishery vessels

- The spelling used in the updated FAO International Standard Statistical Classification of Fishery Vessels by Vessel Types (ISSCFV-Vessel Type) (http://www.fao.org/fi/static-media/MeetingDocuments/cwp/cwp_26/8e.pdf) should be adopted for accurate and consistent spelling of fishery vessels (see Annex 3).

A.4 Others

- For words that are spelled other than specified in MWD such as in the name of organizations, centers, programs, and others, the original spelling should be adopted:
  - International Labour Organization, NOT International Labor Organization
  - MFRD Programme, NOT MFRD Program

B. Terminologies

B.1 Fisheries

- The spelling and usage specified in FAO AGROVOC (http://www.fao.org/agrovoc/search) should be adopted for accurate and consistent spelling and usage of fisheries terminologies (see Annex 4), which is a controlled vocabulary and structured collection of concepts, terms, definitions, and relationships covering food, nutrition, fisheries,
scientific and common names of animals and plants, environment, and biological notions

- The fisheries terminologies used by other fisheries-related organizations should be adopted
  - Illegal, unreported and unregulated (IUU) fishing (Note: Oxford/serial comma is not used)

B.2 Academic degrees

- Bachelor’s degree, master’s degree, and doctor’s/doktoral degree or doctorate
  - Capitalize and do not use apostrophe when the full name of the degree is used
    - Master of Science, NOT Master’s of Science
    - Doctorate, NOT doctorate’s
  - Do not capitalize and use apostrophe when the full name of the degree is not used
    - Correct: She earned one bachelor’s degree, two master’s degrees, and one doctor’s degree.
    - Incorrect: She earned one bachelor degree, two masters degree, and one doctor degree.

- Write the full title of a degree in a phrase and avoid using an abbreviation
  - Correct: Takashi Ino, who has a doctoral degree in fisheries, …
  - Incorrect: Takashi Ino, who has a PhD in fisheries, …

- For the abbreviation of academic degrees, see Part 1, H.3

B.3 Officials

- Senior officials of governments and organizations
  - The Minister for Agriculture
  - ASEAN Ministers on Agriculture, Forestry and Fisheries
  - Under-Secretary (UN and UK) or Undersecretary (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)
The Forty-Fifth Meeting of the SEAFDEC Council, 1-5 April 2013

- SEAFDEC officials and participants at SEAFDEC meetings
  - SEAFDEC Secretary-General or Secretary-General of SEAFDEC
  - The Council Director for ...
  - The Program Committee Member for …
  - The Chief of the ... Department
  - The representative from ...
  - The observer from ...

B.4 Member countries

- Member countries of SEAFDEC
  - Should be written as “SEAFDEC Member Countries”
  - Should never be abbreviated as SEAFDEC MCs or MCs

- Member states of ASEAN
  - Should be written as “ASEAN Member States” or “ASEAN Member State”
  - Should be abbreviated as “AMSs” or “AMS”

B.5 Southeast Asia

- Southeast Asia
  - Should be written out, NOT South-east Asia, NOT South East Asia, NOT South-East Asia
  - Should never be abbreviated as SEA

- Southeast Asian region
  - Should be written out
  - Should never be abbreviated as SEA region
  - Should never be replaced by ASEAN region (ASEAN is an organization, not a region)

B.6 Meetings, programs, projects

- Experts Meeting, NOT Expert Meeting
  - Refers to a meeting with several experts

- Program of activities
  - Refers to one program that has several activities
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- Programs of activities
  - Refer to several programs, and each program with several activities

- Project activities
  - Refers to one project that has several activities

- Focal persons
  - Refer to the contact person(s) of the project in respective countries, organizations, agencies, among others

C. Text

C.1 Theme font and size

- Generally, the Times New Roman is used for SEAFDEC documents and publications with the size ranging from 10 to 12, as appropriate

- Other font types and sizes may be used to suit the design and layout of other documents and publications, *e.g.* those intended for promotional purposes

C.2 Type case

- Uppercase
  - Names of vessels
    - M.V. SEAFDEC
    - M.V. SEAFDEC 2
    - M.V. PLALUNG
    - M.V. CHULABHORN

- Title case
  - The Government of …
    - The Government of Thailand, BUT contributions from governments
    - The Government of Japan, NOT the Japanese Government
    - The representative of/from Cambodia stated that his Government …
  - Main titles of programs, projects, events, documents, publications, articles, annexes, working/reference papers, headings, among others in text
Lowercase

- For titles with compound words with hyphen, the word after the hyphen should be lowercase
  - Forty-third Meeting of the SEAFDEC Council
  - Fisheries-related Issues
  - Small-scale Fisheries
  - Catch-per-unit-effort of Anchovies in the Gulf of Thailand
  - EXCEPT Inter-Departmental

- Subtitles of programs, projects, events, documents, publications, articles, annexes, working/reference papers, headings, among others in text

Sentence case

- Captions of figures, tables, and boxes
- Main titles and subtitles of articles, book chapters, books, and other resources in reference entries

Initial capitalization

- Geographic elements
  - Municipality of Tigbauan
  - Iloilo City
  - Mairoot Sub-district
  - Klong Yai District
  - Kep Province
  - Chumphon and Ranong Provinces

- When a meeting, workshop, project, among others is referred to after the full title was mentioned in the text
  - The SEAFDEC Department Chiefs’ Meeting was convened on 3 December 2020 through Google Meet. During the Meeting, the participants discussed …
  - The project “Responsible Fishing Technology and Practice” would be implemented in 2020–2024. The objectives of the Project are …

C.3 Font style

- Bold
  - Full titles (main title and subtitle) of programs, projects, events, documents, publications, articles, annexes, working/reference papers, headings, among others in headings but not in running text
  - Headers of tables
When citing figures, tables, boxes, or annexes in the text
- … as shown in Figure 1.
- Table 2 shows the …
- … (Box 3) …
- … list of participants (Annex 1).

For words “figure,” “table,” or “box,” in the caption
- Figure 1. Caption of the figure
- Table 2. Caption of the table
- Box 3. Caption of the box
- Annex 1

Italic
- Captions of figures (e.g. photographs, maps, charts, graphs, among others) which are not cited in the text; should be consistent in the whole text
- Names of persons; should be consistent in the whole text
  - The first SEAFDEC Secretary-General and Chief of TD, Mr. Tuanthai Bamrajjaripai, served from 1969 to 1971.
- Quoting speakers to show which words they stressed, as appropriate (e.g. in promotional materials)
  - “AQD has always been a proud partner of BFAR,” she said.
- Scientific names
  - Penaeus monodon
  - Eucheuma spp.
- Statistical terms
  - nei (not elsewhere included)
  - SD (standard deviation)
  - t (Student t-test)
  - Z-test
- Terms based on generic name
  - Penaeus shrimps
  - Eucheuma seaweeds
  - Artemia-fed
- Latin words and phrases, EXCEPT etc. (see Annex 5)

D. Number

D.1 Expressed in words
- At the beginning of a sentence
  - Thirty-three SEAFDEC staff received awards.
Millions, billions, trillions
- one million
- 2 billion
- 3 trillion

Numbers under 10 in text
- nine, NOT 9
- Exception: ten, OR 10

Simple fractions
- The project cost is half a billion dollars.

D.2 Expressed in figures

Numbers between 10 and 999,999 are normally written in figures, except as noted in Part 1, D.1

Ages
- Most of the fishers was over 50 years of age.
- Many children in the fishing community are under 7 years old.

Compound fractions
- 2 ¼ kg

Decimal fractions
- 8.5 cm

Decimal fractions expressing a number less than one
- A zero should be inserted before the decimal point and a zero may be added after the last digit if necessary, to indicate the level of accuracy
  - 0.30 mm
- Number or decimal places should be consistent in the whole text

Numbers mentioned in abstracts, tables, or figures

Punctuation of figures
- For numbers of more than three digits, a comma should be placed after every third digit from right to left
  - 1,234,567
- Period should be used for decimal point
  - 1,234,567.89
There should be no punctuations for ZIP codes, phone numbers, year, etc.

- Ratios and map scales
  - The female-male ratio is 3 to 10 (OR 3:10)
  - The scale of the map is 1:500,000

- Sums of money
  - USD 1.0
  - USD 500,000

D.3 Occurring together or in a series

- When two numbers occur together, they should be expressed in different styles, according to the nature of the elements and the context
  - Fifty 100-mm spats
  - 20 ten-year-old breeders

D.4 Ranges

- Linking two numbers
  - Use an en dash
    - 3–5 kg, NOT 3 to 5 kg, NOT between 3–5 kg
    - During 2017–2021
  - From … to …
    - From 3 kg to 5 kg, NOT from 3–5 kg
    - From 2017 to 2021, NOT from 2017–2021
  - Between … and …
    - Between 3 kg and 5 kg, NOT between 3 kg to 15 kg, NOT between 3–5 kg
    - Between 2017 and 2021, NOT between 2017 to 2021, NOT between 2017–2021

- The unit symbols should be always indicated
  - The fishery production increased from 20 t to 23 t
  - The temperature rose from 15 °C to 30 °C

- Numbers should be expressed in full, whether in words or figures to reduce the possibility of confusion
  - Correct: From USD 2 million to USD 4 million
  - Incorrect: From USD 2 to USD 4 million
The two numbers should be homogeneous
- Correct: Between 3.5 million and 4.0 million fingerlings
- Incorrect: Between 3,500,000 and 4 million fingerlings

D.5 Ordinals

- Expressed in words
  - Ordinal numbers of meetings and other formal events
    - Fifty-third Meeting of the SEAFDEC Council
  - Centuries
    - Nineteenth century, NOT 19th century, NOT XIX century

- Expressed in figures
  - Suffixes should be in superscript
    - SEAFDEC/IFRDMD celebrated its 10th anniversary

D.6 Telephone and fax numbers

- Should be written without punctuation marks such as parentheses or hyphens; use plus sign (+) before country codes without space; leave a space between the country code and telephone/fax number
  - Tel: +66 2 940 6326
  - Fax: +66 2 940 6336

E. Units of Measurement

- The provisions of the updated International System of Units (SI) (https://www.bipm.org/en/measurement-units/) should be adopted for accurate and consistent usage of units of measurement (see Annex 6), which have been used around the world as the preferred system of units and basic language for science, technology, industry, and trade

- Unit symbols are mathematical entities and not abbreviations; hence, unit symbols should not be followed by a period except at the end of a sentence
  - 75 cm, NOT 75 cm.
  - The average carapace width of cultured female *Scylla serrata* was 115 mm.

- The numerical value should always precede the unit symbol
  - 75 cm, NOT cm 75
There should be a space between the number and unit symbol
- 75 cm, NOT 75cm

The unit symbols do not show the plural form by the addition of letter “s”
- 75 cm, NOT 75 cms

When units are used as the second part of a compound adjective, use a hyphen to connect them after the number, and the unit should be spelled out
- A six-day incubation period
- A 300-kilogram load
- Two-year project
- There was a 70-percent mortality rate.

Percent
- The word “percent” should be written out in text
  - The survival rate was 90 percent.
- Percent sign (%) may be used if space is limited such as in tables and figures; there should be a space between the number and %
  - 99.5 %, NOT 99.5%

°C (degree Celsius)
- Should be preceded by a space
  - 40.3 °C, NOT 40.3°C
- The degree symbol (°) should be used, not the superscript format of the letter “O” or number “0”
  - 40.3 °C, NOT 40.3 °C, NOT 40.3 °C

In popularized documents, superscript with minus sign of units should be avoided
- 50 fish/m³, NOT 50 fish m⁻³
- 500 g/kg, NOT 500 g kg⁻¹

For the overall size of fishing vessels, gross tonnage (expressed as GT) should be used which is in accordance with the provisions of the International Convention on Tonnage Measurement of Ships, 1969 (https://treaties.un.org/pages/showDetails.aspx?objid=080000002800e0101)
- The M.V. SEAFDEC is a purse seine research vessel with the size of 1,178 GT.
F. Mathematical Signs and Symbols


- Operation signs should have a space in either side, except for the division sign (/)

G. Date and Time

- The provisions of the updated ISO 8601 Date and time—Representations for information interchange—Part 1: Basic rules (https://www.iso.org/standard/70907.html) should be adopted for accurate and consistent expression of date and time, which include representations of dates of the Gregorian calendar and times based on the 24-hour clock to be both human recognizable and machine readable and to minimize the risk of misinterpretation and confusion

G.1 Date

- Generally, dates should be given in the order of [day] [month] [year] without commas
  - 1 January 2021

- Dates may be also given in other formats, as appropriate, and should be consistent in the whole text
  - January 1, 2021
  - 1st January 2021

G.2 Time of day

- Time of day should be expressed in either 24-hour or 12-hour clock system
  - A colon “:” should be used to separate the time scale components
  - 24-hour: [hour]“:”[minute]; should be always indicated with a leading zero; there should be no hours, hr., or hrs. after the time
  - 12-hour: [hour]“:”[minute] a.m. or p.m., NOT A.M. or P.M., NOT am or pm, NOT AM or PM
    - 00:00, OR 12:00 a.m., OR midnight, NOT 24:00
15

Guide for Writing and Editing Documents and Publications  
(SEAFDEC Style)

- 12:00, OR 12:00 p.m., OR noon
- 09:30, OR 9:30 a.m.
- 21:30, OR 9:30 p.m.
- 07:05, OR 7:05 a.m.
- 14:08, OR 2:08 p.m.

- The Coordinated Universal Time (UTC) offset should be appended to the local time of the country hosting virtual activities (e.g. meetings, workshops, seminars, tours, and others) when communicating across different time zones

- In programs, timetables, working/reference papers, among others
  - Inter-Departmental Information Workshop
    Bangkok, Thailand
    17–18 February 2021
    09:00–15:30 (UTC+07:00)

- In text (e.g. invitation letters, prospectus, etc.)
  - The virtual Inter-Departmental Information Workshop would be hosted in Bangkok, Thailand on 17 February 2021 at 09:00–15:30 (UTC+07:00).

<table>
<thead>
<tr>
<th>SEAFDEC Member Countries</th>
<th>UTC offset</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunei Darussalam</td>
<td>UTC+08:00</td>
</tr>
<tr>
<td>Cambodia</td>
<td>UTC+07:00</td>
</tr>
<tr>
<td>Indonesia</td>
<td>UTC+08:00</td>
</tr>
<tr>
<td>Japan</td>
<td>UTC+09:00</td>
</tr>
<tr>
<td>Lao PDR</td>
<td>UTC+07:00</td>
</tr>
<tr>
<td>Malaysia</td>
<td>UTC+08:00</td>
</tr>
<tr>
<td>Myanmar</td>
<td>UTC+06:30</td>
</tr>
<tr>
<td>Philippines</td>
<td>UTC+08:00</td>
</tr>
<tr>
<td>Singapore</td>
<td>UTC+08:00</td>
</tr>
<tr>
<td>Thailand</td>
<td>UTC+07:00</td>
</tr>
<tr>
<td>Viet Nam</td>
<td>UTC+07:00</td>
</tr>
</tbody>
</table>

G.3 Ranges

- Date
  - on 17–18 February 2021
  - during 17–18 February 2021
  - from 17 to 18 February 2021
  - between 17 and 18 February 2021
Time of day
- at 08:00–16:30, OR at 8:00 a.m.–4:30 p.m.
- during 08:00–16:30
- from 08:00 to 16:30, OR from 8:00 a.m. to 4:30 p.m.
- between 08:00 and 16:30, OR between 8:00 a.m. and 4:30 p.m.

Months
- in January–December
- during January–December
- from January to December
- between January and December

Years
- in 2009–2016
- during 2009–2016
- from 2009 to 2016
- between 2009 and 2016

G.4 Ambiguous terms

- Biyearly is ambiguous which means either “occurring twice a year” or “occurring every other year (every two years)”; instead, use either biannual or biennial to avoid ambiguity
  - Biannual means occurring twice a year
  - Biennial means occurring every other year (every two years)

- Bimonthly and biweekly are also ambiguous which mean either “occurring twice a month/week” or “occurring every other month/week” so it is best to avoid these words entirely and write
  - Twice a month/week
  - Every other month/week
  - Every two months/weeks

- Non-specific references to “this year”, “next year”, or “last year” should be avoided, the specific year should be supplied
  - The total number of virtual meetings organized in 2020 was ...
  - In 2021, the SEAFDEC Secretary-General reported ...

- Decades and centuries
  - 2020–2029: the 2020s, NOT the twenties, NOT the 20s, NOT the 200’s
• 1900–1999: the 1900s, NOT the nineteens, NOT the 19s, NOT the 1900’s

**H. Acronyms and Abbreviations**

- When mentioned for the first time, the full name of a body or terminology should be given followed by the acronym in parentheses; subsequently, only the acronym should be used

**H.1 SEAFDEC Departments**

- SEAFDEC Secretariat
  - SEAFDEC/SEC
  - SEC (should be used only in tables or figures, not in text)

- Training Department
  - SEAFDEC/TD
  - TD

- Marine Fisheries Research Department
  - SEAFDEC/MFRD
  - MFRD

- Aquaculture Department
  - SEAFDEC/AQD
  - AQD

- Marine Fishery Resources Development and Management Department
  - SEAFDEC/MFRDMD
  - MFRDMD

- Inland Fishery Resources Development and Management Department
  - SEAFDEC/IFRDMD
  - IFRDMD

**H.2 SEAFDEC partners**

- See Annex 8 for the acronyms of SEAFDEC partner organizations/agencies and fora
H.3 Technical terms

- See Annex 9 for the acronyms of commonly used technical terms

H.4 Academic degrees

- Written without or with period, either way should be consistent in the whole text
  - Bachelor of Arts: BA, B.A.
  - Bachelor of Science: BS or BSc, B.S. or B.Sc.
  - Master of Science: MS or MSc, M.S. or M.Sc.
  - Doctor of Philosophy: PhD, or Ph.D.

- Should be used only after full names, never after just a last name, and a comma should set it off
  - Arporna Sribhibadh, PhD, NOT Sribbihadh, PhD

- Never use both a courtesy title and degree
  - Preferred: Dr. Deb Menasveta will...
  - Acceptable: Deb Menasveta, PhD, will...
  - Incorrect: Dr. Deb Menasveta, PhD, will...

- Do not list more than one degree following a person’s name, preferably include only the highest degree earned
  - Preferred: Dr. Veravat Hongskul will...
  - Acceptable: Veravat Hongskul, PhD, will...
  - Incorrect: Veravat Hongskul, BS, MS, PhD, will...

H.5 Months and days

- Months are normally written out in full but may be abbreviated if space is limited, with or without period
  - Jan, Feb, Mar, Apr, May, June, July, Aug, Sept, Oct, Nov, Dec
  - Other abbreviated formats understandable to readers

- Days are normally written out in full but may be abbreviated if space is limited, with or without period
  - Sun, Mon, Tue, Wed, Thu, Fri, Sat
  - Other abbreviated formats understandable to readers
H.6 Using signs and punctuation marks

- **Ampersand (&)**
  - Replace the word “and” with “&”
    - Resolution and Plan of Action (RES&POA)
    - Research and development (R&D)
  - In text, the word “and” should never be replaced by ampersand (&)

- **Period**
  - Academic degrees (optional)
  - Months and days (optional)
  - Glossary
    - adj. (adjective), adv. (adverb), n. (noun), pl. (plural), sing. (singular), v. (verb)
  - Lowercase, uppercase, or mixed case
    - a.m., p.m., etc.
    - No. (number), should be used only in tables or figures and not in text
    - N.A. (not applicable or not available)
    - ind. (individual or individuals)
    - pc. (piece) or pcs. (pieces)
    - Ms., Mrs., Mr., Jr.
    - Inc., Ltd.

- **Slash**
  - Two-letter initialisms
    - n/a or N/A (not applicable or not available)
    - c/o (care of)
    - w/ (with), w/o (without)

I. Country Names and Codes

I.1 Country names

- The spelling used in the updated United Nations terminology (https://unterm.un.org/unterm/country) should be adopted for accurate and consistent spelling of short and formal names of countries
- Short country name is used for most purposes; formal country name is generally used in legal texts, such as treaties, MOUs, MOAs, and others
Country names should not be used in the possessive form
  o Correct: Fishery production of Thailand
  o Incorrect: Thailand’s fishery production

I.2 Country codes

The provisions of the updated ISO 3166 Country Codes (https://www.iso.org/iso-3166-country-codes.html) should be adopted for accurate and consistent usage of country codes to save space and avoid errors by using a combination of letters that is understood and recognized all over the world
  • Alpha-2 or two-letter code is recommended as the general-purpose code
  • Alpha-3 or three-letter code is more closely related to the country name

<table>
<thead>
<tr>
<th>SEAFDEC Member Countries</th>
<th>Alpha-2 Code</th>
<th>Alpha-3 Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunei Darussalam</td>
<td>BN</td>
<td>BRN</td>
</tr>
<tr>
<td>Cambodia</td>
<td>KH</td>
<td>KHM</td>
</tr>
<tr>
<td>Indonesia</td>
<td>ID</td>
<td>IDN</td>
</tr>
<tr>
<td>Japan</td>
<td>JP</td>
<td>JPN</td>
</tr>
<tr>
<td>Lao PDR</td>
<td>LA</td>
<td>LAO</td>
</tr>
<tr>
<td>Malaysia</td>
<td>MY</td>
<td>MYS</td>
</tr>
<tr>
<td>Myanmar</td>
<td>MM</td>
<td>MMR</td>
</tr>
<tr>
<td>Philippines</td>
<td>PH</td>
<td>PHL</td>
</tr>
<tr>
<td>Singapore</td>
<td>SG</td>
<td>SGP</td>
</tr>
<tr>
<td>Thailand</td>
<td>TH</td>
<td>THA</td>
</tr>
<tr>
<td>Viet Nam</td>
<td>VN</td>
<td>VNM</td>
</tr>
</tbody>
</table>
J. Currency Codes

The provisions of the updated ISO 4217 Currency Codes (https://www.iso.org/iso-4217-currency-codes.html) should be adopted for accurate and consistent spelling and usage of currency codes.

<table>
<thead>
<tr>
<th>SEAFDEC Member Countries</th>
<th>Currency name</th>
<th>Alphabetic code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunei Darussalam</td>
<td>Brunei Dollar</td>
<td>BND</td>
</tr>
<tr>
<td>Cambodia</td>
<td>Riel</td>
<td>KHR</td>
</tr>
<tr>
<td>Indonesia</td>
<td>Rupiah</td>
<td>IDR</td>
</tr>
<tr>
<td>Japan</td>
<td>Yen</td>
<td>JPY</td>
</tr>
<tr>
<td>Lao PDR</td>
<td>Lao Kip</td>
<td>LAK</td>
</tr>
<tr>
<td>Malaysia</td>
<td>Malaysian Ringgit</td>
<td>MYR</td>
</tr>
<tr>
<td>Myanmar</td>
<td>Kyat</td>
<td>MMK</td>
</tr>
<tr>
<td>Philippines</td>
<td>Philippine Peso</td>
<td>PHP</td>
</tr>
<tr>
<td>Singapore</td>
<td>Singapore Dollar</td>
<td>SGD</td>
</tr>
<tr>
<td>Thailand</td>
<td>Baht</td>
<td>THB</td>
</tr>
<tr>
<td>Viet Nam</td>
<td>Dong</td>
<td>VND</td>
</tr>
</tbody>
</table>

Other countries

| Australia                 | Australian Dollar     | AUD             |
| China                     | Yuan Renminbi         | CNY             |
| European Union            | Euro                  | EUR             |
| Sweden                    | Swedish Krona         | SEK             |
| United Kingdom of Great Britain and Northern Ireland | Pound Sterling | GBP |
| United States of America  | US Dollar             | USD             |

Alphabetic codes of currencies should be used
- Alphabetic code should be placed before the numerical value
  - PHP 1,000, NOT 1,000 PHP
- There should be a space between alphabetic code and numerical value
  - SGD 500, NOT SGD500

Currency names as well as currency symbols which are not always available in keyboards in other countries should not be used (except for US$ in financial documents)
- THB 31,500, NOT 31,500 Thai baht, NOT ฿31,500
- JPY 100,000, NOT 100,000 Japanese yen, NOT ¥100,00
- USD 3,000, OR US$ 3,000, NOT 3,000 US dollars
National currencies should be converted to USD based on the average exchange rates in corresponding year specified in the International Monetary Fund (IMF) Website (https://www.imf.org/en/Home) to facilitate easy understanding of readers

K. Punctuation Marks

K.1 Period

- Abbreviations
  - Academic degrees (optional)
  - Months and days (optional)
  - Glossary
  - Lowercase and mixed-case

- Decimal point of numbers
  - 37.5

- Proper placement with quotation marks
  - Period should be placed inside the closing quotation mark
    - The national fish of the Philippines is milkfish or “bangus.”
  - If the quoted material ends with a question mark or exclamation point, period is omitted
    - Correct: He asked, “How much yellowfin tuna was captured yesterday?”
    - Incorrect: He asked, “How much yellowfin tuna was captured yesterday?”.

- Sentences that end with an abbreviation
  - The period used for the abbreviation also serves as the period for the sentence
    - Correct: She is a vice president at Fish Inc.
    - Incorrect: She is a vice president at Fish Inc..
  - When the abbreviation is contained within a quotation
    - Correct: The SEAFDEC Secretary-General said, “We will resume the meeting tomorrow at 9:00 a.m.”
    - Incorrect: The SEAFDEC Secretary-General said, “We will resume the meeting tomorrow at 9:00 a.m.”.

- Period should not be used in units of measurement and incomplete sentences such as in captions of figures/tables/boxes
K.2 Comma

- After the full name of the person when academic degree is indicated
  - Shigeaki Shindo, PhD
  - Shigeaki Shindo, Ph.D.

- Oxford/serial/final comma
  - 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.

- Separate every three digits from right to left for numbers with more than three digits
  - 1,000

- Separate geographic elements
  - The SEAFDEC Program Committee Meeting was organized in Bangkok, Thailand.
  - The pilot site of the Project was in Okra Sa Village, Sangkat Okra Sa, Kep Province, Cambodia.

- Comma should not be used after *e.g.* and *i.e.*

K.3 Semicolon

- Semicolon is sometimes described as stronger than a comma but weaker than a period

- Use in lists with internal commas to act as a sort of super-comma
  - The activities of the one-year project are inception meeting and baseline data collection in the first quarter; data validation and meetings with key fisheries stakeholders in the second quarter; introduction of new fishing technologies, training workshop of fishers, and follow-up meetings with fishers in the third quarter; and evaluation and report writing in the fourth quarter.
K.4 Colon

- **Grammatical uses**
  - To separate the main title and subtitle of programs, projects, events, documents, publications, articles, annexes, working/reference papers, headings, and others
    - Severity of the Impacts of COVID-19 Pandemic on Small-scale Fisheries of Thailand: a preliminary assessment
  - To introduce a list of items
    - The objectives of the study are to: 1) …, 2) …, and 3) …

- **Non-grammatical uses**
  - Correspondence
    - Cc: Mr. Inoue
    - Bcc: Mrs. Inoue
    - Attention: Information Program Coordination Office
  - Ratios and map scales
    - 3:10
    - 1:500,000
  - Time of day
    - 09:00, 9:00 a.m.

K.5 Quotation marks

- In text, the full title of projects should be written inside the quotation marks
  - The project “Harmonization and Enhancing Utilization of Fishery Statistics and Information” was implemented in 2020–2024 with support from the Japanese Trust Fund.

- Ensure that directional or smart quotation marks should be used for double or single quotation marks
  - Double quotation marks enclose quoted words, sentences, and paragraphs
  - Single quotation marks enclose quotations within quotations
    - She said, “BFAR has always been a proud partner of AQD in reviving ‘sugpo’ or tiger shrimp in the Philippines.”

- Commas and periods should be always inside the quotation marks
Question marks, colons, semicolons, and exclamation points should be outside the quotation marks, unless they were contained in the original quotation
   o She asked, “How much Indo-Pacific mackerel was captured yesterday?”

K.6 Hyphen

There should be no space before and after the hyphen

Compound words
   • Nouns
     o SEAFDEC Secretary-General
     o Deep-sea
   • Adjectives
     o Age-weight-length
     o Catch-per-unit-effort
   • Verbs
     o Field-test
   • Adverbs
     o In-house

Hyphen (-) should not be used in place of an en dash (–) or an em dash (—)

K.7 En dash

En dash (–) is slightly wider than the hyphen (-) but narrower than the em dash (—)

There should be no space between the en dash and the adjacent material

Connections
   • Partnerships between organizations
     o ASEAN–SEAFDEC Strategic Partnership
     o ASEAN–SEAFDEC Fisheries Consultative Group Mechanism
   • Routes
     o Iloilo–Manila–Bangkok flight
   • Seas
     o Sulu–Sulawesi Seas
Conflicts (interchangeable with slash)
  o Pre–post larval stage

Directions
  o North–south, east–west

Ranges
  o 100–110
  o on 17–18 February 2021
  o at 08:00–17:00, OR at 8:00 a.m.–5:00 p.m.

When a compound adjective is formed with an element that is itself an open compound
  o Email–only communication
  o Mark–recapture studies
  o Catcher–seller transshipment

K.8 Em dash

Should be used without spaces on either side

Should be limited to two appearances per paragraph to avoid confusion
  • In place of commas
    o And yet, when the car was finally delivered—nearly three months after it was ordered—she decided she no longer wanted it, leaving the dealer with an oddly equipped car that would be difficult to sell.
  • In place of parentheses
    o Upon discovering the errors—all 124 of them—the publisher immediately recalled the books.
  • In place of a colon
    o The white sand, the warm water, the sparkling sun—this is what brought them to Fiji.

K.9 Slash

Connection between two things
  • Organization with various departments starting with larger office
    o SEAFDEC/SEC
    o SEAFDEC/TD
    o SEAFDEC/MFRD
- SEAFDEC/AQD
- SEAFDEC/MFRDMD
- SEAFDEC/IFRDM

- Division sign
  - 10/2 = 5

- Fractions
  - 1/2 or ½

- Grammatical gender
  - Dear Madam/Sir
  - Each respondent shared her/his experience on shrimp farming.

- Indicate a conflict between two things (interchangeable with en dash)
  - Nature/nurture debate

- Replace the Latin preposition “cum” which means “combined with,” “also used as,” or “along with being”
  - She works at SEAFDEC as technical writer/editor.

- Shorthand for “per”
  - USD 900/month salary
  - Maximum speed of 60 km/hr

- Structure URLs
  - http://www.seafdec.org/about/

- Substitute for the conjunction “or”
  - The latest news is posted on the official social media platforms of SEAFDEC: Facebook/YouTube/Instagram/Twitter.

- Suggest alternatives
  - and/or
  - Yes/No

- Backslash (\) should not be used to replace forward slash (/)
PART 2. FORMAT

A. Naming Convention of Authors

The naming convention specified in the latest edition of the Publication Manual of the American Psychological Association (APA Style) of authors should be adopted for proper formatting of in-text citations and reference entries, efficient monitoring of citations of SEAFDEC publications, and effective management of SEAFDEC institutional repositories.

A.1 Individual authors

APA Style uses Western naming convention; thus, all individual authors’ names should start with the surname (family name or last name) followed by the initials (see examples in Annex 10):

- Use one space between initials
  - Author, A. A.
- Use a comma to separate an author’s initials from additional author names even when there are only two authors; use an ampersand (&) before the final author’s name
  - Author, A. A., & Author, B. B.
- Write the author’s name exactly as it appears on the published work
  - Hyphenated surname: Santos-García, S.
  - Two-part surname: Velasco Rodríguez, M. L.
  - Name with suffixes (should be omitted in in-text citation): Hugo Carrington III and David Ashton Blake Jr. cited as Carrington, H., III., & Blake, D. A., Jr.
  - Hyphenated name: Ai-Jun Xu cited as Xu, A.-J.
  - Hyphenated name with the second element in lowercase should be treated as a single name: Lee-ann Raboso cited as Raboso, L.
  - Retain the author’s preferred capitalization: van der Waal, P. N., & hooks, b.

Non-Western naming convention

- Follow the same format the author used if they cited their own work in their own reference list
- Look at how other authors cited the author’s name and follow the most common presentation
- In the case of names that do not include a surname
The full name of the author should be written as it is in in-text citations and reference entries.

Write the author’s first name in in-text citations; and author’s first name and initial of father’s name in reference entries.

- Conferred titles (e.g. binte/binti or bin, d/o or s/o, Hj. or H., and others) should be omitted in in-text citations and reference entries.

**A.2 Group authors**

- Group authors are often government agencies, nonprofit organizations, and task force
  - The full name of group authors should be written.
  - Two group authors should not be separated by comma.
    - Southeast Asian Fisheries Development Center & Food and Agriculture Organization of the United Nations

- For SEAFDEC and Departments, see Annex 11 for proper naming convention.

**B. In-text Citations**

- The guidelines of the latest edition of the APA Style should be adopted for accurate and consistent formats of in-text citations (https://apastyle.apa.org/style-grammar-guidelines/citations)
  - Avoid plagiarism and self-plagiarism
  - Both paraphrases and quotations require citations
  - Author–date citation system should be used to cite references in the text
  - Every in-text citation should have a corresponding entry in the reference list.

**B.1 Citation styles**

- In-text citations can be written in either parenthetical or narrative styles, as appropriate.
<table>
<thead>
<tr>
<th>Resource</th>
<th>Parenthetical citation</th>
<th>Narrative citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>One author</td>
<td>(Ong, 2020)</td>
<td>Ong (2020)</td>
</tr>
<tr>
<td>Two authors</td>
<td>(Ishii &amp; Kawashima, 2020)</td>
<td>Ishii and Kawashima (2020)</td>
</tr>
<tr>
<td>Note: Use ampersand (&amp;)</td>
<td></td>
<td>Note: Use “and” not “&amp;”</td>
</tr>
<tr>
<td>Three or more authors</td>
<td>(Sulit et al., 2017)</td>
<td>Sulit et al. (2017)</td>
</tr>
<tr>
<td>Group author with abbreviation</td>
<td>First citation: (Southeast Asian Fisheries Development Center [SEAFDEC], 2020)</td>
<td>First citation: the Southeast Asian Fisheries Development Center (SEAFDEC, 2020)</td>
</tr>
<tr>
<td></td>
<td>Subsequent citations: (SEAFDEC, 2020)</td>
<td>Subsequent citations: SEAFDEC (2020)</td>
</tr>
<tr>
<td>Group author without abbreviation</td>
<td>(Stanford University, 2020)</td>
<td>Stanford University (2020)</td>
</tr>
<tr>
<td>Two or more works</td>
<td>(Long et al., 2016; Villamayor et al., 2017)</td>
<td>Long et al., (2016) and Villamayor et al. (2017)</td>
</tr>
<tr>
<td>Note: Use semicolon after each work; arrange by alphabetical order</td>
<td>Note: Not recommended for more than two works</td>
<td></td>
</tr>
<tr>
<td>Two or more works by the same author(s)</td>
<td>(Aya et al., 2016; Aya et al., 2017)</td>
<td>Aya et al., (2016) and Aya et al., (2017)</td>
</tr>
<tr>
<td>Note: Arrange by year of publication</td>
<td>Note: Not recommended for more than two works</td>
<td></td>
</tr>
<tr>
<td>Two or more works by the same author(s) published in the same year</td>
<td>(Tendencia et al., 2006a; Tendencia et al., 2006b)</td>
<td>Tendencia et al., (2006a) and Tendencia et al., (2006b)</td>
</tr>
<tr>
<td>Note: Each work should be indicated by lowercase letters after the year of publication</td>
<td>Note: Not recommended for more than two works</td>
<td></td>
</tr>
<tr>
<td>Resource</td>
<td>Parenthetical citation</td>
<td>Narrative citation</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Two or more works with similar groups of authors</td>
<td>(Palma, Nocillado, Superio, de Jesus-Ayson, Ayson, Takemura, et al., 2019; Palma, Nocillado, Superio, de Jesus-Ayson, Ayson, Bar, et al., 2019)</td>
<td>Not recommended</td>
</tr>
<tr>
<td>Interviews and other forms of unpublished personal communication (e.g. email, letters, memos, or class notes)</td>
<td>(J. Primavera, personal communication, 18 February 2021)</td>
<td>J. Primavera (personal communication, 18 February 2021)</td>
</tr>
<tr>
<td>Unknown authors</td>
<td>(Milkfish culture, 2018)</td>
<td>Milkfish culture (2018)</td>
</tr>
</tbody>
</table>

Note: Write out more names to avoid ambiguity

Note: Should not be included in the reference list

Note: Cite the work by its title using the first two words or two significant words; titles of books and reports should be in italics; titles of articles, book chapters, or web pages should be in quotation marks
B.2 Citation of sources in foreign language

❖ In text, present a quotation in both foreign language and English translation
  - Write the original passage in the foreign language in quotation marks
  - Provide the English translation in square brackets
  - Add the citation for the quoted passage in parenthesis

❖ In reference entry, provide the English translation of the title of the foreign-language work in square brackets

| Example |
|-----------------|----------------------------------|
| In text         | “Dahil sa obserbasyong mas mabilis lumaki at bumigat ang mga lalaking tilapya, may ilang nag-aalaga ng tilapya ang nagsasagawa ng monosex culture. Sa pag-aalaga ng tilapya na puro lalaki, naiwasan ang mabilis na pagdami ng mga tilapya sa palaisdaan na siyang nagiging sanhi ng kompetisyon sa pagkain at espasyo at pagkabansot ng mga ito” [Since it has been observed that male tilapias grow faster and larger than female tilapias, other farmers use monosex culture. Rearing of all-male tilapia in fishponds prevents reproduction and competition in food and space as well as enhances growth] (Eguia & Eguia, 2007, p. 37). |

C. Reference Entries

❖ The guidelines of the latest edition of the APA Style should be adopted for accurate and consistent formats of reference entries (https://apastyle.apa.org/style-grammar-guidelines/references)
  - The reference list should provide a reliable way for readers to identify and locate the works cited in the text
  - Reference entries should be arranged in alphabetical order by the first author’s surname followed by the initials
  - Provide surnames and initials for up to and including 20 authors; when there are two to 20 authors, use an ampersand before the final author’s name
    - Author, A. A., Author, B. B., & Author, C. C.
• When there are 21 or more authors, include the names of the first 19 authors, insert an ellipsis (but no ampersand), then add the final author’s name
• The capitalization and italics of the scientific name of the animal or plant exactly as they appear in the original title should be maintained
• Reference entries with more than one line of text should have a hanging indent

C.1 Articles

❖ All available important elements should be included
  • Author: [Last name], [First name initial] [Middle name initial]
  • Date of publication (year only for journal articles; year and month for monthly publications of magazines and newspapers; year, month, and day for daily or weekly publications)
  • Title of article (full titles, main titles, and subtitles should be in sentence case)
  • Title of publication (should be in italics and title case)
  • Volume number (should be in italics) and issue number (should be enclosed in parenthesis), no space in between
  • Page range or article number
  • For articles retrieved online, include DOI or URLs only if they will work for readers
  • For articles retrieved through a database, do not include the database information or URL in the reference

<table>
<thead>
<tr>
<th>Resource</th>
<th>Example of reference entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource</td>
<td>Example of reference entry</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

Note: For print newspapers, provide the complete pages

### C.2 Books and reference works

- All available important elements should be included
  - Author: [Last name], [First name initial] [Middle name initial]
  - Editor: [First name initial], [Middle name initial], [Last name]
  - Date of publication
  - Title of chapter in a book (should be in sentence case)
  - Title of publication (should be in italics and sentence case)
  - Publisher (omit the publisher if author and publisher are the same; the place of publication should not be included)
  - For books retrieved online, include DOI, if available; include URLs only if they will work for readers
  - For books retrieved through a database, do not include the database information or URL in the reference
  - Reference entries with more than one line of text should have a hanging indent

<table>
<thead>
<tr>
<th>Resource</th>
<th>Example of reference entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource</td>
<td>Example of reference entry</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------</td>
</tr>
</tbody>
</table>

C.3 Webpages and social media

- All available important elements should be included
  - Author (if no author, use the title of the webpage)
  - Date of publication: [year], [month] [day] (if no date, write n.d.)
  - Title of web page (should be in italics and sentence case)
  - Publisher (omit the publisher if author and publisher are the same)
  - URL of the web page

<table>
<thead>
<tr>
<th>Resource</th>
<th>Example of reference entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web page with no date</td>
<td>Southeast Asian Fisheries Development Center. (n.d.). <em>About SEAFDEC</em>. <a href="http://www.seafdec.org/about/">http://www.seafdec.org/about/</a></td>
</tr>
</tbody>
</table>
**C.4 Indirect sources**

- Cite primary sources when possible, and cite secondary sources sparingly

- If the source referred to is cited in another source
  - List only the source consulted directly (the secondary source) in the reference list
  - Whenever possible, try to find and consult the original source
  - Name the original source in the text, and cite the secondary source in parentheses
    - Only the Aya source should be included in the reference list: Cruz argues that…. (as cited in Aya, 2017) …

**D. Suggested Citation of SEAFDEC Publications**

- All SEAFDEC publications should indicate a suggested citation at the copyright page
  - http://repository.seafdec.org/handle/20.500.12066/158

**E. Figures**

- Figures (*e.g.* photographs, maps, charts, graphs, among others) should be incorporated within the same page, center aligned, where the reference to
such figure is made in the text, or in the next immediately available page in case of lack of space

- Caption of figures cited in the text should be given below the figure, center aligned, capitalize initial word, and no period at the end; should be brief and written in incomplete sentence
  - Figure 1. Caption of the figure

- Caption of figures not cited in the text should be given below the figure, in italics, center aligned, capitalize initial word, and no period at the end; should be brief and written in incomplete sentence
  - Caption of the figure

- If there is only one figure cited in the text, the numbering is omitted from the caption; the word “Figure” cited in the text and in caption should be written in bold
  - … as shown in Figure.
  - Figure. Caption of the figure

- If there are two or more figures cited in the text, figures should be numbered using Arabic numerals; the word “Figure” cited in the text and in caption should be written in bold
  - … as shown in Figure 3.
  - Figure 3. Caption of the figure

- Figures should contain the essential and appropriate elements for easy understanding of readers
  - Maps
    - Title or heading: tells the viewer the subject matter and location of the data
    - North arrow or compass rose: indicates the orientation of the map
    - Scale bar: a line or bar divided into parts which explains the relationship of the data frame extent to the real world; if the map is enlarged or reduced, the scale bar remains correct
    - Legend or key: explains the symbols on a map
    - Locator or inset map: a zoomed in or zoomed out view of an area represented on the map to further aid the readers
    - Grid: a series of imaginary horizontal and vertical lines drawn onto the map which provides the absolute location of places; may represent actual latitudes and longitudes labeled at one or each end
o Citation: tells the source and date of the data and helps the viewer determine the use of the map for their own purposes

- Charts and graphs
  o Axes, axis titles, chart titles, data labels, data table, error bars, gridlines, legend, trendline, among others should be legible

- Figures, specially photographs, which are not owned by SEAFDEC should have attribution in the caption to avoid copyright violations
  o Figure 1. Caption of the figure (Source: Owner)
  o Caption of the figure (Source: Owner)

F. Tables

- A table should be incorporated within the same page, left aligned, where the reference to such table is made in the text, or in the next immediately available page in case of lack of space

- Tables should be created as editable text, and should not be copied and pasted as images

- The consecutive numbering of tables should be in accordance with their appearance in the text

- Captions should be given at the top of the table, left aligned, capitalize initial word, and no period at the end; should be brief and written in incomplete sentence
  o Table 1. Caption of the table

- If there is only one table in the whole text, the numbering is omitted from the caption; the word “Table” referred in the text and in caption should be written in bold
  o Table. Caption of the table
  o … as shown in Table.

- If there are two or more tables in the whole text, figures should be numbered using Arabic numerals; the word “Table” referred in the text and in caption should be written in bold
  o Table 3. Caption of the table
  o … as shown in Table 3.
Footnotes
• Should be placed immediately after the table, not at the bottom of the page
  ○ Cited contents are written in numbers: a, b, c, ...
  ○ Cited contents are written in alphabets: 1, 2, 3, ...
  ○ For any kind of footnotes: *, **, *** (maximum of three asterisks)

G. Boxes

A box should be incorporated within the same page, left aligned, where the reference to such box is made in the text, or in the next immediately available page in case of lack of space

Captions should be given at the top row of the box, center aligned, capitalize initial word, and no period at the end; should be brief and written in incomplete sentence
○ Box 1. Issues and recommendations for sustainable purse seine fisheries management in the Southeast Asian region

If there is only one box in the whole text, the numbering is omitted from the caption; the word “Box” referred in the text and in caption should be written in bold
○ Box. Caption of the box
○ … as shown in Box …

If there are two or more boxes in the whole text, boxes should be numbered using Arabic numerals; the word “Box” referred in the text and in caption should be written in bold
○ Box 3. Caption of the table
○ … as shown in Box 3 …

Footnotes
• Should be placed immediately after the boxes, not at the bottom of the page
  ○ Cited contents are written in numbers: a, b, c, ...
  ○ Cited contents are written in alphabets: 1, 2, 3, ...
  ○ For any kind of footnotes: *, **, *** (maximum of three asterisks)
H. Annexes and Appendices

- Title of annexes and appendices is composed of three lines
  - Line 1: [Annex #] should be right aligned and written in bold; two or more annexes should be numbered using Arabic numerals; but numbering is omitted if there is only one annex
  - Line 2 should be blank
  - Line 3: [Title of the Annex] should be center aligned, title case, and bold

- An annex to an annex is designated as an appendix
  - Appendix 1 of Annex 3

- If there is an annex to an appendix, this should be indicated using lowercase Roman numerals
  - Annex i to Appendix 1 of Annex 3
  - The word “Annex” cited in the text should be written in bold
    - … as shown in Annex.
    - … as shown in Annex 3.

I. Titles

- Title of documents, publications, programs, projects, reports, articles, events, among others
  - A colon (:) should be used to separate main title and subtitle
  - Main title should be in title case and subtitle should be in lowercase except for proper nouns
  - When an animal or plant name is part of the title, the scientific name should be in italics or contrasting font style

- Title of projects in the text
  - Should be written between quotation marks
  - Main title should be in title case and subtitle should be in lowercase except for proper nouns
  - When an animal or plant name is part of the title, the scientific name should be in italics or contrasting font style

- Title of resources in reference entries
  - Should be in title case including titles, main titles, and subtitles
Title in cover page
- A colon (:) should be used to separate main title and subtitle
- Main title should be in title case and subtitle should be in lowercase except for proper nouns
- When an animal or plant name is part of the title, the scientific name should be in italics or contrasting font style
- Font style and size would depend on the design and layout of the publication

J. Hyperlinks

Web addresses or URLs
- Should be in the same color as the whole text
- Should not be underlined or italicized
- Should be written completely in text and reference entries

Email addresses
- Should be in the same color as the whole text
- Should not be underlined or italicized

PART 3. INCLUSIVE LANGUAGE

A. Gender-sensitive Language

To support the implementation of the SEAFDEC Gender Strategy (http://repository.seafdec.org/handle/20.500.12066/4861), gender-sensitive language should be adopted which promotes gender equality and equity as well as eradicates gender bias and stereotypes


B. Bias-free Language

To describe people, bias-free language should be adopted which conveys respect to all people, affirms people’s worth and dignity, acknowledges diversity, and promotes equal opportunities

The examples given in Annex 13 are the recommendations of APA Style (https://apastyle.apa.org/style-grammar-guidelines/bias-free-language)
PART 4. SEAFDEC STANDARDS

❖ Contain the visual expression of harmonized elements of the SEAFDEC Secretariat and Departments

❖ Should serve as guide on how SEAFDEC should be publicized while preserving its identity

❖ Intended for use by SEAFDEC as well as by partner organizations/agencies for specific purposes

A. SEAFDEC Theme Color

❖ Greenish blue is the theme color of SEAFDEC since its establishment
  • Hex code: #3c92b3
  • CMYK: 75, 30, 20, 0
  • RGB: 60, 146, 179

B. SEAFDEC Logo

❖ Specifications
  • Ratio: 1.00 (height) × 1.33 (width)
  • Minimum resolution: 300 ppi (print), 72 ppi (webpage)

❖ Should be displayed in all SEAFDEC documents and publications

❖ Should be legible when used in colored backgrounds

❖ Aside from using SEAFDEC theme color, black and white versions of the logo may be used as appropriate, e.g. on light or dark background

❖ Image files are downloadable from www.seafdec.org
PART 5. STATIONERIES

A. Letterhead

- The elements of the letterhead should be harmonized among SEAFDEC Secretariat and Departments
  - A4 paper margins: top = 1.0 cm; left = 1.0 cm; and right margin = 1.0 cm
  - Font: Times New Roman, size 8–10
  - SEAFDEC logo: left side, SEAFDEC theme color, and height should cover between first and second lines
  - First line: [full name of SEAFDEC] (center, uppercase, bold)
  - Second line: [full name of the respective Department] (center, title case, bold, SEAFDEC theme color)
  - Third line (contact details): [address]; [telephone number]; [fax number]; [website] of the respective Department (center)
  - Fourth line: blank
  - Succeeding lines with five columns (align left): respective Departments should be arranged in chronological order of their establishment; letterhead of other Departments should always start with SEAFDEC Secretariat followed by other Departments arranged in chronological order of their establishment
  - Line 1 of each column: [full name and acronym of respective Departments] (title case, bold, SEAFDEC theme color)
  - Succeeding line of each column: [address of respective Departments]
  - Succeeding line of each column: [telephone number of respective Departments]
  - Succeeding line of each column: [fax number of respective Departments]
  - Succeeding line of each column: [website of respective Departments]
B. Letter Envelope

- The elements of the return mailing address in the official letter envelope should be harmonized among SEAFDEC Secretariat and Departments
  - Font: Times New Roman, size 8–10
  - SEAFDEC logo: align left, in SEAFDEC theme color, height should cover between first and third lines
  - Line 1: [full name of SEAFDEC] (align left, all caps, bold)
  - Line 2: [full name of respective Department] (align left, title case, bold, SEAFDEC theme color)
  - Line 3: [address of respective Department]
  - Succeeding line: [telephone number of respective Department]
  - Succeeding line: [fax number of respective Department]
  - Succeeding line: [website of respective Departments]
C. Working and Reference Papers

- The elements of the working and reference papers should be harmonized among SEAFDEC Secretariat and Departments
  - Font: Times New Roman, size 8–10
  - SEAFDEC logo: align left, SEAFDEC theme color or black, height should cover between first and third lines
  - Line 1: [full title of SEAFDEC event] (align left, bold, title case)
  - Line 1: [working or reference paper number] (align right)
  - Line 2: [venue of SEAFDEC event] (align left)
  - Line 3: [date of SEAFDEC event] [time with UTC offset if virtual event] (align left),

<table>
<thead>
<tr>
<th>[Title of SEAFDEC Event]</th>
<th>[WP or REF number]</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Venue]</td>
<td></td>
</tr>
<tr>
<td>[Date], [Time (with UTC offset if virtual event)]</td>
<td></td>
</tr>
</tbody>
</table>
Annex 1

Spelling of Words and Terminologies Commonly Used in SEAFDEC Documents and Publications

Note: In case of conflict in spelling of technical words and terminologies between Merriam-Webster Dictionary and AGROVOC, the recommendations of AGROVOC should be adopted.

abovementioned, NOT above-mentioned
adapt
adaptation
adopt
adoption
agenda (pl. agendas, optional)
alga (pl. algae or algas)
algal (adj.)
analysis (pl. analyses)
analytics (pl. in form but sing. or pl. in construction)
attendee
audiovisual, NOT audio-visual
baitfish
basis (pl. bases)
behavior
bioassay
biomass
biofloc
bycatch
category
cod end
color
co-management
cooperation, NOT co-operation
cost-effective
criterion (pl. criteria or criterions)
crew member (pl. fishing crew, crew members, NOT crews)
curriculum (pl. curricula or curriculums)
data (plural in form but singular or plural in construction)
daytime
deep sea (n.)
deep-sea (adj., e.g. deep-sea fishing)
echosounder
eco-friendly
ecotourism
email, or e-mail
environment-friendly, NOT environmentally-friendly
finfish
fisher
fisherfolk (sing. and pl.), NOT fisherfolks, preferably fisher(s), fish farmer(s), fish worker(s)
fish farmer
fish worker
fish-finder
fish hold
fish meal
fish pen
fishpond
follow-up (n. and adj.)
follow up (v.)
food fish
forum (pl. fora or forums)
framework
gender
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); indices (scientific use))
inshore
interdepartmental, EXCEPT Inter-Departmental for SEAFDEC Departments
intergovernmental
land-based
large-scale (adj., e.g. large-scale fisheries)
large-sized (adj., e.g. large-sized vessel)
larva (pl. larvae or larvae)
learn (v., past tense: learned)
long-lived (adj., e.g. long-lived fish)
long-term (adj., e.g. long-term consultant)
master fisher
media (sing. or pl. in construction, e.g. mass media)
medium (pl. media)
microorganism
migrant
migratory
mollusk (NOT mollusc)
molluskan
multispecies, NOT multi-species
multigear, NOT multi-gear
nearshore
nighttime
nonmember, EXCEPT non-member countries of SEAFDEC
nongovernmental
offshore
onshore
on board (v., e.g. go on board)
onboard (adj.)
ongoing, NOT on-going
online, NOT on-line
on-site (adj., adv.)
organization chart, BUT organizational structure
overexploit
overexploitation
overfishing
oversupply
part-time
percent
percentage
postharvest (adj.)
postlarva (pl. postlarvae)
post-larval (adj., e.g. post-larval stage)
presenter, NOT presentor
purseseine (n., net)
purse-seine (adj., e.g. purse-seine fishing)
purse seiner (n., vessel)
purse-seining (v.)
questionnaire
reappointment
seabed
sea bottom
seabird
sea cucumber
sea farming (n., e.g. sea farming in Philippines)
seafarming (adj., e.g. seafarming project)
seafloor
seahorse
sea ranching
sea turtle
self-service
sex-disaggregated
shelf life
shellfish
short-term
small-scale (adj., e.g. small-scale fisheries)
small-sized (adj., e.g. small-sized vessel)
socioeconomic, NOT socio-economic
species (sing. and pl.), NOT specie (sing.)
staff (sing. and pl. e.g. SEAFDEC employs three full-time staff), NOT staffs (pl.)
subcategory, NOT sub-category
subtitle, NOT sub-title
swamp land
symposium (pl. symposia or symposiums)
teleconference
terminology
timetable
trainer, NOT trainor
training
transshipment
transboundary
trash fish
underutilized (v. & adj.)
upcoming (adj.)
user-friendly, NOT friendly user
value-added (adj.)
video, NOT VDO
virtual
webinar
workplan
workplace
workshop
worldwide
## Annex 2

**Spelling of Fishing Gears that Should be Adopted in SEAFDEC Documents and Publications**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fishing gear</th>
</tr>
</thead>
</table>
| Surrounding nets          | Purse seines
|                           | Surrounding nets without purse lines
|                           | Surrounding nets (*nei*)                                                     |
| Seine nets                | Beach seines
|                           | Boat seines
|                           | Seine nets (*nei*)                                                           |
| Trawls                    | Beam trawls
|                           | Single boat bottom otter trawls
|                           | Twin bottom otter trawls
|                           | Multiple bottom otter trawls
|                           | Bottom pair trawls
|                           | Bottom trawls (*nei*)                                                        |
|                           | Single boat midwater otter trawls
|                           | Midwater pair trawls
|                           | Midwater trawls (*nei*)                                                      |
|                           | Semipelagic trawls                                                           |
|                           | Trawls (*nei*)                                                               |
| Dredges                   | Towed dredges
|                           | Hand dredges
<p>|                           | Mechanized dredges                                                           |
|                           | Dredges (<em>nei</em>)                                                              |
| Lift nets                 | Portable lift nets                                                           |
|                           | Boat-operated lift nets                                                      |
|                           | Shore-operated stationary lift nets                                          |
|                           | Lift nets (<em>nei</em>)                                                            |
| Falling gear              | Cast nets                                                                    |
|                           | Cover pots/lantern nets                                                      |
|                           | Falling gear (<em>nei</em>)                                                         |
| Gillnets and entangling   | Set gillnets (<em>anchored</em>)                                                    |
| nets                      | Drift gillnets                                                               |
|                           | Encircling gillnets                                                          |
|                           | Fixed gillnets (<em>on stakes</em>)                                                 |
|                           | Trammel nets                                                                 |
|                           | Combined gillnets-trammel nets                                               |
|                           | Gillnets and entangling nets (<em>nei</em>)                                         |</p>
<table>
<thead>
<tr>
<th>Category</th>
<th>Fishing gear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traps</td>
<td>Stationary uncovered pound nets</td>
</tr>
<tr>
<td></td>
<td>Pots</td>
</tr>
<tr>
<td></td>
<td>Fyke nets</td>
</tr>
<tr>
<td></td>
<td>Stow nets</td>
</tr>
<tr>
<td></td>
<td>Barriers, fences, weirs, etc.</td>
</tr>
<tr>
<td></td>
<td>Aerial traps</td>
</tr>
<tr>
<td></td>
<td>Traps <em>(nei)</em></td>
</tr>
<tr>
<td>Hooks and lines</td>
<td>Handlines and hand-operated pole-and-lines</td>
</tr>
<tr>
<td></td>
<td>Mechanized lines and pole-and-lines</td>
</tr>
<tr>
<td></td>
<td>Set longlines</td>
</tr>
<tr>
<td></td>
<td>Drifting longlines</td>
</tr>
<tr>
<td></td>
<td>Longlines <em>(nei)</em></td>
</tr>
<tr>
<td></td>
<td>Vertical lines</td>
</tr>
<tr>
<td></td>
<td>Trolling lines</td>
</tr>
<tr>
<td></td>
<td>Hooks and lines <em>(nei)</em></td>
</tr>
<tr>
<td>Miscellaneous gear</td>
<td>Harpoons</td>
</tr>
<tr>
<td></td>
<td>Hand implements (wrenching gear, clamps, tongs, rakes, spears)</td>
</tr>
<tr>
<td></td>
<td>Pumps</td>
</tr>
<tr>
<td></td>
<td>Electric fishing</td>
</tr>
<tr>
<td></td>
<td>Pushnets</td>
</tr>
<tr>
<td></td>
<td>Scoopnets</td>
</tr>
<tr>
<td></td>
<td>Drive-in nets</td>
</tr>
<tr>
<td></td>
<td>Diving</td>
</tr>
<tr>
<td></td>
<td>Gear <em>nei</em></td>
</tr>
</tbody>
</table>
### Annex 3

**Spelling of Fishery Vessels that Should be Adopted in SEAFDEC Documents and Publications**

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fishing vessels</td>
<td>Trawlers</td>
</tr>
<tr>
<td></td>
<td>Otter trawlers</td>
</tr>
<tr>
<td></td>
<td>Pair trawlers</td>
</tr>
<tr>
<td></td>
<td>Beam trawlers</td>
</tr>
<tr>
<td></td>
<td>Side trawlers</td>
</tr>
<tr>
<td></td>
<td>Stern trawlers</td>
</tr>
<tr>
<td></td>
<td>Trawlers <em>nei</em></td>
</tr>
<tr>
<td>Purse seiners</td>
<td>Purse Seiners - American type</td>
</tr>
<tr>
<td></td>
<td>Purse Seiners - European type</td>
</tr>
<tr>
<td></td>
<td>Drum seiners</td>
</tr>
<tr>
<td></td>
<td>Purse seiners <em>nei</em></td>
</tr>
<tr>
<td>Seiners (other)</td>
<td>Seiners <em>nei</em></td>
</tr>
<tr>
<td>Dredgers</td>
<td>Dredgers <em>nei</em></td>
</tr>
<tr>
<td>Lift netters</td>
<td>Stick-held dip netters</td>
</tr>
<tr>
<td></td>
<td>Lift netters <em>nei</em></td>
</tr>
<tr>
<td>Gillnetters</td>
<td>Drifters</td>
</tr>
<tr>
<td></td>
<td>Set netters</td>
</tr>
<tr>
<td></td>
<td>Gillnetters <em>nei</em></td>
</tr>
<tr>
<td>Trap setters</td>
<td>Pot vessels</td>
</tr>
<tr>
<td></td>
<td>Trap setters <em>nei</em></td>
</tr>
<tr>
<td>Longliners</td>
<td>Bottom longliners</td>
</tr>
<tr>
<td></td>
<td>Midwater longliners</td>
</tr>
<tr>
<td></td>
<td>Longliners <em>nei</em></td>
</tr>
<tr>
<td>Line vessels (other)</td>
<td>Jigger vessels</td>
</tr>
<tr>
<td></td>
<td>Pole and line vessels</td>
</tr>
<tr>
<td></td>
<td>Hand liner vessels</td>
</tr>
<tr>
<td></td>
<td>Trollers</td>
</tr>
<tr>
<td></td>
<td>Line vessels <em>nei</em></td>
</tr>
<tr>
<td>Multipurpose vessels</td>
<td>Purse seine/pelagic trawlers</td>
</tr>
<tr>
<td></td>
<td>Multipurpose trawlers (in combination with longline, trap, gillnet, dredge)</td>
</tr>
<tr>
<td></td>
<td>Multipurpose non trawlers (longline, gillnet, trap)</td>
</tr>
<tr>
<td></td>
<td>Multipurpose vessels <em>nei</em></td>
</tr>
<tr>
<td>Recreational fishing vessels</td>
<td>Recreational fishing vessels <em>nei</em></td>
</tr>
<tr>
<td>Other fishing vessels</td>
<td>Other fishing vessels <em>nei</em></td>
</tr>
<tr>
<td>Category</td>
<td>Subcategory</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Vessels supporting fishing related activities</td>
<td>Motherships</td>
</tr>
<tr>
<td>Fish carriers and reefers</td>
<td>Refrigerated transport vessels</td>
</tr>
<tr>
<td>Support vessels</td>
<td>Bunkering tanker vessels</td>
</tr>
<tr>
<td>Fishery research and survey vessels</td>
<td>Support vessels</td>
</tr>
<tr>
<td>Fishery training vessels</td>
<td>Fishery training vessels</td>
</tr>
<tr>
<td>Multipurpose vessels supporting fishing related activities</td>
<td>Multipurpose vessels supporting fishing related activities</td>
</tr>
<tr>
<td>Vessels supporting fishing related activities</td>
<td>Vessels supporting fishing related activities</td>
</tr>
</tbody>
</table>
### Annex 4

**Fisheries Terminologies Commonly Used in SEAFDEC Documents and Publications**

<table>
<thead>
<tr>
<th>Terminology</th>
<th>Usage/example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquaculture</td>
<td>freshwater culture, brackishwater culture, mariculture</td>
</tr>
<tr>
<td>Fish</td>
<td>handling, port, farmer, farming, inspection, landing, market, marketing, port, processing, products, stocks, workers</td>
</tr>
<tr>
<td>Fish and fishery products</td>
<td>Fish and fishery products</td>
</tr>
<tr>
<td>Fishes (pl., refers to many or group of species)</td>
<td>Fishes of the World, Catalogue of Fishes, Marine/freshwater fishes, bony fishes, cartilaginous fishes, fishes and invertebrates</td>
</tr>
<tr>
<td>Fishing</td>
<td>activities, boat, community, equipment, gear and methods, gear technologist, gear technology, ground, license, operation, rights, technology, village</td>
</tr>
<tr>
<td>Fishery</td>
<td>agreements, biologist, biology, boundaries, bulletin, census, cooperative, concepts, data, disputes, engineering, export, development, dynamics, expert, import, information, institution, management, policy, postharvest, products, production, regulations, research, resources, science, statistics, scientist, socioeconomics, survey, technician, vessel</td>
</tr>
<tr>
<td>Fisheries</td>
<td>administration, administrator, agencies, cooperative, extension, extension officer, industry, information, insurance, law, management, sector, stock assessment, technology, technologist; artisanal/commercial/industrial/small-scale fisheries; coastal/inland/marine/near shore/offshore fisheries; Department of Fisheries</td>
</tr>
<tr>
<td>Marketable size</td>
<td>of cultured species</td>
</tr>
<tr>
<td>Species</td>
<td>alien, alien invasive, commercial, economically important, endangered, dominant, introduced, invasive, migratory, protected, threatened, underutilized, vulnerable</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Terminology</th>
<th>Usage/example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>body/bodies of water (n.), NOT body of waters; brackish water (n.), brackishwater (adj.); deepwater (adj.), deep water (n.), shallow water (n.); fresh water (n.), freshwater (adj.); groundwater (n.); inland water (adj.); mid-water (adj.); sea water (n.), seawater (adj.); Thai waters (adj.), NOT Thai water; waters in Southeast Asia, NOT Southeast Asian waters (there is no shared or common waters among Southeast Asian countries)</td>
</tr>
</tbody>
</table>
# Annex 5

## Latin Words and Phrases Commonly Used in SEAFDEC Documents and Publications

<table>
<thead>
<tr>
<th>Latin word/phrase</th>
<th>Meaning</th>
<th>Usage/example</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.i. (ad interim)</td>
<td>for the intervening time, temporarily (adv.); made or serving ad interim (adj.)</td>
<td>Ms. Nualanong Tongdee, Information Program Coordinator a.i.</td>
</tr>
<tr>
<td>ad referendum</td>
<td>subject to agreement by other parties and (now usually) to finalization of the details</td>
<td>The document would be circulated for consideration by the Council <em>ad referendum</em>. NOT “by ad referendum”</td>
</tr>
<tr>
<td>ad hoc</td>
<td>created or done for a particular purpose as necessary</td>
<td><em>ad hoc</em> consultation on fishery subsidies</td>
</tr>
<tr>
<td>e.g. (exempli gratia)</td>
<td>for example</td>
<td>Fishing activities were carried out in various types of inland water bodies, <em>e.g.</em> rivers, lakes.</td>
</tr>
<tr>
<td>erratum (pl. errata)</td>
<td>error or mistake</td>
<td>To indicate error(s) in previous edition of a work</td>
</tr>
<tr>
<td>et al. (et alii, et alia, et alibi)</td>
<td>and others, and co-worker, and other things, and other places</td>
<td>To show more than two authors in in-text citations and reference entries</td>
</tr>
<tr>
<td>etc. (et cetera)</td>
<td>and others especially of the same kind; and so forth</td>
<td>Manuals, handbooks, guides, etc.</td>
</tr>
<tr>
<td>i.e. (id est)</td>
<td>that is</td>
<td>Two species were co-cultured in the pond, <em>i.e.</em> milkfish and sea bass.</td>
</tr>
<tr>
<td>in situ</td>
<td>in the original place</td>
<td><em>in situ</em> experiment on the effectiveness of fish passage</td>
</tr>
<tr>
<td>Latin word/phrase</td>
<td>Meaning</td>
<td>Usage/example</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>in vitro</strong></td>
<td>performed or taking place in a test tube, culture dish, or elsewhere outside a living organism</td>
<td><em>in vitro</em> fertilization</td>
</tr>
<tr>
<td><strong>in vivo</strong></td>
<td>performed or taking place in a living organism</td>
<td><em>in vivo</em> evaluation of the dsRNA efficacy</td>
</tr>
<tr>
<td><strong>inter alia</strong></td>
<td>among other things</td>
<td>resulting in, inter alia, a 20 percent increase in small-scale fishing vessels</td>
</tr>
<tr>
<td><strong>per capita</strong></td>
<td>by heads, per head or per person</td>
<td>A ratio by the number of persons. The singular is “per caput.”</td>
</tr>
<tr>
<td><strong>per se</strong></td>
<td>by, in itself, or themselves, intrinsically</td>
<td>All six isolated bacteria and the mucus <em>per se</em> did not have antimicrobial activity against VP&lt;sub&gt;AHPND&lt;/sub&gt;.</td>
</tr>
<tr>
<td><strong>refugia</strong> (sing. <em>refugium</em>)</td>
<td>areas in which a population of organisms can survive through a period of unfavorable conditions, especially glaciation; areas where special environmental circumstances have enabled a species or a community of species to survive after extinction in surrounding areas</td>
<td>Critical fishing grounds as well as spawning and nursery grounds known also as “fishery refugia” for commercial fishes</td>
</tr>
<tr>
<td><strong>vs, vs., or v.</strong> (versus)</td>
<td>against; in contrast to or as the alternative of</td>
<td>Alternate vs daily feeding</td>
</tr>
<tr>
<td><strong>via</strong></td>
<td>by means of, by way of</td>
<td>I will contact you <em>via</em> email.</td>
</tr>
<tr>
<td><strong>vis-à-vis</strong></td>
<td>in relation to; with regard to</td>
<td>We need to discuss our test results <em>vis-à-vis</em> the national standards</td>
</tr>
<tr>
<td><strong>viz. OR víz</strong></td>
<td>short for the latin <em>videlicet</em>, is used as a synonym for “namely”, “that is to say”, “to wit”, or “as follows”</td>
<td>Those caused by nutritional, genetic, or stress-related factors, <em>víz</em>, bud blight, white blight, and shot hole, which are believed to be induced by poor nutrition.</td>
</tr>
</tbody>
</table>
## Annex 6

### Units of Measurement Commonly Used in SEAFDEC Documents and Publications

<table>
<thead>
<tr>
<th>Unit</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area</strong></td>
<td></td>
</tr>
<tr>
<td>square meter</td>
<td>m²</td>
</tr>
<tr>
<td>square kilometer</td>
<td>km²</td>
</tr>
<tr>
<td>hectare</td>
<td>ha</td>
</tr>
<tr>
<td><strong>Distance at sea</strong></td>
<td></td>
</tr>
<tr>
<td>nautical mile</td>
<td>nm, nmi</td>
</tr>
<tr>
<td><strong>Length and distance</strong></td>
<td></td>
</tr>
<tr>
<td>micrometer</td>
<td>μm</td>
</tr>
<tr>
<td>millimeter</td>
<td>mm</td>
</tr>
<tr>
<td>centimeter</td>
<td>cm</td>
</tr>
<tr>
<td>meter</td>
<td>m</td>
</tr>
<tr>
<td>kilometer</td>
<td>km</td>
</tr>
<tr>
<td><strong>Mass</strong></td>
<td></td>
</tr>
<tr>
<td>milligram</td>
<td>mg</td>
</tr>
<tr>
<td>gram</td>
<td>g</td>
</tr>
<tr>
<td>kilogram</td>
<td>kg</td>
</tr>
<tr>
<td>tonne</td>
<td>t</td>
</tr>
<tr>
<td>metric ton*</td>
<td>MT* or mt*</td>
</tr>
<tr>
<td><strong>Plane angle</strong></td>
<td></td>
</tr>
<tr>
<td>degree</td>
<td>°</td>
</tr>
<tr>
<td>minute</td>
<td>′</td>
</tr>
<tr>
<td>second</td>
<td>″</td>
</tr>
<tr>
<td><strong>Power</strong></td>
<td></td>
</tr>
<tr>
<td>ampere</td>
<td>A</td>
</tr>
<tr>
<td>hertz</td>
<td>Hz</td>
</tr>
<tr>
<td>lumen</td>
<td>lm</td>
</tr>
<tr>
<td>volt</td>
<td>v</td>
</tr>
<tr>
<td>watt</td>
<td>W</td>
</tr>
<tr>
<td><strong>Speed</strong></td>
<td></td>
</tr>
<tr>
<td>knot</td>
<td>kn</td>
</tr>
<tr>
<td><strong>Temperature</strong></td>
<td></td>
</tr>
<tr>
<td>degree Celsius</td>
<td>°C</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td></td>
</tr>
<tr>
<td>second</td>
<td>s</td>
</tr>
<tr>
<td>minute</td>
<td>min</td>
</tr>
<tr>
<td>hour</td>
<td>h</td>
</tr>
<tr>
<td>day</td>
<td>d</td>
</tr>
<tr>
<td><strong>Volume</strong></td>
<td></td>
</tr>
<tr>
<td>milliliter</td>
<td>ml</td>
</tr>
<tr>
<td>liter</td>
<td>l</td>
</tr>
<tr>
<td>cubic meter</td>
<td>m³</td>
</tr>
</tbody>
</table>

*in SEAFDEC Fishery Statistical Bulletin of Southeast Asia until updated
## Annex 7

### Mathematical Signs and Symbols Commonly Used in SEAFDEC Documents and Publications

<table>
<thead>
<tr>
<th>Sign, symbol, expression</th>
<th>Meaning, verbal equivalent</th>
<th>Remarks and examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>$a = b$</td>
<td>$a$ is equal to $b$</td>
<td>The symbol $\equiv$ may be used to emphasize that a particular equality is an identity</td>
</tr>
<tr>
<td>$a \neq b$</td>
<td>$a$ is not equal to $b$</td>
<td>The negating stroke may also be vertical</td>
</tr>
<tr>
<td>$a \approx b$</td>
<td>$a$ is approximately equal to $b$</td>
<td>It depends on the user whether an approximation is sufficiently good</td>
</tr>
<tr>
<td>$a + b$</td>
<td>$a$ plus $b$</td>
<td>This operation is named addition; the symbol $+$ is the additional symbol</td>
</tr>
<tr>
<td>$a - b$</td>
<td>$a$ minus $b$</td>
<td>This operation is named subtraction; the symbol $-$ is the subtraction symbol</td>
</tr>
<tr>
<td>$a \pm b$</td>
<td>$a$ plus or minus $b$</td>
<td>This is a combination of two values into one expression</td>
</tr>
<tr>
<td>$a \mp b$</td>
<td>$a$ minus or plus $b$</td>
<td>$-(a \pm b) = -a \mp b$</td>
</tr>
<tr>
<td>$a \cdot b$</td>
<td>$a$ multiplied by $b$</td>
<td>This operation is named multiplication; the symbol for multiplication a half-high dot ($\cdot$) or a cross ($\times$), NOT the letter $x$</td>
</tr>
<tr>
<td>$a \times b$</td>
<td>$a$ times $b$</td>
<td></td>
</tr>
<tr>
<td>$a/b$</td>
<td>$a$ divided by $b$</td>
<td>The symbol $\div$ should not be used; no space in either side of slash (/)</td>
</tr>
<tr>
<td>$a &lt; b$</td>
<td>$a$ is less than $b$</td>
<td></td>
</tr>
<tr>
<td>$b &gt; a$</td>
<td>$b$ is greater than $a$</td>
<td></td>
</tr>
<tr>
<td>$a \leq b$</td>
<td>$a$ is less than or equal to $b$</td>
<td></td>
</tr>
<tr>
<td>$b \geq a$</td>
<td>$b$ is greater than or equal to $a$</td>
<td></td>
</tr>
<tr>
<td>$a &lt;&lt; b$</td>
<td>$a$ is much less than $b$</td>
<td>It depends on the user whether $a$ is sufficiently small as compared to $b$</td>
</tr>
<tr>
<td>$b &gt;&gt; a$</td>
<td>$b$ is much greater than $a$</td>
<td>It depends on the user whether $b$ is sufficiently great as compared to $a$</td>
</tr>
<tr>
<td>$\infty$</td>
<td>infinity</td>
<td>This symbol does not denote a number but is often part of various expressions dealing with limits; the notations $+\infty$, $-\infty$ are also used</td>
</tr>
</tbody>
</table>
### Annex 8

**Acronyms of SEAFDEC Partner Organizations/Agencies and Fora**

<table>
<thead>
<tr>
<th>International/regional organizations and agencies</th>
<th>Acronym</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquatic Sciences and Fisheries Abstracts</td>
<td>ASFA</td>
</tr>
<tr>
<td>ASEAN Coastal Resources Institute</td>
<td>CORIN</td>
</tr>
<tr>
<td>ASEAN Ministers on Agriculture and Forestry</td>
<td>AMAF</td>
</tr>
<tr>
<td>ASEAN Member States</td>
<td>AMSs</td>
</tr>
<tr>
<td>ASEAN Working Group on the Convention on</td>
<td>AWG</td>
</tr>
<tr>
<td>International Trade in Endangered Species of Wild</td>
<td>CITES</td>
</tr>
<tr>
<td>Fauna and Flora and Wildlife Enforcement Network</td>
<td>WEN</td>
</tr>
<tr>
<td>Asian Development Bank</td>
<td>ADB</td>
</tr>
<tr>
<td>Asian Fisheries Acoustic Society</td>
<td>AFAS</td>
</tr>
<tr>
<td>Asian Institute of Technology</td>
<td>AIT</td>
</tr>
<tr>
<td>Asia-Pacific Fishery Commission</td>
<td>APFIC</td>
</tr>
<tr>
<td>Association of Southeast Asian Nations</td>
<td>ASEAN</td>
</tr>
<tr>
<td>Australian Centre for International Agricultural Research</td>
<td>ACIAR</td>
</tr>
<tr>
<td>Bay of Bengal Program</td>
<td>BOBP</td>
</tr>
<tr>
<td>Conservation of Antarctic Marine Living Resources</td>
<td>CCAMLR</td>
</tr>
<tr>
<td>Convention on International Trade in Endangered Species of Wild Fauna and Flora</td>
<td>CITES</td>
</tr>
<tr>
<td>Coral Triangle Initiatives on Coral Reefs, Fisheries, and Food Security</td>
<td>CTI-CFF</td>
</tr>
<tr>
<td>Danish International Development Agency</td>
<td>DANIDA</td>
</tr>
<tr>
<td>Deutsche Gesellschaft für Internationale Zusammenarbeit (German Society for International Cooperation)</td>
<td>GIZ</td>
</tr>
<tr>
<td>European Community</td>
<td>EC</td>
</tr>
<tr>
<td>European Union</td>
<td>EU</td>
</tr>
<tr>
<td>Food and Agriculture Organization of the United Nations</td>
<td>FAO</td>
</tr>
<tr>
<td>Global Environmental Facility</td>
<td>GEF</td>
</tr>
<tr>
<td>Indian Ocean Tuna Commission</td>
<td>IOTC</td>
</tr>
<tr>
<td>Intergovernmental Organization for Marketing</td>
<td>INFOFISH</td>
</tr>
<tr>
<td>Information and Technical Advisory Services for Fishery Products in the Asia and Pacific Region</td>
<td></td>
</tr>
<tr>
<td>International Council for the Exploration of the Sea</td>
<td>ICES</td>
</tr>
</tbody>
</table>
International Labour Organization  
International Maritime Organization  
International Monetary Fund  
International Trade Data System  
Islamic Development Bank  
Marine Institute of the Memorial University of Newfoundland  
Mekong River Commission  
National Oceanic and Atmospheric Administration, U.S. Department of Commerce  
Network of Aquaculture Centres in Asia-Pacific  
Norwegian Agency for Development Cooperation  
Office International des Epizooties (World Organisation for Animal Health)  
Regional Fisheries Management Organizations  
Research Institute for Humanity and Nature, Japan  
Regional Plan of Action to Promote Responsible Fishing Practices including Combating Illegal, Unreported and Unregulated Fishing in the Region  
Swedish Agency for Marine and Water Management  
Swedish International Development Agency  
United Nations Development Programme  
United Nations Environment Programme  
United Nations Office for Project Services  
United Nations Agency for International Development  
USAID Oceans and Fisheries Partnership  
USAID/Regional Development Mission for Asia  
Western and Central Pacific Fisheries Commission  
World Wide Fund for Nature  

National Organizations/Agencies

**Brunei Darussalam**
Department of Fisheries, Brunei Darussalam  
Ministry of Primary Resources and Tourism  

**Cambodia**
Fisheries Administration  
Ministry of Agriculture, Forestry and Fisheries  

---

ILO  
IMO  
IMF  
ITDS  
IDB  
MI  
MRC  
NOAA  
NACA  
Norad  
OIE  
RFMOs  
RIHN  
RPOA-IUU  
SwAM  
SIDA  
UNDP  
UNEP  
UNOPS  
USAID  
USAID Oceans  
USAID/RDMA  
WCPFC  
WWF  

DOF Brunei Darussalam  
MPRT  
FiA  
MAFF
Indonesia
Balai Besar Penangkapan Ikan [Fishing Technology Development Centre] BBPI
Balai Riset Pemuliaan Ikan [Research Institute for Fish Breeding] BRPI
Directorate General of Capture Fisheries DGCF
Directorate General of Fisheries DGF
Directorate General of Marine Fisheries Resources Surveillance PSDKP
Marine Fisheries Research Institute MFRI
Ministry of Marine Affairs and Fisheries MMAF
Research Institute for Inland Fisheries and Extension RIIFE

Japan
Fisheries Agency, Japan FAJ
Fisheries Research Institute FRI
Japan-ASEAN Integration Fund JAIF
Japan Fisheries Research and Education Agency FRA
Japan International Cooperation Agency JICA
Japan International Research Center for Agricultural Sciences JIRCAS
Japan Society for the Promotion of Science JSPS
Marino Forum-21 MF-21
National Fisheries University, Japan NFU
Science of Technology Research Partnership for Sustainable Program SATREPS
Tokyo University of Marine Science and Technology TUMSAT

Lao PDR
Department of Livestock and Fisheries DLF
Living Aquatic Resources Research Center LARRReC
Ministry of Agriculture and Forestry MAF

Malaysia
Department of Fisheries Malaysia DOF Malaysia
Fisheries Development Authority of Malaysia [Lembaga Kemajuan Ikan Malaysia] LKIM
Ministry of Agriculture and Food Industry MAFI
National Agriculture Training Council Malaysia NATC
Myanmar
Department of Fisheries, Myanmar  DOF Myanmar
Ministry of Agriculture, Livestock and Irrigation  MALIM
  Myanmar

Philippines
Bureau of Agriculture and Fisheries Standards  BAFS
Bureau of Fisheries and Aquatic Resources  BFAR
Department of Agriculture  DA
Department of Science and Technology  DOST
Maritime Industry Authority  MARINA
National Fisheries Research and Development Institute  NFRDI
Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development  PCAARRD
Philippine Statistics Authority  PSA
The National Network on Women in Fisheries in the Philippines  WinFish
University of the Philippines Visayas  UPV or UP
  Visayas

Singapore
Marine Aquaculture Centre  MAC
Singapore Food Agency  SFA

Thailand
Department of Fisheries, Thailand  DOF Thailand
Fish Marketing Organization  FMO
Geo-Informatics and Space Technology Development Authority  GISTDA
Thailand International Cooperation Agency  TICA

Viet Nam
Directorate of Fisheries, Viet Nam  D-FISH
Ministry of Agriculture and Rural Development  MARD
Research Institute for Aquaculture  RIA
Research Institute for Marine Fisheries  RIMF
Vietnam Association of Seafood Exporters and Producers  VASEP
Fora

Ad-hoc Steering Committee on Climate Change and Food Security AHSCCC–FS
ASEAN Economic Community AEC
ASEAN Fisheries Consultative Forum AFCF
ASEAN Network for Combating IUU Fishing AN–IUU
ASEAN Member States AMSs
ASEAN Ministers on Agriculture and Forestry AMAF
ASEAN Network of Aquatic Animal Health Centres ANAAHC
ASEAN–SEAFDEC Fisheries Consultative Group FCG
ASEAN–SEAFDEC Strategic Partnership ASSP
ASEAN Sectoral Working Group on Fisheries ASWGF
ASEAN Shrimp Alliance ASA
ASEAN Working Group AWG
Convention on International Trade in Endangered Species of Wild Fauna and Flora—the Conference of the Parties CITES–CoP
Coordinating Working Party on Fishery Statistics CWP
SEAFDEC Department Chiefs Meeting DCM
SEAFDEC Program Committee Meeting PCM
Senior Officials Meeting of the ASEAN Ministers on Agriculture and Forestry SOM–AMAF
The Committee on Fisheries COFI

Others

Bay of Bengal Large Marine Ecosystem Project BOBLME
### Annex 9

**Acronyms of Technical Terms Commonly Used in SEAFDEC Documents and Publications**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHPND</td>
<td>acute hepatopancreatic necrosis disease</td>
</tr>
<tr>
<td>ABC</td>
<td>allowable biological catch</td>
</tr>
<tr>
<td>ASP</td>
<td>amnesic shellfish poisoning</td>
</tr>
<tr>
<td>AS</td>
<td>Andaman Sea</td>
</tr>
<tr>
<td>ARs</td>
<td>artificial reefs</td>
</tr>
<tr>
<td>CDT</td>
<td>catch documentation and traceability</td>
</tr>
<tr>
<td>ACDS</td>
<td>ASEAN Catch Documentation Scheme</td>
</tr>
<tr>
<td>AIS</td>
<td>automatic identification system</td>
</tr>
<tr>
<td>AZA</td>
<td>azaspiracids</td>
</tr>
<tr>
<td>BOB</td>
<td>Bay of Bengal</td>
</tr>
<tr>
<td>BTX</td>
<td>brevetoxins</td>
</tr>
<tr>
<td>CDTS</td>
<td>catch documentation and traceability system</td>
</tr>
<tr>
<td>CDS</td>
<td>catch documentation scheme</td>
</tr>
<tr>
<td>CPUE</td>
<td>catch per unit effort</td>
</tr>
<tr>
<td>CPUA</td>
<td>catch per unit area</td>
</tr>
<tr>
<td>CCRF</td>
<td>Code of Conduct for Responsible Fisheries</td>
</tr>
<tr>
<td>CBFM</td>
<td>community-based fisheries management</td>
</tr>
<tr>
<td>CBRM</td>
<td>community-based resources management</td>
</tr>
<tr>
<td>CEAS</td>
<td>commercially exploited aquatic species</td>
</tr>
<tr>
<td>CoC</td>
<td>Code of Conduct</td>
</tr>
<tr>
<td>CTD</td>
<td>conductivity, temperature, and depth</td>
</tr>
<tr>
<td>EMS</td>
<td>early mortality syndrome</td>
</tr>
<tr>
<td>EAFM</td>
<td>ecosystem approach to fisheries management</td>
</tr>
<tr>
<td>eACDS</td>
<td>electronic ACDS</td>
</tr>
<tr>
<td>EEZs</td>
<td>exclusive economic zones</td>
</tr>
<tr>
<td>FADs</td>
<td>fish aggregating devices, fish aggregation devices</td>
</tr>
<tr>
<td>FEDs</td>
<td>fish enhancing devices</td>
</tr>
<tr>
<td>GIS</td>
<td>geographic information system</td>
</tr>
<tr>
<td>GAP</td>
<td>good aquaculture practice</td>
</tr>
<tr>
<td>GMP</td>
<td>good manufacturing practice</td>
</tr>
<tr>
<td>GOT</td>
<td>Gulf of Thailand</td>
</tr>
<tr>
<td>HABs</td>
<td>harmful algal blooms</td>
</tr>
<tr>
<td>HACCP</td>
<td>hazard analysis and critical control point</td>
</tr>
<tr>
<td>HRD</td>
<td>human resource development</td>
</tr>
<tr>
<td>IHNV</td>
<td>infectious hypodermal and hematopoietic necrosis virus</td>
</tr>
<tr>
<td>ITQ</td>
<td>individual transferrable quota</td>
</tr>
</tbody>
</table>
international trade data system  
illegal, unreported and unregulated fishing  
International Plan of Action  
Institute for Scientific Information-Current Content  
International Organization for Standardization  
International System of Units  
Japanese Trust Fund  
juvenile and trash excluder device  
koi herpes virus  
Letter of Agreement  
Lower Mekong Basin  
marine protected area  
maximum sustainable yield  
Memorandum of Agreement  
Memorandum of Understanding  
monitoring, control and surveillance  
non-detriment findings  
National Plan of Action  
Port-In Port-Out  
port State measures  
Port State Measures Agreement  
red sea bream iridovirus  
Regional Fisheries Policy Network  
Regional Fishing Vessels Record  
Regional Plan of Action  
Regional Technical Consultation  
Regionalization of the Code of Conduct for Responsible Fisheries in Southeast Asia  
remote sensing  
remotely operated vehicle  
Resolution and Plan of Action  
small- and medium-sized enterprise  
small-scale fisheries  
social networking service (also social networking site or social media)  
standard operating procedures  
South China Sea  
Southeast Asian State of Fisheries and Aquaculture  
Sustainable Development Goals  
Sulu–Sulawesi Seas  
Terms of Reference  

ITDS  
IUU fishing  
IPOA  
ISI-CC  
ISO  
SI  
JTF  
JTED  
KHV  
LOA  
LMB  
MPA  
MSY  
MOA  
MOU  
MCS  
NDF  
NPOA  
PIPO  
PSM  
PSMA  
PSMA  
RSIV  
RFPN  
RFVR  
RPOA  
RTC  
RCCRF  
RS  
ROV  
RES&POA  
SME  
SSF  
SNS  
SOPs  
SCS  
SEASOFIA  
SDGs  
SSSs  
TOR
<table>
<thead>
<tr>
<th>Term</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>tilapia lake virus</td>
<td>TiLV</td>
</tr>
<tr>
<td>total allowable catch</td>
<td>TAC</td>
</tr>
<tr>
<td>total allowable effort</td>
<td>TAE</td>
</tr>
<tr>
<td>training of trainers</td>
<td>TOT</td>
</tr>
<tr>
<td>turtle excluder devices</td>
<td>TEDs</td>
</tr>
<tr>
<td>uniform resource locator</td>
<td>URL</td>
</tr>
<tr>
<td>vessel monitoring system</td>
<td>VMS</td>
</tr>
<tr>
<td>viral nervous necrosis</td>
<td>VNN</td>
</tr>
<tr>
<td>white spot syndrome virus</td>
<td>WSSV</td>
</tr>
</tbody>
</table>
## Annex 10

### Naming Conventions of Authors that Should be Adopted in SEAFDEC Documents and Publications

<table>
<thead>
<tr>
<th>Nationality</th>
<th>Naming convention</th>
<th>Example(^1)</th>
<th>In reference entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cambodian or Khmer (Cambodia)</td>
<td>[First name] [Surname]</td>
<td>Leakhena Chin Samath Leng</td>
<td>Chin, L. Leng, S.</td>
</tr>
<tr>
<td>Burmese (Myanmar)</td>
<td>[Name]</td>
<td>Su My Thew Khin Maung Aye</td>
<td>Su My Thew(^5) Khin Maung Aye(^5)</td>
</tr>
<tr>
<td>Chinese (Singapore)</td>
<td>[Western name] [Chinese name] [Surname]</td>
<td>Mary Xin Yi Tan Jun Jie Chan</td>
<td>Tan, M. X. Y. Chan, J. J.</td>
</tr>
<tr>
<td>Filipino (Philippines)</td>
<td>[First name] [Surname]</td>
<td>Jennifer Viron Rafael Ramiscal</td>
<td>Viron, J. Ramiscal, R.</td>
</tr>
<tr>
<td></td>
<td>[First name] [Middle name initial] [Surname]</td>
<td>Jennifer G. Viron Rafael V. Ramiscal</td>
<td>Viron, J. G. Ramiscal, R. V.</td>
</tr>
<tr>
<td></td>
<td>[First name] [Middle name] [Surname]</td>
<td>Jennifer Gatcheco Viron Rafael Valiente Ramiscal</td>
<td>Viron, J. G. Ramiscal, R. V.</td>
</tr>
<tr>
<td>Indian (Singapore)</td>
<td>[First name] [Father’s name]</td>
<td>Devi Rajatnam Balaji Sadasivan</td>
<td>Devi Rajatnam(^5) Balaji Sadasivan(^5)</td>
</tr>
<tr>
<td></td>
<td>[First name] [d/o or s/o] [Father’s name]</td>
<td>Devi d/o Rajatnam Balaji s/o Sadasivan</td>
<td>Devi Rajatnam(^5) Balaji Sadasivan(^5)</td>
</tr>
<tr>
<td>Indonesian with single name</td>
<td>[Name]</td>
<td>Nurwanti Ahmadi</td>
<td>Nurwanti(^5) Ahmadi(^5)</td>
</tr>
<tr>
<td>Japanese (Japan)</td>
<td>[First name] [Surname]</td>
<td>Sakura Yamamoto Ichiro Hatanaka</td>
<td>Yamamoto, S. Hatanaka, I.</td>
</tr>
<tr>
<td>Laotian (Lao PDR)</td>
<td>[First name] [Surname]</td>
<td>Phongsavanh Sengsombhoun Chainuek Phakhounthong</td>
<td>Sengsombhoun, P. Phakhounthong, C.</td>
</tr>
<tr>
<td>Malay (Brunei Darussalam, Indonesia,)</td>
<td>[First name] [Father’s name]</td>
<td>Fatimah Ahmed Zubir Said</td>
<td>Fatimah(^5) Ahmed(^5) Zubir Said(^5)</td>
</tr>
<tr>
<td>Nationality</td>
<td>Naming convention</td>
<td>Example¹</td>
<td>In reference entry</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------------------------------</td>
<td>---------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Malaysia,</td>
<td>[First name]</td>
<td>Fatimah binte/binti</td>
<td>Fatimah Ahmed</td>
</tr>
<tr>
<td>Singapore)</td>
<td>[binte/binti or bin]²</td>
<td>Ahmed</td>
<td>Ahmed⁵</td>
</tr>
<tr>
<td></td>
<td>[Father’s name]</td>
<td>Zubir bin Said</td>
<td>Zubir Said⁵</td>
</tr>
<tr>
<td></td>
<td>[Hj. or H.]³ [First name] [Father’s name]</td>
<td>Hj. Diana Luspa</td>
<td>Diana Luspa⁵</td>
</tr>
<tr>
<td></td>
<td></td>
<td>H. Arya Nugraha</td>
<td>Arya Nugraha⁵</td>
</tr>
<tr>
<td>Thai (Thailand)</td>
<td>[First name]</td>
<td>Chutima Pokhun</td>
<td>Pokhun, C.</td>
</tr>
<tr>
<td></td>
<td>[Surname]</td>
<td>Sarayoot</td>
<td>Boonkumjad, S.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Boonkumjad</td>
<td></td>
</tr>
<tr>
<td>Vietnamese</td>
<td>[First name]</td>
<td>Tra Huong Nguyen</td>
<td>Nguyen, T. H.</td>
</tr>
<tr>
<td>(Viet Nam)</td>
<td>[Middle name]</td>
<td>Uyen Tuan</td>
<td>Nguyen, U. T.</td>
</tr>
<tr>
<td></td>
<td>[Surname]</td>
<td>Nguyen</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹To appear in cover and title pages of documents and publications or below the title of articles or book chapters, as appropriate
²When the author usually uses “d/o” (daughter of) in her name or “s/o” (son of) in his name, but “d/o” or “s/o” should be omitted in in-text citations and reference entries
³When the author usually uses “binte/binti” in her name or “bin” in his name, but “binte/binti” or “bin” should be omitted in in-text citations and reference entries
⁴When the author has performed Haj and usually uses “Hj.” in her name or “H.” in his name, but “Hj.” or “H.” should be omitted in in-text citations and reference entries
⁵Applicable both in in-text citations and reference entries
Annex 11

Naming Conventions of SEAFDEC and Departments that Should be Adopted in SEAFDEC Documents and Publications

<table>
<thead>
<tr>
<th>Role</th>
<th>Department</th>
<th>Naming convention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author and publisher¹</td>
<td>SEAFDEC Secretariat</td>
<td>One line [full name of SEAFDEC]</td>
</tr>
<tr>
<td></td>
<td>SEAFDEC Departments</td>
<td>One line with comma [full name of Department], [full name of SEAFDEC]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Two lines without comma</td>
</tr>
<tr>
<td>Line 1: [full name of Department]</td>
<td>Line 2: [full name of SEAFDEC]</td>
<td></td>
</tr>
<tr>
<td>Affiliation of authors</td>
<td>SEAFDEC Secretariat</td>
<td>One line with comma [full name of SEAFDEC], [address of SEAFDEC Secretariat]</td>
</tr>
<tr>
<td>(i.e. SEAFDEC staff)²</td>
<td></td>
<td>Two lines without comma</td>
</tr>
<tr>
<td>Line 1: [full name of Department]</td>
<td>Line 2: [address of SEAFDEC Secretariat]</td>
<td></td>
</tr>
<tr>
<td>SEAFDEC Departments</td>
<td></td>
<td>Three lines without comma</td>
</tr>
<tr>
<td>Line 1: [full name of Department]</td>
<td>Line 2: [full name of SEAFDEC]</td>
<td>Line 3: [address of Department]</td>
</tr>
<tr>
<td>Corporate author³</td>
<td>SEAFDEC Secretariat</td>
<td>One line [full name of SEAFDEC]</td>
</tr>
<tr>
<td></td>
<td>SEAFDEC Departments</td>
<td>One line with comma [full name of Department], [full name of SEAFDEC]</td>
</tr>
</tbody>
</table>

¹In cover page, title page, or copyright page
²In other publications such as scientific journals, books, proceedings, and other technical publications
³For SEAFDEC institutional repositories only
### Annex 12

**Recommended Gender-sensitive Language that Should be Adopted in SEAFDEC Documents and Publications**

<table>
<thead>
<tr>
<th>Avoid</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Businessmen</td>
<td>Representatives, business community, businesspeople</td>
</tr>
<tr>
<td>Chairman</td>
<td>Chair, chairperson, head</td>
</tr>
<tr>
<td>Congressman</td>
<td>Legislator, congressional representative, parliamentarian</td>
</tr>
<tr>
<td>Fellow countryman</td>
<td>Compatriot</td>
</tr>
<tr>
<td>Fisherman</td>
<td>Fisher, fisherfolk</td>
</tr>
<tr>
<td>Hostess</td>
<td>Host</td>
</tr>
<tr>
<td>Housewife</td>
<td>Homemaker</td>
</tr>
<tr>
<td>Husband/wives</td>
<td>Partners, spouses</td>
</tr>
<tr>
<td>Investing in women</td>
<td>Investing in women’s potential</td>
</tr>
<tr>
<td>Landlord, landlady</td>
<td>Owner, proprietor</td>
</tr>
<tr>
<td>Layman, common man</td>
<td>Layperson, average person</td>
</tr>
<tr>
<td>Man and woman</td>
<td>Woman and man, people</td>
</tr>
<tr>
<td>Manhood</td>
<td>Adulthood, maturity (when referring to people in general and not to males)</td>
</tr>
<tr>
<td>Man-made</td>
<td>Handmade, manufactured, artificial, machine-made, synthetic, fabricated, of human construction, of human origin, human-induced, technogenic</td>
</tr>
<tr>
<td>Manpower</td>
<td>Workforce, personnel, workers, human resources</td>
</tr>
<tr>
<td>Men, mankind</td>
<td>People, humanity, human beings, humankind, we, women and men</td>
</tr>
<tr>
<td>Middleman</td>
<td>Trader, wholesaler, retailer, broker</td>
</tr>
<tr>
<td>Mother country</td>
<td>Homeland</td>
</tr>
<tr>
<td>Mother Earth</td>
<td>Earth, world, planet earth</td>
</tr>
<tr>
<td>Mothering</td>
<td>Parenting, nurturing, childrearing, childcare</td>
</tr>
<tr>
<td>Mother nature</td>
<td>Nature</td>
</tr>
<tr>
<td>Mother tongue</td>
<td>Native language</td>
</tr>
<tr>
<td>No-man’s-land</td>
<td>Uninhabited land, neutral zone</td>
</tr>
<tr>
<td>Avoid</td>
<td>Preferred</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Policeman</td>
<td>Police officer</td>
</tr>
<tr>
<td>Steward, stewardess</td>
<td>Flight attendant</td>
</tr>
<tr>
<td>All the ladies on the committee supported the proposed amendment.</td>
<td>All the women on the committee supported the proposed amendment.</td>
</tr>
<tr>
<td>Each participant must present his ID badge.</td>
<td>All participants must present their ID badges.</td>
</tr>
<tr>
<td>John and Mary both have full-time jobs; he helps her with the housework.</td>
<td>John and Mary both have full-time jobs; they share the housework.</td>
</tr>
<tr>
<td>Maria is a career woman.</td>
<td>Maria is a professional. Maria is an engineer (do we say John is a career man?)</td>
</tr>
<tr>
<td>Mastering a skill</td>
<td>Being competent in a skill</td>
</tr>
<tr>
<td>Miss, Mrs.</td>
<td>Ms. (unless the woman herself prefers the courtesy title Miss or Mrs.)</td>
</tr>
<tr>
<td></td>
<td>A woman’s marital status is generally irrelevant to the matter at hand</td>
</tr>
<tr>
<td>Mr. and Mrs. John Smith</td>
<td>Jane and John Smith; Ms. Jane and Mr. John Smith; Mrs. and Mr. Smith (when the woman herself prefers the courtesy title Mrs.)</td>
</tr>
<tr>
<td>Research scientists often neglect their wives and children.</td>
<td>Research scientists often neglect their families.</td>
</tr>
<tr>
<td>The Conference participants and their wives are invited.</td>
<td>The Conference participants and their spouses/partners/guests are invited.</td>
</tr>
</tbody>
</table>
### Annex 13

#### Recommended Bias-free Language that Should be Adopted in SEAFDEC Documents and Publications

<table>
<thead>
<tr>
<th>Avoid</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Age</strong></td>
<td></td>
</tr>
<tr>
<td>The elderly, elders, elderly people</td>
<td>Older adults</td>
</tr>
<tr>
<td>The aged</td>
<td>Older people</td>
</tr>
<tr>
<td>Aging dependents, seniors, senior citizens</td>
<td>Persons 65 years and older, the older population</td>
</tr>
<tr>
<td>Old women</td>
<td>Older women, women between the ages of 65 and 75, octogenarians</td>
</tr>
<tr>
<td><strong>Disability</strong></td>
<td></td>
</tr>
<tr>
<td>Wheelchair-bound person</td>
<td>Wheelchair user, person in a wheelchair</td>
</tr>
<tr>
<td>AIDS victim</td>
<td>Person with aids</td>
</tr>
<tr>
<td>Cripple, invalid, defective, nuts</td>
<td>Person with a physical disability, person with a mental illness</td>
</tr>
<tr>
<td>Alcoholic, meth addict</td>
<td>Person with alcohol use disorder, person with substance use disorder</td>
</tr>
<tr>
<td><strong>Participation in research</strong></td>
<td></td>
</tr>
<tr>
<td>Passive voice: The participants were run. “failed” (e.g. “Eight participants failed to complete the survey questionnaire”)</td>
<td>Active voice: We collected data from the participants. “did not complete”</td>
</tr>
<tr>
<td>Avoid</td>
<td>Preferred</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Racial and ethnic identity</td>
<td>Minorities</td>
</tr>
<tr>
<td></td>
<td>Participants‘ race was categorized as either White or non-White.</td>
</tr>
<tr>
<td>Alien (humans)</td>
<td>Asian American, or Latin American. Foreigner</td>
</tr>
<tr>
<td>Sexual orientation</td>
<td>Ten participants were married, and five were single.</td>
</tr>
<tr>
<td>Socioeconomic status</td>
<td>The poor, low-class people, poor people</td>
</tr>
</tbody>
</table>