



REVISION OF NOTES FOR WRITING AND EDITING SEAFDEC DOCUMENTS

INTRODUCTION

In 1989, the SEAFDEC Council instructed the Secretary-General to harmonize the style of SEAFDEC publications. Subsequently, the Notes for Editing SEAFDEC Documents were prepared by the SEAFDEC Senior Editorial Officer, *Ms. Barbara Mountfield*. However, after 28 years, it was viewed that some of the standards in the Notes are no longer practical and there are other issues that need to be addressed as discussed during the 18ISP. During the Inter-Departmental Information Workshop and 19ISP organized in April and October 2018, respectively, the Notes were closely reviewed by SEAFDEC Secretariat and Departments. The Notes for Writing and Editing SEAFDEC Documents were finalized and approved during the Department Chiefs' Meeting in 2018. Since then, the electronic copy were uploaded at SEAFDEC website (www.seafdec.org/references) to be used by concerned SEAFDEC staff in respective Departments.

ISSUES/CHALLENGES AND RECOMMENDATIONS

As the Notes could still be improved when necessary, the Departments were requested by the 20ISP to provide recommendations which would be discussed during the 21ISP.

Issues/challenges	Recommendations
Improving and updating the Notes	<p>Revise and update (please see Annex 1)</p> <ul style="list-style-type: none">• Oxford American Dictionary (OAD) 1980, single edition and no longer in print - change to Merriam-Webster Dictionary (MWD) 18th edition 2016 which is the most recent among American English dictionaries (with free web version at www.merriam-webster.com and free mobile app)• Country codes - new section is to be added and adopt the ISO 3166• Currency codes - to be revised to adopt the ISO 4217• Name of authors - new section is to be added for the efficient management of SEAFDEC repositories and monitoring of citations• Name of SEAFDEC - new section is to be added for the efficient management of SEAFDEC repositories and monitoring of citations• In-text citations and reference entries - Annex with examples is to be added• Gender-inclusive and bias-free language - new section and Annex are to be added• Others - to be discussed during the 21ISP
Enhancing the promotion of the Notes	<p>Produce print copies of the Notes as a handy booklet to be regularly referred to by concerned SEAFDEC staff in respective Departments in preparing SEAFDEC documents and publications</p>

REQUIRED CONSIDERATION BY THE 21ISP

- Provide recommendations on the frequency of improving and updating the Notes
 - to be consistent with the latest international standards
 - keep up with the dynamic changes in information
- Provide recommendations on the ways to enhance the promotion of the Notes to all concerned SEAFDEC staff of respective Departments

~~NOTES FOR WRITING AND EDITING SEAFDEC DOCUMENTS~~
GUIDE FOR WRITING SEAFDEC DOCUMENTS AND PUBLICATIONS

~~The Secretariat~~
Southeast Asian Fisheries Development Center

Preparation of this document

In 1989, the SEAFDEC Secretariat through then Senior Editorial Officer of SEAFDEC, *Ms. Barbara Mountfield*, prepared the *Notes for Editing SEAFDEC Documents*, based on the instruction of the SEAFDEC Council to the Secretary-General to consider harmonizing the style of the publications produced by SEAFDEC. During the 18th Eighteenth Meeting of SEAFDEC Information Staff Program (ISP) held in 2017, the Meeting expressed the view that the use of some of the standards suggested in the said Notes may no longer be practical, while there are also other issues that need to be addressed. The Notes were therefore reviewed in close cooperation among the SEAFDEC Secretariat and Departments during the Inter-Departmental Information Workshop in April 2018 and the 19th Nineteenth Meeting of the ISP in October 2018, and the draft Notes for Writing and Editing SEAFDEC Documents was finalized for approval by the Department Chiefs Meeting also in 2018. Moreover, the Departments were requested to provide recommendations to improve the Notes during the Twentieth Meeting of the ISP in October 2019. Such recommendations were discussed during the Twenty-first Meeting of the ISP in November 2020. The draft Guide for Writing SEAFDEC Documents and Publications was finalized for approval by the Department Chiefs Meeting in 2020.

To be finalized after 21ISP

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To be finalized after 211SP

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NOTES FOR WRITING AND EDITING SEAFDEC DOCUMENTS
GUIDE FOR WRITING SEAFDEC DOCUMENTS AND PUBLICATIONS

INTRODUCTION

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

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

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

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 including institutional materials, information materials, fisheries information accounts, technical reports, and scientific articles which are disseminated not only in the Southeast Asian region but also to the whole world.

This Guide for Writing SEAFDEC Documents and Publications is crucial for the SEAFDEC Secretariat and Departments to maintain uniformity and abide by the international standards in the preparation of SEAFDEC documents and publications (**Annex 1**). 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.

1. SPELLING

In general, SEAFDEC uses the American English language and follows the **Oxford American Dictionary (OAD)** latest edition of the Merriam-Webster Dictionary (MWD) as the authority for spelling in SEAFDEC documents and publications, using its print copy, web version accessible at www.merriam-webster.com, or mobile application.

In the matter of spelling, *e.g.* using “center” instead of centre, “program” instead of programme, “cooperation” instead of co-operation, “coordination” instead of co-ordination, and “labor” instead of “labour”.

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

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

For Programs **and** activities, the following patterns should be used:

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

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

Below are the common words and terms misspelled/misused in SEAFDEC documents and publications:

- NOT SEAFDEC MCs or MCs, should be SEAFDEC Member Countries
- NOT SEA, should be Southeast Asia
- NOT ASEAN region, should be Southeast Asian region (ASEAN is an organization, not a region)
- NOT fisherfolks, should be fisherfolk (sing. and pl.), preferably fisher(s), fish farmer(s), fish worker(s)
- NOT on-going, should be ongoing
- NOT on-line, should be online
- NOT over-exploited, should be overexploited
- NOT VDO, should be video
- NOT staffs, should be staff (sing. and pl.), *e.g.* “SEAFDEC employs three full-time staff”
- NOT socio-economic, should be socioeconomic
- NOT specie (sing.), should be species (sing. and pl.)

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

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

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

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

2. PUNCTUATIONS

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

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

3. FONTS

(a) Font type and size

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

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

(b) Font style

- Italic

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

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

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

- Bold

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

(c) Case style

- Complete capitalization (UPPERCASE)

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

- Capitalization of initial letters (Title Case)

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

- Okra Sa Village, Sangkat Okra Sa, Kep Province, Cambodia

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

4. NUMBERS, DATES, AND TIME

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

~~—1,765,000.00~~

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

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

(a) Number at the beginning of a sentence

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

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

(b) Numbers expressed in figures

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

- ~~1,765,000.00~~

(c) Ranges

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

(d) Ratios

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

(e) Months

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

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

(f) Dates

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

- on 7 November 2018

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

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

~~(g) Months~~

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

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

(h) Time ~~of the day~~

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

- 0800-2100 h

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

- 9:00 a.m., ~~noon~~, 3:15 p.m., 10:05 p.m., 12:00 midnight, 12:00 noon

5. UNITS OF MEASUREMENTS

The units **and symbols** of measurements used in SEAFDEC documents **and publications** ~~shall follow~~ **should adopt** the International System of Units (SI) as shown in **Annex 7**.

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

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

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

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

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

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

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

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

The numerical value of approximate measurements could be spelled out.

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

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

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

In general, the word "percent" should be written out.

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

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

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

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

- The temperature was 40 °C.

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

6. COUNTRY CODES

To save space and avoid errors, the ISO 3166 of the International Organization for Standardization (ISO) should be adopted. The ISO 3166 uses a combination of letters that is understood and recognized all over the world. The country codes could be represented either as a two-letter code (alpha-2) which is recommended as the general-purpose code and a three-letter code (alpha-3) which is more closely related to the country name. The ISO 3166 could be accessed at www.iso.org/iso-3166-country-codes.html.

SEAFDEC Member Countries	Alpha-2 Code	Alpha-3 Code
Brunei Darussalam	BN	BRN
Cambodia	KH	KHM
Indonesia	ID	IDN
Japan	JP	JPN
Lao PDR	LA	LAO

SEAFDEC Member Countries	Alpha-2 Code	Alpha-3 Code
Malaysia	MY	MYS
Myanmar	MM	MMR
Philippines	PH	PHL
Singapore	SG	SGP
Thailand	TH	THA
Viet Nam	VN	VNM

7. CURRENCIES

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

(a) Currencies of SEAFDEC Member Countries

Country	Currency	Abbreviation	Symbol
Brunei Darussalam	Brunei Dollar	BND	B\$
Cambodia	Cambodian Riel	KHR	៛
Indonesia	Indonesian Rupiah	IDR	Rp
Japan	Japanese Yen	JPY	¥
Lao PDR	Lao Kip	LAK	₭
Malaysia	Malaysian Ringgit	MYR	RM
Myanmar	Myanmar Kyat	MMK	K
Philippines	Philippine Peso	PHP	₱
Singapore	Singapore Dollar	SGD	S\$
Thailand	Thai Baht	THB	฿
Vietnam	Vietnamese Dong	VND	₫

(b) Other commonly used currencies

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

The ISO 4217 establishes internationally recognized codes for the representation of currencies that enable clarity and reduce errors. Except for US Dollar (US\$), alphabetic codes should be used instead of currency symbols which are not always available in keyboards in other countries. The ISO 4217 could be accessed at www.iso.org/iso-4217-currency-codes.html. Currencies of SEAFDEC Member Countries as well as some other commonly used currencies, together with their alphabetic codes should be used as follows:

SEAFDEC Member Countries	Currency	Alphabetic code
Brunei Darussalam	Brunei Dollar	BND
Cambodia	Riel	KHR
Indonesia	Rupiah	IDR
Japan	Yen	JPY

SEAFDEC Member Countries	Currency	Alphabetic code
Lao PDR	Lao Kip	LAK
Malaysia	Malaysian Ringgit	MYR
Myanmar	Kyat	MMK
Philippines	Philippine Peso	PHP
Singapore	Singapore Dollar	SGD
Thailand	Baht	THB
Viet Nam	Dong	VND
Other countries		
Australia	Australian Dollar	AUD
China	Yuan Renminbi	CNY
European Union	Euro	EUR
Sweden	Swedish Krona	SEK
United Kingdom	Pound Sterling	GBP
United States of America	US Dollar	USD

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

To facilitate easy understanding by readers, national currencies should be converted to US\$ based on the average exchange rates of corresponding year in the ASEAN Statistical Yearbook which could be accessed at www.aseanstats.org/ebooks/ebook-publication-by-year.

8. TABLES

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

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

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

Table. Inland bodies of water in Southeast Asia

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

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

Table 1. Inland bodies of water in Southeast Asia

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

Footnotes in tables could be marked as follows:

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

9. BOXES

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

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

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

Box. Characteristics of inland capture fisheries in Southeast Asia

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

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

Box 1. Characteristics of inland capture fisheries in Southeast Asia

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

Footnotes in boxes could be marked as follows:

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

10. FIGURES

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

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

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

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

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

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

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

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

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

11. ANNEXES AND APPENDICES

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

Annex 3

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

Appendix 1 of Annex 3

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

Annex ii to Appendix 1 of Annex 3

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

12. NAMES OF AQUATIC ANIMALS AND PLANTS

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

(a) Scientific names

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

- Carangidae
- Penaeidae

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

- *Chanos chanos*
- *Penaeus monodon*

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

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

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

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

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

- *C. chanos*

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

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

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

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

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

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

- *Oreochromis* spp.

(b) English names (Common names)

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

- tilapia
- mackerel
- oyster

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

- Nile tilapia
- Indo-Pacific mackerel
- European oyster

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

- Storage techniques for mussel and oyster

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

- fishes
- neritic tunas

(c) Local names

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

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

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

13. TITLES OF OFFICIALS AND GOVERNMENTS

- (a) Titles of officials should follow their official position, *e.g.*
- Secretary-General of SEAFDEC or **SEAFDEC Secretary-General**
 - The Minister for Agriculture
 - ASEAN Ministers on Agriculture, Forestry and Fisheries
 - Under-Secretary (UK); Under-Secretary (UN); or **Under Secretary** **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)
- (b) Titles of SEAFDEC officials and participants at SEAFDEC meetings
- The Council Director for ...
 - The Program Committee Member for ...
 - The Chief of the ... Department
 - The representative from ...
 - The observer from ...
- (c) **Titles of Governments**
- **The Government of ...**
 - o **The Government of Japan (NOT the Japanese Government)**
 - o **The Government of Thailand, BUT contributions from governments**
 - o **The representative of/from Cambodia stated that his Government ...**

14. ACRONYMS AND ABBREVIATIONS

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

Acronyms of SEAFDEC Departments should be as follows,

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

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

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

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

15. SEAFDEC MEETING REPORTS

In preparing SEAFDEC Meeting Reports, the “Guidelines for SEAFDEC Meeting Reports” adopted by the SEAFDEC Council at its 33rd Meeting in 2001 should be referred to (<http://www.seafdec.org/references/>).

16. NAME OF AUTHORS

The Departments are requested to provide fictional names of a woman and a man as examples

The name of authors of SEAFDEC documents and publications should follow the format below, as appropriate.

Nationality	Name (First or Given name, Middle name or Middle initial, Family name or Surname)
Brunei Darussalam	
Cambodia	
Indonesia	
Japan	
Lao PDR	
Malaysia	
Myanmar	
Philippines	Maria S. Bonifacio, Juan V. Silang
Singapore	
Thailand	Somying Jaidee, Somchay Jaidee
Viet Nam	

The harmonized format of names of authors would facilitate the efficient management of the institutional repositories of SEAFDEC and Departments and monitoring of citations of SEAFDEC documents and publications.

17. NAME OF SEAFDEC AND DEPARTMENTS

AOD is requested to provide comments and recommendations on the options.

How many options should there be?

Should the affiliation name be in one line separated by comma or two lines? If one line, which one should come first, SEAFDEC or Department?

The name of SEAFDEC and Departments as publisher, organizational author, or affiliation of authors should be harmonized to facilitate the efficient monitoring of citations of SEAFDEC documents and publications. The following format should be followed:

	Options
--	----------------

As the organization	<ul style="list-style-type: none"> • Southeast Asian Fisheries Development Center • SEAFDEC
Secretariat	<ul style="list-style-type: none"> • Southeast Asian Fisheries Development Center, Secretariat • Secretariat, Southeast Asian Fisheries Development Center • SEAFDEC/SEC
TD	<ul style="list-style-type: none"> • Southeast Asian Fisheries Development Center, Training Department • Training Department, Southeast Asian Fisheries Development Center • SEAFDEC/TD
MFRD	<ul style="list-style-type: none"> • Southeast Asian Fisheries Development Center, Marine Fisheries Research Department • Marine Fisheries Research Department, Southeast Asian Fisheries Development Center • SEAFDEC/MFRD
AQD	<ul style="list-style-type: none"> • Southeast Asian Fisheries Development Center, Aquaculture Department • Aquaculture Department, Southeast Asian Fisheries Development Center • SEAFDEC/AQD
MFRDMD	<ul style="list-style-type: none"> • Southeast Asian Fisheries Development Center, Marine Fishery Resources Development and Management Department • Marine Fishery Resources Development and Management Department, Southeast Asian Fisheries Development Center • SEAFDEC/MFRDMD
IFRDMD	<ul style="list-style-type: none"> • Southeast Asian Fisheries Development Center, Inland Fishery Resources Development and Management Department • Inland Fishery Resources Development and Management Department, Southeast Asian Fisheries Development Center • SEAFDEC/IFRDMD

18. IN-TEXT CITATIONS AND REFERENCES ENTRIES

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

For in-text citations and reference list entries of SEAFDEC documents and publications, the guidelines of the latest edition of Publication Manual of the American Psychological Association (APA Style) should be adopted. For every in-text citation, there must be a corresponding entry in the reference list of documents and publications. Examples are shown in **Annex 10**. The functionalities of the Citations & Bibliography menu under the References tab in Microsoft Word could be utilized for automatic formatting.

The guidelines for in-text citations could be accessed at <https://apastyle.apa.org/style-grammar-guidelines/citations>. While the guidelines for reference list entries could be accessed at <https://apastyle.apa.org/style-grammar-guidelines/references>. Moreover, the APA Quick Citation Guide is accessible at <https://guides.libraries.psu.edu/apaquickguide/intext>.

19. GENDER-INCLUSIVE AND BIAS-FREE LANGUAGE

To support the implementation of the SEAFDEC Gender Strategy, gender-inclusive language should be adopted in writing SEAFDEC documents and publications. Gender-inclusive language, is a language that does not discriminate against a particular sex, social gender, or gender identity, and does not perpetuate gender stereotypes. Given the key role of language in shaping cultural and social attitudes, using gender- inclusive language is a powerful way to promote gender equality and

eradicate gender bias. The examples of gender-inclusive language based on the guidelines developed by the United Nations (UN) (accessed at www.un.org/en/gender-inclusive-language/guidelines.shtml) and UN Women (accessed at www.unwomen.org/en/digital-library/genderterm) are shown in **Annex 11**.

Furthermore, bias-free language conveys respect to all people and affirms their worth and dignity, acknowledges diversity, and promotes equal opportunities. In writing SEAFDEC documents and publications, people should be described without bias by being sensitive to differences and individual characteristics of age, disability, participation in research, racial and ethnic identity, sexual orientation, and socioeconomic status. The recommendations of the APA Style should be followed, and the proper choice would depend on the situation (**Annex 10**). The guidelines and more examples could be accessed at <https://apastyle.apa.org/style-grammar-guidelines/bias-free-language>.

List of Reference Materials

International Standards

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

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

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

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

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

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

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

APA. (2020). Publication Manual of the American Psychological Association Sixth Edition. American Psychological Association. USA.

ASEAN (2019). *ASEAN Statistical Yearbook 2019*. <https://www.aseanstats.org/ebooks/ebook-publication-by-year/>

BIPM. (2018). *International System of Units (SI)*. International Bureau of Weights and Measures. <https://www.bipm.org/en/measurement-units/>

FAO. (1984). *International Standard Statistical Classification of Fishing Vessels by Vessel Types (ISSCFV-Vessel Type)*. Coordinating Working Party on Fishery Statistics. <http://www.fao.org/3/a-bt983e.pdf>

FAO. (2016). *International Standard Statistical Classification of Fishing Gear (ISSCFG, 2016)*. Coordinating Working Party on Fishery Statistics. <http://www.fao.org/3/a-bt988e.pdf>

FAO. (2019). *International Standard Statistical Classification for Aquatic Animals and Plants (ISSCAAP)*. <http://www.fao.org/fishery/static/ASFIS/ISSCAAP.pdf>

FAO. (2020). *Aquatic Sciences and Fisheries Information System (ASFIS) List of Species for Fishery Statistics Purposes*. <http://www.fao.org/fishery/collection/asfis/en>

Spelling of Words Commonly Used in SEAFDEC Documents and Publications

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

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

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

Classification of Fishing Gears¹

The classification of fishing gears could be based on the SEAFDEC **Fishery** Statistical Bulletin of Southeast Asia accessible at <http://repository.seafdec.org/handle/20.500.12066/151>.

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

¹ Subject to change after harmonization of the SEAFDEC Statistics Framework with the revised **CWP** **FAO** **Coordinating Working Party on Fishery Statistics** **classification**

Classification of Fishing Vessels²

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

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

² Subject to change after harmonization of the SEAFDEC Statistics Framework with the revised **CWP** **FAO** **Coordinating Working Party** on Fishery Statistics **classification**

Common Aquatic Species in the Southeast Asian Region

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

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

*FAO ASFIS List of Species (www.fao.org/fishery/collection/asfis/en)

**Other names commonly used by SEAFDEC

Latin Words and Phrases Commonly Used in SEAFDEC Documents and Publications

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

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

Units and Symbols of Measurements Commonly Used in SEAFDEC Documents and Publications

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

Acronyms of SEAFDEC Partner Organizations/Agencies and Fora

International/Regional Organizations/Agencies

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

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

National Organizations/Agencies

Brunei Darussalam

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

Cambodia

FiA	Fisheries Administration
MAFF	Ministry of Agriculture, Forestry and Fisheries

Indonesia

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

Japan

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

Lao PDR

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

Malaysia

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

Myanmar

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

Philippines

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

NFRDI	National Fisheries Research and Development Institute
PCAARRD	Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development
PCAMRD	Philippine Council for Aquatic and Marine Research and Development
PSA	Philippine Statistics Authority
UPV	University of the Philippines Visayas
WinFish	The National Network on Women in Fisheries in the Philippines

Singapore

AVA	Agri-Food & Veterinary Authority of Singapore
PHTC	Post-harvest Technology Centre of AVA

Thailand

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

Viet Nam

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

Others

SwAM	Swedish Agency for Marine and Water Management
MI	Marine Institute of the Memorial University of Newfoundland
NOAA	National Oceanic and Atmospheric Administration, U.S. Department of Commerce

Fora

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

Others

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

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

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

Examples of In-text Citations and Reference Entries

In-text citation

Author's name in parentheses	To enhance the management of fisheries of Southeast Asia towards sustainability and raise its visibility, SEAFDEC has institutionalized its Information Programs to focus on the production of three main broad types of materials, namely: institutional materials, fisheries information accounts, and technical reports and scientific articles (Sulit <i>et al.</i> , 2017).
Author's name part of narrative	Sulit <i>et al.</i> , (2017) specified that SEAFDEC has institutionalized its Information Programs to focus on the production of three main broad types of materials, namely: institutional materials, fisheries information accounts, and technical reports and scientific articles with the aims of enhancing the management of fisheries of Southeast Asia towards sustainability and raising its visibility.
Organization as author	First citation: (Southeast Asian Fisheries Development Center [SEAFDEC], 2020) Subsequent citation: (SEAFDEC, 2020)
Works by multiple authors	One author: (Yihang, 2020) Two authors: (Muthmainnah & Rais, 2020) Three or more authors: (Sulit <i>et al.</i> , 2017) Note: For multiple authors' names within a parenthetical citation, use &. When using multiple authors' names as part of the narrative, rather than in parentheses, always spell out the word and.
Multiple works	Overexploitation of polychaetes in the natural environments could adversely affect the nutrient cycle and other biochemical processes (Kristensen & Mikelsen, 2003; Laverock, Gilbert, Tait, Osborn, & Widdicombe, 2011). Note: Separate each work with semi-colons

Reference entry

Note: Reference entries with more than one line of text should have a hanging indent.

Articles

- Author (last name, initials only for first and middle names)
- Date of publication of article (year and month for monthly publications; year, month, and day for daily or weekly publications)
- Title of article (capitalize only the first word of title and subtitle, and proper nouns)
- Title of publication in italics (*i.e.* Journal of Abnormal Psychology, Newsweek, New York Times)
- Volume number in italics and issue number, if given
- Page numbers of article, if given
- For articles retrieved online, include DOI, if available. Include 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.

Scholarly journal article	Naylor, R. L., Goldburg, R. J., Primavera, J. H., Kautsky, N., Beveridge, M. C. M., Clay, J., & Troell, M. (2000). Effect of aquaculture on world fish supplies. <i>Nature</i> , 405, 1017–1024. https://doi.org/10.1038/35016500
Magazine article	Sulit, V. T., Tongdee, N., Klinsukhon, S., & Pudtal, S. (2017). Going on a high note: the SEAFDEC information programs. <i>Fish for the People</i> , 15(2),

	21-27. http://repository.seafdec.org/handle/20.500.12066/1193
Newspaper article	Fernquest, J. (2016, 18 November). UPDATED: Flag-coloured fighting fish for B53,500. <i>Bangkok Post</i> . https://www.bangkokpost.com/learning/advanced/1138401/updated-flag-coloured-fighting-fish-for-b53-500

Books

- Author (last name, initials only for first and middle names)
- Publication date
- Title (in italics; capitalize only the first word of title and subtitle, and proper nouns)
- Publisher (Note: do not include publisher location)
- For books retrieved online, include DOI, if available. Include 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.

Entire book	SEAFDEC. (2020). <i>Fishery Statistical Bulletin of Southeast Asia 2017</i> . Southeast Asian Fisheries Development Center. http://hdl.handle.net/20.500.12066/5792
Chapter within an edited book	Ng, M. C. (1987). Determination of monosodium L-glutamate (MSG) content in fish jelly products. In Hasegawa, H. (Ed.), <i>Laboratory manual on analytical methods and procedures for fish and fish products</i> (pp. D-2.1-D-2.3). Marine Fisheries Research Department, Southeast Asian Fisheries Development Center. http://hdl.handle.net/20.500.12066/5330
Article in a reference work	Lavilla-Pitogo, C. R., Catacutan, M. C. & Amar, E. C. (2011). Healthy and wholesome aquaculture. In B. O. Acosta, R. M. Coloso, E. G. T. de Jesus-Ayson, & J. D. Toledo (Eds.), <i>Sustainable aquaculture development for food security in Southeast Asia towards 2020. Proceedings of the Regional Technical Consultation on Sustainable Aquaculture Development in Southeast Asia Towards 2020</i> (pp. 17-33). Aquaculture Department, Southeast Asian Fisheries Development Center. http://hdl.handle.net/10862/1820

Webpages and social media

- Author (if known). If no author, use title
- Date of publication. If no date, use n.d.
- Title of web page (in italics)
- Publisher, if known (if the author and publisher are the same, omit the publisher)
- URL (web address) of the web page

Web page with author	<u>In-text citation</u> To monitor the wild population of seahorses, local divers were trained by SEAFDEC/AQD on how to properly handle the delicate creatures (Pagador, 2020). <u>Reference entry</u> Pagador, J. R. (2020). Seahorses get second life with SEAFDEC and NegOc islanders' help. SEAFDEC/AQD. https://www.seafdec.org.ph/2020/seahorses-get-second-life-with-seafdec-and-negoc-islanders-help/
Web page with organizational author	<u>In-text citation</u> The adopted RES&POA-2030 would serve as policy framework and direction to guide the region's fisheries development towards sustainability and enhanced contribution of fisheries to food security and livelihood of peoples in the Southeast Asian region in the coming decade (Southeast Asian Fisheries

	<p>Development Center [SEAFDEC], 2020).</p> <p><u>Reference entry</u> Southeast Asian Fisheries Development Center. (2020, 16 November). <i>ASEAN-SEAFDEC Resolution and Plan of Action on Sustainable Fisheries for Food Security for the ASEAN Region Towards 2030 Adopted</i>. http://www.seafdec.org/seafdec-convenes-the-forty-second-seafdec-program-committee-meeting/</p>
Web page with no date	<p><u>In-text citation</u> The mission of SEAFDEC is to promote and facilitate concerted actions among the Member Countries to ensure the sustainability of fisheries and aquaculture in Southeast Asia (Southeast Asian Fisheries Development Center [SEAFDEC], n.d.).</p> <p><u>Reference entry</u> Southeast Asian Fisheries Development Center. (n.d.). <i>About SEAFDEC</i>. http://www.seafdec.org/about/</p>
YouTube Video	<p>SEAFDEC. (2017, 16 November). <i>SEAFDEC 50th Anniversary</i> [Video]. https://youtu.be/KtAGrV_leTg</p>

Others

Interviews	<p>Carbon isotope ratios showed that mangrove detritus is not the primary food source of juvenile shrimps at the two sites (J.H. Primavera, personal communication, 3 March 1995).</p> <p>Note: In APA style, interviews and other forms of unpublished personal communication, such as Email, letters, memos or class notes, are not included in the reference list. Cite interviews and personal communication in parentheses within the text of the paper.</p>
Indirect sources	<p>If you refer to a source that is cited in another source, list only the source you consulted directly (the secondary source) in your reference list. Name the original source in the text of your paper, and cite the secondary source in parentheses: “Cruz argues that.... (as cited in Aya, 2017).” In this example, only the Smith source would be included in the reference list. Only include sources that you consulted directly in your reference list. Whenever possible, try to find and consult the original source.</p>

Examples of Gender-inclusive and Bias-free Language

Gender-inclusive Language

Avoid	Prefer
Boyfriends/girlfriends or husbands/wives	Partners, spouses
Brotherhood	Solidarity, human fellowship, human kinship
Businessmen	Representatives, business community, businesspeople
Chairman	Chair, chairperson, head
Cleaning lady	Cleaner
Congressman	Legislator, congressional representative, parliamentarian
Fellow countryman	Compatriot
Female doctor	Doctor
Female politician	Politician
Fisherman	Fisher, fish farmer
Forefathers	Ancestors, forebears
Founding fathers	Founders
Fraternal twins	Non-identical twins
Freshman student	First-year student
Gentleman's agreement	Honorable agreement, unwritten agreement
Guys (referred to men and women)	All, people
Hostess	Host
Housewife	Homemaker, consumer, customer, shopper
Investing in women	Investing in women's potential
Landlord, landlady	Owner, proprietor
Layman, common man	Layperson, average person
Male nurse	Nurse
Man and woman	Woman and man, people
Manhood	Adulthood, maturity (when referring to people in general and not to males)
Manlike	Humanlike
Man-made	Handmade, manufactured, artificial, machine-made, synthetic, fabricated, of human construction, of human origin, human-induced, technogenic
Manpower	Workforce, personnel, workers, human resources
Men, mankind	People, humanity, human beings, humankind, we, women and men
Master's degree	Graduate degree
Mother country	Homeland
Mother Earth	Earth, world, planet earth
Mothering	Parenting, nurturing, childrearing, childcare
Mother nature	Nature
Mother tongue	Native language
Noblemen	Noble people

Avoid	Prefer
No-man's-land	Uninhabited land, neutral zone
Prehistoric man	Prehistoric human being
Primitive man	Primitive people or peoples, primitive human beings, primitive women and men
Policeman	Police officer
Steward, stewardess	Flight attendant
Seamstress	Tailor, sewer, mender, needle worker
All the ladies on the committee supported the proposed amendment.	All the women on the committee supported the proposed amendment.
Each participant must present his ID badge.	All participants must present their ID badges.
John and Mary both have full-time jobs; he helps her with the housework.	John and Mary both have full-time jobs; they share the housework.
Maria is a career woman.	Maria is a professional . Maria is an engineer (do we say John is a career man?).
Mastering a skill	Being competent in a skill
Miss, Mrs.	Ms. (unless the woman herself prefers the courtesy title Mrs. or Miss). A woman's marital status is generally irrelevant to the matter at hand.
Mr. and Mrs. John Smith	Jane and John Smith; Ms. Jane and Mr. John Smith; Mrs. and Mr. Smith (when the woman herself prefers the courtesy title Mrs.).
Research scientists often neglect their wives and children.	Research scientists often neglect their families.
The Conference participants and their wives are invited.	The Conference participants and their spouses/partners/guests are invited.

Bias-free Language

Category	Problematic	Preferred
Age	the elderly, elders, elderly people the aged aging dependents, seniors, senior citizens	older adults older people persons 65 years and older, the older population
	old women	older women women between the ages of 65 and 75 octogenarians
Disability	wheelchair-bound person AIDS victim brain damaged cripple, invalid, defective, nuts	wheelchair user, person in a wheelchair person with AIDS person with a traumatic brain injury person with a physical disability, person with a mental illness
	alcoholic, meth addict	person with alcohol use disorder, person with substance use disorder

Category	Problematic	Preferred
Participation in research	<i>Passive voice</i> “the trial was completed by the subjects” “the participants were run”	<i>Active voice</i> “the subjects completed the trial” “we collected data from the participants”
	“failed” (<i>e.g.</i> , “eight participants failed to complete the Rorschach test”)	“did not complete”
Racial and ethnic identity	Participants’ race was categorized as either White or non-White.	Participants’ race was categorized as European American, African American, Asian American, or Latin American.
	Minorities	racial minorities, ethnic minorities, racial-ethnic minorities people of color, underrepresented people, underrepresented groups
Sexual orientation	Ten participants were married, and five were single.	Ten participants were married and living together, four were unmarried and living with partners, and one was unmarried and living alone.
	Participants were asked about their homosexuality.	Participants were asked about their experience of their sexual orientation.
Socioeconomic status	the poor low-class people poor people	people whose incomes are below the federal poverty threshold people whose self-reported income were in the lowest income bracket
	high-school dropouts	people who have completed 10 th grade, people with less than a high-school education
	achievement gap	opportunity gap