

Pacific Community

Publishing style manual

Prepared by the Publishing Team, Pacific Community

March 2019



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Noumea, New Caledonia, 2019

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About this manual

The *Pacific Community publishing style manual* provides a comprehensive guide to writing, style and usage at the Pacific Community (SPC). It has been developed according to common style and usage in the region and retaining consistency with SPC usage over the years. SPC style is based on British English spelling, while accommodating some regional variations.

This manual should be used by anyone writing or contributing to SPC documents; e.g. staff, consultants, freelance editors and translators.

The SPC Publishing Team

The Publishing Team is the coordinating and production unit for all publishing services at SPC: publishing project coordination and advice, editing, graphic art, design and layout, publishing formalities (including ISBN and CIP data), and printing and distribution. The Publishing Team is responsible for the overall consistency and quality of SPC's publications.

Other SPC publishing references and guides

SPC's publishing policies are described in the SPC Publishing Policy. For visual identity and logo use requirements for SPC publications, please consult the [Pacific Community visual identity manual and logo use guidelines](#). [Publishing at SPC](#) is a quick guide to publishing services and processes at SPC, and includes an easy-reference style snapshot. These references and guides are available on the Publishing Team's intranet site, and externally on request.

SPC style snapshot

Abbreviations

Only use abbreviations when they are necessary and meaningful. Where the target audience is the general public, try to avoid abbreviations altogether. If you decide an abbreviation is needed, put it in brackets after the first mention of the full version and thereafter use the abbreviation.

Capitalisation

Capitalise all nouns and adjectives in names of organisations, programmes, projects, meetings, workshops, treaties, international agreements, etc.; but when the reference is not specific use lowercase:

- the Canberra Agreement; the agreement was signed...
- the South Pacific Biodiversity Conservation Programme; the programme encompasses...

Always capitalise Pacific:

- The Pacific region, the Pacific Ocean, Pacific Island countries and territories (note – 'Island' is capitalised but 'countries and territories' are not)

Capitalise the first word of a heading or title, and the first word after a colon in a subtitle.

- Tuna species in the South Pacific
- The effects of mining on the environment: Nickel mining in New Caledonia

Dashes

En dashes, or en rules (–), are used with a space either side to indicate an abrupt break in a sentence, or to separate a distinct clause. They are inserted by going to the Word toolbar: Insert > Symbol > Special Characters and selecting the en dash; or using the shortcut key.

- The project held four workshops – two in Samoa and one each in Solomon Islands and Fiji – attracting a total of more than 130 participants.

En dashes are also used closed up – i.e. without a space on either side – to join coordinating or contrasting pairs of words, or to indicate a range:

- current–voltage graph; cost–benefit analysis; 1956–2001; pages 37–48

Dates and times

The style for dates is: 23 July 2012.

Use either the 12-hour or the 24-hour time system:

- 4:30 a.m.; 2:15 p.m.; 12 noon; or
- 1430 (to express 2:30 p.m.); 0800 (to express 8:00 a.m.)

Hyphens

Some common examples where hyphens are used:

- an up-to-date report; co-investment; Director-General; large-scale production; mid-Pacific; non-communicable disease; policy-maker; sea-level rise; two-thirds completed

Some of the examples above lose their hyphens when used after a noun:

- the report is up to date; the rise in sea level

If uncertain, make a decision on whether to hyphenate and then be consistent throughout the document.

Italics

The names of ships are italicised:

- *SV Nomad*; *HMS Endeavour*; *MV Achilles*

Scientific names of genera, species and subspecies are italicised:

- *Cordyline terminalis*, *Hypocala deflorata* subsp. *australiae*

Titles of newspapers, books, documents and journal names are italicised in the text (but not in references):

- The article was published in *The New York Times*.

Non-English words in a document written in English (and non-French in a document written in French) should be italicised:

- Everyone looks forward to the Rotuman practice of *fara*.

The following are not italicised:

- et al.; ad hoc; per capita; per se; vice versa
- taxonomic names above genus (e.g. *Araceae*), or common names formed from the Latin name (e.g. *mucuna*; *aphid*)

Lists and bullets

Use bullets for lists except in the following situations, where a numbered list should be used.

- Number the items when they should be in a defined order, such as steps in a procedure or items ranked by importance.
- Number the items when they are to be discussed, and the numbers are useful for easy reference.

Numbers

In non-statistical or non-technical documents, spell out the numbers nine and below; number 10 and above should be written as numerals.

Use a comma in numbers above 9999:

- 7454 but 10,132

Do not start a sentence with a figure. These should be written out, or the sentence should be rephrased:

- Three hundred people participated in...; or: A total of 300 people participated in... (but not: 300 people participated in...)

Always use figures with units of measurement denoted by symbols or abbreviations:

- 10°C; 1000 nm; 50 ml; 250 kW

Quotation marks

Use double quotation marks (“ and ”) for direct quotations, and single marks (‘ and ’) for quotations within quotations:

- “This award is important for raising the profile of the project. The fact that our work has been called ‘trailblazing’ is great”, she said.

References

SPC publishes both technical and non-technical publications, and the format for references is different for the different types. Technical documents follow a traditional format of text citations and a list of references at the end of the document, while non-technical documents or short reports with few references may use a numbered footnote format for references.

References follow the same style whether in footnotes or reference lists. In general, use minimal punctuation and capitalisation in references. Do not italicise names of journals or books. Include a URL or DOI where given. For example:

- Pandey D.N. 2002. Carbon sequestration in agroforestry systems. *Climate* 2(4):367–377.
- UN Women 2014. Handbook on national plans of action on violence against women. Available at: <http://www.unwomen.org/en/digital-library/publications/2012/7/handbook-for-national-action-plans-on-violence-against-women>

In technical publications:

- use the author–date system in text citations, i.e. the author’s surname and the year of publication (without a comma separating the two), enclosed in round brackets unless part of the sentence. For two authors, use both surnames joined by ‘and’; for three or more authors use the first author’s surname followed by et al.;

- put references alphabetically in a list at the end of the text. Where there are two or more references by the same author or authors, list these chronologically (oldest first);
- check that all references cited in the text are given in the reference list, and conversely, that all references in the reference list also appear in the text.

Spelling

SPC uses British English – e.g. ise word endings; ‘our’ (honour, colour, favour); programme (except where the official name uses program). American English may, however, be used where the target audiences are more accustomed to American spellings – for example, in Micronesian countries.

The name of an organisation should be written the way the organisation writes it:

- World Health Organization, Food and Agriculture Organization of the UN (both use ‘z’, not ‘s’)

Tables and figures

In scientific or technical texts, number tables and figures consecutively in the order they are mentioned in the text; make sure all tables and figures are mentioned in the text.

Place the title of a table above the table; place the figure legend below the figure.

In texts written for the general public, photos or graphics may be unnumbered and need not be mentioned specifically in the text.

Photos should include the name of the photographer/source.

Units of measurement

SPC uses SI units, and accepted non-SI units. If a document uses a different system, insert the SI conversion in brackets, if possible.

Always leave a space between the number and the unit, except for % and °, which are closed up to the number:

- 10 mm; 22 h; 50%; 85°C

Currency:

- USD 4500 (not USD \$4500 or US\$ 4500)

Introduction

This manual is intended as a guide for writers and editors working on SPC information materials. It aims to ensure consistency across all SPC materials; however, it is not possible to cover all points. If something you need is not included here, make a decision and then be consistent within your document. If you think there are any important omissions that should be included, please contact SPC's Publishing Team.

You can also refer to the following for guidance on points that are not covered in this manual:

- The Oxford English Dictionary
- New Oxford Dictionary for Writers and Editors
- New Hart's Rules: The Oxford Style Guide
- Butcher's Copy-editing: The Cambridge Handbook for Editors, Copy-editors and Proofreaders
- Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers

Basic writing points

English is not the first language for many readers of SPC information materials. Therefore, one of the most important considerations in producing a text is to write clearly, concisely, and without unnecessary words, phrases or jargon. Below are some basic points to keep in mind.

- Before you begin, think about the people you are writing for. Are they farmers, fishers, government officials, donors, schoolchildren, scientists or the general public? You need to decide who the target audience is before beginning to write because the writing style, vocabulary and complexity of language for each of these groups will be different.
- Be concise, clear and direct. Unnecessary words and details make for tedious reading and obscure your message. This is true whether the reader is a farmer, a government official or a scientist.
- Avoid using jargon and technical terms that could be confusing, especially for readers whose first language is not English.
- Use inclusive language:
 - Use the phrase 'people with a disability', not 'the disabled'.
 - Use gender-neutral occupational titles: chair not chairman; police officer not policeman; fisher not fisherman.
- Consider whether all of the information in your document needs to be there. It may be more appropriate to move some parts into an appendix, or delete them altogether.
- Is there a better way to present your information? For example, instead of wordy explanations you may be able to present some ideas more clearly by using a table or graph.

- Read your document aloud; this is often the best way to catch errors. Listen for repetition. If your writing sounds boring, stiff, long-winded or patronising, you may need to shorten sentences, use different words, or delete text.
- Follow the format and style guidance for [References](#) in this manual. Check that your in-text references match the reference list.

SPC specifics

The abbreviation for the name of the organisation – The Pacific Community – is SPC (not ‘the SPC’). This has a historical basis in the former name of the organisation (*The South Pacific Commission*). When the organisation formally became *The Pacific Community* in 1997, *Secretariat of the Pacific Community* was adopted as a name of convenience to continue to align with the abbreviation. In 2015 a decision was made to universally refer to the formal name of the organisation, and the abbreviation was retained as a recognised brand in its own right.

SPC members

SPC has 26 member countries and territories. When referring to SPC members, use ‘countries and territories’ unless you are sure you are dealing only with country members or with territory members. The list below distinguishes countries and territories, and shows the SPC convention for spellings and abbreviations:

Countries	Territories
Australia	American Samoa (territory of USA)
Cook Islands, CI	Guam (USA)
Federated States of Micronesia, FSM	New Caledonia (France)
Fiji	Northern Mariana Islands (USA)
France	Pitcairn Islands (United Kingdom)
French Polynesia, FP	Tokelau (New Zealand)
Kiribati	Wallis and Futuna (France)
Republic of the Marshall Islands, RMI	
Nauru	
New Zealand, NZ	
Niue	
Palau	
Papua New Guinea, PNG	
Samoa	
Solomon Islands, SI	
Tonga	
Tuvalu	
United States of America, USA	
Vanuatu	

SPC style A–Z

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Abbreviations

Text containing a lot of abbreviations is difficult to read. Only use abbreviations when they are necessary and meaningful. Where the target audience is the general public, try to avoid abbreviations altogether, except for very well-known ones – e.g. UN.

Use an abbreviation when:

- the full version is long – e.g. Coping with Climate Change in the Pacific Island Region (CCCPIR) project;
- the term is used more than twice in the document; and
- you can be sure your reader will know what it stands for.

If you decide an abbreviation is needed, put it in brackets after the first mention of the full version, and thereafter just use the abbreviation. If it is an unfamiliar abbreviation and the reader may lose track of what it means, you can define it again later in the document, for example, at the start of a new section.

Do not put an abbreviation in brackets after the full version unless you use it later on.

If the report contains numerous abbreviations, a list of abbreviations should be included at the front of the report.

Abbreviations that are the initial letters of names of organisations, institutions, projects, etc. are usually in uppercase:

- ADB; ANU; SPC; SPREP

Abbreviations that are short forms of words follow the case of the full version:

- Fig.; etc.; et al.; Aug.; Wed.

Abbreviations end with a full stop unless they are word contractions (i.e. the last letter of the word is included in the abbreviation), in which case there is no full stop:

- Mr; Dr; Ltd

An acronym is a type of abbreviation where the initial letters are pronounced as a word:

- AIDS; UNICEF; CROP

Some acronyms that have come to be regarded as common words are written in lowercase:

- radar; scuba

Using ‘a/an’ and ‘the’ before an abbreviation

The choice of ‘a’ or ‘an’ depends on the pronunciation of the first letter of the abbreviation:

- an SPC publication; an AIDS working group; a NATO report; a UN resolution

Do not use ‘the’ before an abbreviation unless it acts as an adjective:

- the SPC mandate; *compare*, SPC is an intergovernmental organisation

There are some exceptions to this rule specific to particular organisations (check organisational websites if unsure):

- the UN

Foreign language abbreviations

Untranslated foreign language abbreviations should retain the capitalisation and punctuation of the original.

SPC programmes and sections

SPC programmes and sections referred to in abbreviated form should not be combined with the SPC abbreviation.

- The Oceanic Fisheries Programme of the Pacific Community (OFP); not SPC-OFP.

Apostrophes

To indicate ownership, add ‘s to singular nouns, including those that end in ‘s’:

- Fiji’s policy on climate change; a sea bass’s migration pattern

Add only ‘ to plural nouns:

- farmers’ incomes; Pacific maritime administrations’ capacity

For plurals that do not end in ‘s’, you need to add ‘s:

- women’s perceptions; children’s future

Note that plural numbers and abbreviations do not have an apostrophe:

- pilots of 747s; the 1990s; NGOs; FADs

Brackets

A complete sentence in brackets should have the final full stop (period) inside:

- There were several endemic bird species in the study area. (This was probably due to its isolation.)

Use square brackets to make insertions in quoted material:

- 'The [irrigation] technology can be used for a backyard garden.'

Also use square brackets for brackets within brackets:

(The illustrations [above] were supplied by Arti Prasad.)

Bullets

See [Lists and bullets](#).

Capitalisation

Proper nouns

Capitalise the following names:

- countries and territories
- institutions
- organisations

- political entities
- programmes
- meetings, workshops, seminars
- consultations
- projects
- treaties
- international agreements, conventions, arrangements, understandings, protocols
- directorates, divisions, ministries and departments

As a general rule, capitalise all nouns and adjectives in these names; but when the reference is not specific use lowercase:

- the Canberra Agreement; the agreement was signed...
- the South Pacific Biodiversity Conservation Programme; the programme encompasses...
- the Standing Committee on Tuna and Billfish; the committee discussed...
- the Government of Solomon Islands; the Solomon Islands government enacted a new law...

When using an original name in French or another language where only the first word is capitalised, follow the style of that language and italicise or add single quotes if confusion could arise – e.g. *Centre de coopération internationale en recherche agronomique pour le développement*.

Theme of a workshop, meeting, etc.

This begins with a capital, and may be italicised:

- The meeting, which has the theme *Managing strategic risk*, began on Monday.

Personal and position titles

Capitalise a personal title before a name:

- President Obama; Ratu Seru Epenesa; Dr Naidu

Capitalise position titles:

- Director-General of SPC; Minister for Foreign Affairs; Counselling Adviser in the Health Protection Programme

If the position is not specific, use lowercase:

- the heads of state met on Friday; the ministers left the building; the prime minister's schedule was published

Fields of study

Do not capitalise fields of study:

- communications; computer science; engineering

except:

- in an official academic name: School of Psychology; Department of Theatre
- in official degree titles: Bachelor of Social Science

Nationalities and languages

All words derived from country names should be capitalised:

- I-Kiribati; ni-Vanuatu; English style guide; French-speaking people

Place names

Formal place names and topographical features should be capitalised:

- Pacific Ocean; Coral Sea; Viti Levu; Majuro Atoll; Apia; Mauna Loa

Descriptive place names should not be capitalised:

- the central and western Pacific region

All island groups are capitalised:

- Bismark Archipelago; Hawaiian Islands; Tuamotu Archipelago; Pacific Islands

Pacific is always capitalised:

- the Pacific region; the Pacific Ocean; Pacific Island countries and territories (note – 'Island' is capitalised but 'countries and territories' are not)

Seasons, weekdays, months and events

Do not use capitals for the seasons:

- spring; summer; autumn; winter

Use capitals for days of the week, months, holidays and events:

- Friday; July; Independence Day; International Year of the Child

Earth, world and other celestial bodies

Capitalise earth and world only in connection with astronomy:

- the Earth; the Galaxy; the Moon

Use lowercase where the proper noun is used as an adjective:

- earth satellites; moon rock

Do not use capitals for:

- the resources of the earth; the population of the world

Proprietary names

Proprietary names (or trade names) are capitalised, unless they have become generic terms:

- Xerox; Land Rover; Coca-Cola
- aspirin; linoleum; nylon

Ocean currents

Capitalise the names of ocean currents:

- Equatorial Counter Current; Humboldt Current

Winds and weather systems

Do not capitalise the names of winds:

- southeast trades; monsoon winds

Capitalise the names of weather and climatic systems:

- El Niño; La Niña; Intertropical Convergence Zone; Tropical Cyclone Winston

Compass points

Do not capitalise compass points and their derivations (northern, southern, eastern, western, southwest, northeast, etc.) unless they form part of a place name:

- South Pacific; Southeast Asia; Pacific Northwest

Use a single capital letter (N, S, E, W) when writing latitude and longitude:

- Honolulu is at 21°18.47'N, 157°52.00'W.

Titles and subtitles/headings (publications, videos, web content, etc.)

Capitalise the first word of a title or heading, and the first word after a colon in a subtitle:

- Tuna species in the South Pacific

- The effects of mining on the environment: Nickel mining in New Caledonia

Colons and semicolons

Colons

A colon is used to indicate that an expansion, qualification or explanation follows. It often precedes a list of items in running text or a bullet list. Do not leave a space between a colon and the preceding word (unlike French usage):

- Goal A: Pacific people benefit from sustainable economic development
- Two key benefits have been achieved: (1) suppliers have increased their volume; and (2) new suppliers have come into the picture.

Semicolons

A semicolon is used:

- to link two connected thoughts in the same sentence: Melrose is an open-pollinated, semi-determinate variety; this means farmers can keep the seeds to replant.

- to separate items in a series in running text, especially phrases containing commas: John Green, Fisheries Statistician, The WorldFish Center; Jane Brown, Fisheries Development Adviser, SPC; Pierre Blanc, Fisheries Information Officer, SPC.

- to add emphasis or contrast: In men the most important aetiological factor is a high-fat diet; in women it is an oestrogen deficiency.

Commas

Commas indicate a pause, which can help comprehension and give the reader time to absorb the meaning. A comma has many functions, but some of the more important ones are to separate words in a series or list, and to separate words, clauses or phrases that would otherwise be unclear.

Sometimes the presence of a comma can completely change the meaning of a sentence:

- The student claimed her teacher was wrong; The student, claimed her teacher, was wrong.

Many connecting words and phrases need commas around them:

- In Cook Islands, however, the reverse is true.
- The second group, on the other hand, received a placebo.

When more than one adjective is used to modify a noun, the adjectives should be separated by commas:

- long, sharp spines
- small, brown, flightless bird

Items in a series are separated by commas. A comma may be needed for clarification before the final 'and':

- bananas, and fish and coconut products (i.e. two categories in the list; fish and coconut products are a category together)
- bananas, fish and coconut products (i.e. three separate categories)
- bananas, fish and shellfish, and coconuts (i.e. three separate categories; fish and shellfish are a category together)

A good way of deciding where a comma can aid understanding is to read your text aloud.

Dashes

En dashes, or en rules (–), are used with a space either side to indicate an abrupt break in a sentence, or to separate a distinct clause. They are inserted by going to the Word toolbar: Insert > Symbol > Special Characters, and selecting the en dash; or using the shortcut key.

- The project held four workshops – two in Samoa and one each in Solomon Islands and Fiji – attracting a total of more than 130 participants.

En dashes are also used (closed up, i.e. without a space on either side) to join coordinating or contrasting pairs of words:

- current–voltage graph; cost–benefit analysis; mark–recapture study; ice–seawater slurry.

They are also used to indicate a range:

- 34–96; 1956–2001; 23°N–18°S; May–August; pages 37–48

Do not use an en dash to express a minus sign. These can be inserted using your keyboard or by going to the Word toolbar: Insert > Symbol > Mathematical Operators.

See also [Hyphens](#).

Dates and times

Use a numeral for the day and write out the month:

- 23 July 2012

Use all four digits when referring to a year:

- 2012 not '12

Do not truncate or shorten dates; and do not use an en dash to separate a date range in a sentence:

- 1990–1995 (not 1990–95); between 1990 and 1995 (not between 1990–95); 1990 to 1995 inclusive (not 1990–95 inclusive)

Use either the 12-hour or the 24-hour time system.

When using the 12-hour system, separate the hour and minutes with a colon. Use a.m. or p.m. to indicate the division of the day:

- 4:30 a.m.; 2:15 p.m.; 12 noon

When using the 24-hour system, do not use any punctuation:

- 1430 (to express 2:30 p.m.); 0800 (to express 8:00 a.m.)

For decades and centuries, do not use an apostrophe:

- the 1990s; the mid-1950s

Diacritical marks

Diacritics are marks or symbols written above, below or between letters to indicate a difference in pronunciation from a letter without this mark (e.g. the French é and ç and the Spanish ñ).

Many Pacific Island languages use diacritical marks, most commonly in the form of glottals for Polynesian words; e.g. Hawai'i, ahupua'a, Vava'u and Ha'apai.

SPC style is to use diacritics in French documents only. This is because some Pacific Island languages use types of diacritics which are difficult to make with common licensed software (Microsoft Word, Excel, PowerPoint, etc.). More importantly, SPC does not have an in-house expert to check the accuracy and consistency of these notations. An exception is when an organisation

or institution specifically uses a diacritical mark in their name, e.g. the University of Hawai'i.

If an author feels that diacritics are essential for his/her document, then the author will be responsible for ensuring the accurate use and placement of those marks.

Ellipses

Ellipses are three consecutive points (...). They indicate words deleted from a quotation. In French texts the points are commonly enclosed in brackets, but this is not done in English:

- The objectives of the secretariat will be achieved ... while respecting the wishes of individual governments.

Exclamation marks

Avoid using exclamation marks in formal writing.

Foreign words

Non-English words in a document written in English (and non-French in a document written in French) should be italicised:

- The Mauke Island Council has proposed that migration pathways of coconut crabs be established as *raui* (protected areas).

Avoid the use of Latin or other foreign language words if there is an English alternative:

- 'among other things' instead of 'inter alia'

If there is no English alternative, use italics and the appropriate accents:

- *raison d'être*

Do not italicise words and phrases that have their origins outside of English but are now in common use and/or considered part of the English language, such as angst, ennui, ad hoc, per capita, per se and vice versa.

Full stops (periods)

Use only one space (not two) after the full stop at the end of a sentence.

No additional full stop is required if a sentence ends with an abbreviation that takes a full stop (e.g., etc. and et al.) or a quotation complete in itself that ends in a full

stop or question mark before the closing quotation mark:

- Mark Twain once said: "When in doubt strike it out."

Use a full stop at the end of an abbreviation where the abbreviation does not end with the final letter of the word; e.g. anon. (for anonymous); et al. (for *et alia*, meaning 'and others' in a reference).

A full stop is not used for the following abbreviations:

- Dr; Ms; Mrs; Mr

Hyphens

Compound words are often hyphenated when used as an adjective before a noun, but not when they are placed after the noun:

- sea-level rise; the rise in sea level
- an up-to-date report; the report is up to date
- large-scale production; production is large scale

Sometimes hyphens are necessary to clarify meaning:

- re-cover versus recover; re-creation versus recreation; re-form versus reform
- two day-old chicks versus two-day-old chicks

Words ending in '-lly' do not have a hyphen:

- genetically modified foods; a poorly controlled trial

Prefixes before proper names are hyphenated:

- pre-Colombian; mid-Pacific; trans-European; pan-African

Numbers take hyphens when they are spelled out:

- twenty-eight

Fractions take hyphens when used as adjectives, but not when used as nouns:

- two-thirds completed; an increase of two thirds

See [Spelling and hyphenation](#) for some common examples of SPC-preferred hyphenation. If your word of interest is not included, make a decision on whether to hyphenate (drawing on the rules here) and then be consistent throughout the document.

Italics

The names of ships are italicised:

- *SV Nomad*; *HMS Endeavour*; *MV Achilles*

Scientific names of genera, species and subspecies are italicised (but in lists, ensure the comma between names is not italicised):

- *Cordyline terminalis*, *Hypocala deflorata* subsp. *australiae*

See also [Scientific names](#).

Titles of newspapers, books, documents and journal names are italicised in the text (but not in references):

- The article was published in *The New York Times*.

The theme of a workshop or conference may be italicised.

Use italics for words that you want to emphasise or draw particular attention to:

- It's not a question of *what*, it's a question of *how*.
- People suffering from surface dyslexia have particular difficulty with words that are irregularly spelt, such as *yacht*.

Non-English words in a document written in English (and non-French in a document written in French) should be italicised:

- Everyone looks forward to the Rotuman practice of *fara*.

The following, although derived from Latin, are not italicised (as they have become common usage in English):

- et al.; ad hoc; per capita; per se; vice versa

The following are also not italicised:

- taxonomic names above genus, such as family names (e.g. Araceae)
- common names formed from the Latin name (e.g. mucuna; aphid)

Lists and bullets

Lists of short items (without verbs) that appear in bullet form should be introduced by a full sentence and have the following features:

- introductory colon
- no initial capitals

- no punctuation (very short items) or comma after each item
- a full stop at the end.

Where each item completes the introductory sentence, you should:

- begin with an introductory colon;
- end each item with a semicolon; and
- close with a full stop.

If all items are complete sentences without a grammatical link to the introductory sentence, follow the instructions below.

- Do not introduce the list with a colon.
- Begin each item with a capital letter.
- End each item with a full stop.

If any one item consists of several complete sentences, such as in a list of recommendations, announce the list with a main sentence and continue as indicated below.

- Do not introduce the list with a colon.

- Begin each item with a capital letter.
- End each item with a full stop. This allows several sentences to be included under a single item without throwing punctuation into confusion.

Where each item completes the introductory sentence, and one or more items have another complete sentence added:

- introduce the list with a colon;
- do not use an initial capital for each item. The exception to this is where the item begins with a proper noun;
- end each item with a semi-colon except the last item, which ends with a full stop.

As a general rule for lists, use bullets except in the following situations, where a numbered list should be used, following the same punctuation rules as above.

- Number the items when they should be in a defined order, such as steps in a procedure or items ranked by importance.
- Number the items when they are to be discussed, and the numbers are useful for easy reference.

Numbers

General

In non-statistical or non-technical documents, spell out the numbers nine and below (except in a range, such as 9–11); number 10 and above should be written as numerals.

Use a comma in numbers above 9999:

- 7454 but 10,132

With hundreds, thousands and so on, there is a choice of using figures or words, but not both:

- 300 or three hundred (but not 3 hundred)

Million and billion, however, may be combined with figures:

- 3 million; 31 billion

Do not start a sentence with a figure, or with a symbol followed by a figure. These should be written out, or the sentence should be rephrased. 'A total of' is often useful:

- Three hundred people participated in...; or: A total of 300 people participated in... (but not: 300 people participated in...)

When two numbers are next to one another, it is often preferable to spell out one of them:

- 90 fifty-gram weights; seventy 25-franc stamps

Numbers with units of measurement (see also [Units of measurement](#))

Always use figures with units of measurement denoted by symbols or abbreviations:

- 10°C; 1000 nm; 50 ml; 250 kW; 5 km or five kilometres (but not five km)

Numbers above nine with units of measurement that are spelled out are written using figures:

- 250 kilowatts; 500 miles; 300 kilohertz

Compound expressions

Compound expressions containing numbers are hyphenated:

- a seven-year-old wine; the five-year plan

Ranges

Use an en dash for ranges, except from/to and between/and, in which case write out in full:

- XPF 20–30 million; 10–70°C, 68–90 km²
- from 25 August to 2 September (not from 25 August–2 September)
- between 2012 and 2016 (not between 2012–2016) 1870–1901, 1996–2006

Write ranges of days and dates as follows:

- 12–18 May 2012, 29 May–3 June 2012, 1870–1901, 1996–2006

Periods

See [Full stops](#).

Question marks

No question mark is needed after a request or instruction that is expressed as a question for courtesy:

- Would you please sign and return the attached form.

Do not use a question mark in indirect speech:

- The Director-General asked when the report would be completed.

Quotation marks

Use double quotation marks (“ and ”) for direct quotations, and single marks (‘ and ’) for quotations within quotations:

- “This award is important for raising the profile of the project. The fact that our work has been called ‘trailblazing’ is great”, she said.

Short quotations of up to four lines are normally kept within the text, in quotation marks. Extended quotations should be separated from the surrounding text and indented. No quotation marks are required with this distinctive layout, but the extract should be properly referenced:

According to Kirch and Dye (1979):

The main objectives of this study were to conduct a comprehensive assessment of the population status of key harvested marine invertebrate species in Nauru, and to provide advice for management and potential for commercial export. The assessment focused on those species most commonly harvested for food purposes,

including turban snails (*Turbo setosus* and *T. argyrostomus*), drupe shell (*Reishia armigera*), lobster (*Panulirus penicillatus*), and species of interest to foreign importers, in particular sea cucumbers.

For a quotation that forms the entire sentence, the end quotation mark is placed outside the final punctuation:

- “All human beings are born free and equal in dignity and rights.”

Titles of articles in newspapers or magazines, and chapter titles in books, should be in single quotation marks.

Scientific texts

Scientific names

The names of genera, species and subspecies are italicised. The initial letter of the genus is capitalised, while the species name is always in lowercase, even if it is derived from a proper noun. Taxonomic names above genus, such as family names, have an initial capital letter but are not italicised:

- family: Araceae
- genus: *Colocasia*
- species: *Colocasia esculenta*

Note the abbreviations sp. and spp. are not italicised:

- *Musa* sp. (one unidentified species of *Musa*); *Musa* spp. (more than one species of *Musa*)

The genus name should be spelled out in full the first time it appears in the text, and subsequently abbreviated:

- *Escherichia coli*, abbreviated *E. coli*

If another genus name is introduced into the text with the same initial as one already in use, then both genus names should be spelled out in full from that point on to avoid confusion.

Names of cultivars (cultivated varieties) have an initial capital letter, are not italicised, and are placed inside single quotes or after the abbreviation cv.:

- *Colocasia esculenta* ‘Niue’ or *Colocasia esculenta* cv. Niue.

Common or vernacular names

Common names that will be familiar to the reader should not be italicised, even if they are derived from the Latin name. They should also not be capitalised unless they include a proper noun:

- mucuna; gliricidia; blacktip reef shark; Asian papaya fruit fly

Scientific units

SPC follows the [International System of Units](#) (*Système international d’unités*, with the international abbreviation SI).

There are seven SI base units:

- the metre (symbol: m), the kilogram (kg), the second (s), the ampere (A), the kelvin (K), the mole (mol), the candela (cd)

Prefixes are added for multiples and submultiples; for example:

- 10³: kilo, symbol k (e.g. kg)
- 10⁻³: milli, symbol m (e.g. mg)

There are many more units that are derived from the base units; for example:

- speed: metres per second, m s⁻¹

- density: kilogram per cubic metre, kg m⁻³

Some SI units have special names and symbols, and these are also expressed with SI base units:

- energy: joule, J (kg m² s⁻²)
- power: watt, W (kg m² s⁻³)

There are also some non-SI units that are accepted for use with the International System of Units; for example:

- time: minute (min); hour (h); day (d)
- area: hectare (ha)
- volume: litre (l, or L if there is risk of confusion)

Names of base and derived SI units are always in lowercase when they are written out in full, even if they are derived from a personal name, such as ampere, kelvin and watt. However, the first letter of a symbol of an SI unit that is derived from a personal name is always capitalised:

- Hz (hertz); K (kelvin)

Unit abbreviations are written without full stops, with a space between the number and the unit (except for % and ° which are closed up to the number):

- 4 m; 9 ha; 20 min; 35 L; 50°C

Use / or ⁻¹ consistently within a document:

- 4 m/s or 4 m s⁻¹

Non-standard units should be defined on first use in the text (or in the legend to a table – wherever it is most relevant): e.g. ‘Fuel prices are expressed in US cents per litre (cpl)’. Then in the table text, ‘cpl’ can be used on its own without the currency (USD):

- 39.50 cpl

Semicolons

See [Colons and semicolons](#).

Tables and figures

Scientific or technical texts

Number tables and figures consecutively in the order they are mentioned in the text. All tables and figures should be mentioned in the text.

Figures may be graphs, other kinds of graphics or photos.

Place the title of a table above the table; place the figure legend below the figure.

Make sure the caption (title or legend) fully explains the table or the figure. Define any abbreviations used in the table or figure, even if they are defined separately in the text, either in the caption or (for a table) in a footnote. If reproduced from elsewhere, state the source in the caption. For photographs, credit the photographer by name in the caption. (Refer to the separately published *Pacific Community visual identity manual and logo use guidelines* for placing and referring to photographic images in SPC publications.)

Texts for non-specialists

In texts written for the general public, photos or graphics used to add interest may be unnumbered and need not be mentioned specifically in the text. They should usually have a caption, and all photos should include the name of the photographer/source. (Refer to the *Pacific Community visual identity manual and logo use guidelines* for other requirements – including legal issues – for the use of photos in SPC publications.)

Units of measurement

SPC uses SI units, and accepted non-SI units (see [Scientific units](#)). If a document uses a different system, insert the SI conversion in brackets if possible.

In non-technical texts, units can be treated as normal abbreviations – i.e. defined on first use and then used subsequently.

Always leave a space between the number and the unit, except for % and °, which are closed up to the number:

- 10 mm; 22 h; 50%; 85°C

Currency

USD 4500 (not USD \$4500 or US\$ 4500). For readability, USD 4 million rather than USD 4,000,000. (Similarly: XPF 2500; FJD 3 million; AUD 5000.)

Per cent

In non-technical texts, spell out per cent rather than using the symbol. In scientific and statistical texts, and in figures and tables, use numerals and the symbol (e.g. 72% of samples tested positive; 53% of

survey participants were in formal employment). The per cent sign (%) sits directly next to the figure, without a space (unlike French practice).

Note that *per cent* is two words, but *percentage* is one word.

Word choice

comprise

Comprise means consist of or be composed of:

- Fiji comprises more than 330 islands.
- Tuvalu consists of nine islands.
- Samoa is composed of two main islands and eight small islets.

impact

Don't use 'impact' as a verb. Use 'has/makes an impact on' or 'affects':

- Climate variability affects agriculture (not Climate variability impacts agriculture).
- The cyclone had a big impact on tourism.

e.g. and etc.

Do not use e.g. and etc. together. Either:

- The coral reef surrounding the island supports a wide range of finfish (snappers, surgeonfish, parrotfish, groupers, etc.).

or:

- The coral reef surrounding the island supports a wide range of finfish (e.g. snappers, surgeonfish, parrotfish and groupers).

Minimise the use of e.g. and etc. in formal writing, and never start a sentence with E.g. Use instead: 'For example, ...'; 'Finfish species include...'

like and such as

Do not use 'like' if you mean 'such as':

- A number of countries, like such as Tonga, Palau and Solomon Islands...

Shorter is better

- on, not upon: The research was based on the latest data.
- link not linkage
- use not utilise

that and which

Use 'that' to add a definition of the noun:

- The translations *that have been revised* can now be typed.

The clause – '*that have been revised*' – defines the noun translations, and cannot be left out. No commas should be used in this example.

Use 'which' to add extra information. A clause that begins with 'which' must be separated from the rest of the sentence by commas:

- The translations, *which have been revised*, can now be typed.

The clause – '*which have been revised*' – adds some additional information about the translations, but it is not critical defining information. It can be left out without affecting the essential meaning of the sentence.

Spelling

SPC uses British English (and -ise word endings). American English may, however, be used where the target audiences are more accustomed to American spellings – for example, in Micronesian countries. The table below shows some of the alternative UK and US English spellings.

The name of an organisation should be written the way the organisation writes it:

- World Health Organization, Food and Agriculture Organization of the UN (both use 'z', not 's')

Note the doubling of the consonant in these verb forms:

- total, totalling, totalled
- level, levelling, levelled
- admit, admitting, admitted
- refer, referring, referred
- format, formatting, formatted
- kidnap, kidnapping, kidnapped
- worship, worshipping, worshipped
- handicap, handicapping, handicapped

The exceptions:

- benefit, benefiting, benefited
- combat, combating, combated
- focus, focusing, focused

UK (SPC) English	US English	UK (SPC) English	US English	UK (SPC) English	US English	UK (SPC) English	US English
adviser	advisor	aluminium	aluminum	analyse, capitalise, criticise, minimise, realise, recognise, stabilise, summarise	analyze, capitalize, criticize, minimize, realize, recognize, stabilize, summarize	litre, metre	liter, meter
aeroplane	airplane	centre	center	enquiry	inquiry	programme	program
aetiology	etiology	colour, favour, honour	color, favor, honor	focused	focussed	sizeable	sizable
ageing	aging	compared with	compared to	fulfil	fulfill	speciality	specialty

Spelling A to Z

This list includes words that might present present difficulties with spelling or hyphenation, or which represent the spelling preference of SPC. This list is not exhaustive, and will be updated from time to time. Send any suggestions for inclusion to helpdeskpublications@spc.int

A

abovementioned
accommodate
acknowledgement
adviser (not advisor)
ageing
agribusiness
among (not amongst)
antibody
autumn (not the fall)

B

benchmark/benchmarking
benefited, benefiting
biannual (twice a year)
biennial (every second year)
bilateral
biogas
bottleneck
bottomfishing
brackish water; brackish-water tree
break-up (noun), break up (verb)
budgeted
build-up (noun), build up (verb)
bycatch
by-laws

by-pass

by-product

C

cancel, cancelled, cancelling
case study
cash flow
Celsius
channelled, channelling
coefficient
co-finance
co-generation
co-investment
commit, committed, commitment
communism
community-based (adj.)
company (not corporation)
compare with (not compare to)
concessions law/concession agreements
cooperate, cooperation
coordinate
co-sponsor
cost-effective
country-wide
cross-cutting

cut-back (noun)
cut-off date

D

database
decision-maker
deep-sea minerals; from the deep sea
defence
delegates
dependant (noun), dependent (adj.)
different from (not different to)
Director-General
downturn

E

ecosystem
email
embargo, embargoes
end-user
end-year
enquire, enquiry (but inquiry for a legal inquiry)
enrol, enrolment
environmental impact assessment
et al.
euro (plural: euros)
European Union
eurozone (not capitalised)
expel, expelled, expelling
extra-budgetary

F

fact-finding
farm land
feedback
first-hand
fishers (not fishermen)
fit-and-proper
flow chart
focused, focusing
follow-up (noun)
forecast
foreword
forum (plural: forums not fora)
free-on-board (FOB) value
fulfil, fulfilment, fulfilled, fulfilling

G

gas field
gill net
Global South/Global North
greenfield
gram
groundwork
guidelines

H

health care
home-owner
hydrocarbons
hydroelectric

hydropower
hyper-inflation

I

I-Kiribati
in addition (not additionally)
in-depth
index (plural: book indexes, technical indices)
infer, inferred, inferring
inflow
in-house
insofar as
install, installation, instalment
instil
intergovernmental
internet
inter-regional
intra-regional
intranet

J

joint venture
judgement (personal view) but judgment (legal decision)

K

kilogram
know-how
Kyoto Protocol

L	large-scale production; production is large scale	learned (not learnt)	licence (noun), license (verb)	litre	long-term loan; in the long term
M	macroeconomics	mainstreaming	market place	medium-sized	metre
	meet (not meet with)	micro-business	microcredit	micro-enterprise	micro-entrepreneur
	microfinance	micro-lending	micro-organism	misspelt	model, modelled
	monetisation	multicultural	multidisciplinary	multilateral	multinational
	multipurpose	multivariate	multi-donor	multi-level	multi-party
	multi-project	multi-sector, multi-sectoral			
	N	nationwide	ni-Vanuatu	no one	non-communicable disease (NCD)
	non-compliance	non-existent	non-governmental organisation (NGO)	non-negotiable	non-profit organisation (or not-for-profit organisation)
	northeast	O	occur, occurred, occurrence	offshore, onshore	oilfield
	on (not upon)	ongoing	online	oriented (not orientated)	outdated
	outperform				
	P	Pacific Community (SPC)	Pacific Island countries and territories (PICTs)	peace-keeping	per cent
	per diem	phaseout (but phase-out date)	policy-maker/policy-making	post-harvest	practice (noun), practise (verb)
	precondition	pre-empt	prequalification	prerequisite	principal (adj.)
	principle	privatise	proactive	profit-making	programme (except computer program, or where the official name uses Program)
	proof reading	public-private partnership (see Dashes – en dash rule)	purse	seine, purse-seine fishery (see Hyphens – compound words as adjectives)	
	Q	quarrelled	quarrelling	R	rearrange
	recalculated	receivable	re-establish	re-evaluate	referendums (not referenda)
	regime	renegotiate	reorganise	restructured	roll-out
	S	Second World War (not World War II)	semi-skilled	set-back	set-up
	short list	shortcoming	side-effect	sizeable	skill-set
	slow-down	small and medium-sized enterprises			
	socio-economic	South Pacific (but northern Pacific, southern Pacific, eastern Pacific, western Pacific)	southeast	Southeast Asia	spillover
	spring (season)	stand-alone	stand-by	state sector, state-owned	start-up (noun, adj.), start up (verb)
	subcommittee	subcontract	suboffice	subproject	subregion
	subsector	substation	subtotal	summer	supersede
	supervisor	T	takeover (noun)	targeted	tariff
	taskforce	taxpayer			

think-tank
time frame
time sheet
time-scale
timetable
tonne
total, totalled, totalling
tradeable
transferable
transport (not transportation)
transhipped, transhipment
turnaround
turnover

U

UK
unassociated (fisheries terminology)
underdeveloped
under-represented
under way
update
up-to-date report; the report is up to date
US
usable
user-friendly software; software that is user friendly

V

value added tax (VAT)
versus (not vs)

W

wastewater
website
well-being
well-known (adj.), well known (noun)
while (not whilst)
whole-of-sector
widespread
wind farm (but windfarm development)
winter
workforce
working party
world wide web
worldwide
write-off (noun)
write off (verb)

Y

year-end
year-on-year

References

In this section:

Reference format

Reference style

[In-text citations](#)
(technical publications)

[Reference lists](#)
(technical publications)

Reference format

SPC publishes both technical and non-technical publications, and the format for references is different for the different types. Technical documents tend to have more references, and follow a traditional format of text citations and a list of references at the end of the document. Non-technical documents or short reports with few references may use a numbered footnote format for references. References follow the same style whether in footnotes or reference lists.

Since the primary purpose of a reference is to enable people to locate the source, include only those references that can be located, either in print or electronic versions.

Reference style

In general, use minimal punctuation and capitalisation in references. Do not italicise names of journals or books. Titles of foreign language works or names of publishers should not be translated into English or italicised.

If a reference has more than six authors, include the first five followed by et al.

Include a URL or DOI where given.

Examples of some common reference types are given below, illustrating various style points. If a point is not covered, make a decision and then be consistent.

Use this style in both technical documents where references are listed at the end, and non-technical publications where references are in footnotes.

Journal articles

Write out journal names in full. Do not use bold type or italics, except where these occur in the paper title as published (e.g. names of species). Include the issue number where this is provided, and include the DOI (digital object identifier), if given, at the end of the citation. Follow the examples below for punctuation.

Bell J.D., Purcell S.W. and Nash W.J. 2008. Restoring small-scale fisheries for tropical sea cucumbers. *Ocean and Coastal Management* 51:589–593.

Murthy I.K., Gupta M., Tomar S., Munsri M., Tiwari R. et al. 2013. 2013. Carbon sequestration potential of agroforestry systems in India. *Journal of Earth Science and Climate Change* 4:131. DOI: 10.4172/2157-7617.1000131

Books and book chapters

Elevitch C. (ed.) 2006. Species profiles for Pacific island agroforestry. Hawaii, USA: Permanent Agriculture Resources.

Lamanda N., Malézieux E. and Martin P. 2006. Structure and dynamics of coconut-based agroforestry systems in Melanesia: a case study from the Vanuatu archipelago. pp. 105–121 in Kumar B.M. and Nair P.K.R. (eds), *Tropical homegardens: a time-tested example of sustainable agroforestry*. Dordrecht, Netherlands: Springer.

Thaman R., Gregory M. and Takeda S. 2012. *Trees of life: a guide to trees and shrubs of the University of the South Pacific*. Suva, Fiji: University of the South Pacific.

UN Women 2014. Handbook on national plans of action on violence against women. Available at: <http://www.unwomen.org/en/digital-library/publications/2012/7/handbook-for-national-action-plans-on-violence-against-women>

Proceedings and conference reports

Champ B.R. and Highley E. (eds) 1986. Pesticides and humid tropical grain storage systems. Proceedings of an international seminar, Manila, 27–30 May 1985. ACIAR Proceedings No. 14. Canberra, Australia: Australian Centre for International Agricultural Research.

Mohit R. 2013. SCEAM Indian Ocean country report – Mauritius. In: Report on the FAO workshop on sea cucumber fisheries: An ecosystem approach to management in the Indian Ocean, held in Zanzibar, Tanzania, 12–16 November 2012. FAO Fisheries and Aquaculture Report No. 1038. Rome: FAO.

Dissertations and theses

Helfman G.S. 1973. The ecology and behavior of the coconut crab *Birgus latro* (L). MSc thesis, University of Hawaii. 158 pp.

Reports, technical papers, etc.

CI (Conservation International) 2013. The Nakauvadra community based reforestation project: project design document, climate, community and biodiversity standards. Available at: <http://www.climate-standards.org/2013/04/22/the-nakauvadra-community-based-reforestation-project> (accessed 1 April 2016).

Lawless S., Doyle K., Cohen P., Eriksson H., Schwarz A.M. et al. 2017. Considering gender: Practical guidance for rural development initiatives in Solomon Islands. Penang, Malaysia: WorldFish. 23 pp.

Ministry for Women, Community and Social Development (Samoa) 2014. Stocktake of gender mainstreaming capacity

of the Government of Samoa. Noumea, New Caledonia: SPC.

Purcell S.W. 2010. Managing sea cucumber fisheries with an ecosystem approach. FAO Fisheries and Aquaculture Technical Paper No. 520. Rome, Italy: FAO.

Websites

Provide the name of the website, year the information was posted (copyrighted or last updated), the URL, and the date the information was retrieved from the internet:

The Nature Conservancy 2002. <http://nature.org/wherework/asiapacific/papuanewguinea> (accessed 26 October 2017).

In-text citations (technical publications)

Only include references that can be located, either in print or electronic versions. Documents that cannot be accessed, such as unpublished reports, manuscripts in preparation or submitted, or internal reports, should not be included in the reference list but should be noted in the text as unpublished data or personal communications.

Use the author–date system, i.e. the author's surname and the year of publication (without a comma separating the two), enclosed in round brackets unless part of the sentence. For two authors, use both surnames joined by 'and'; for three or more authors use the first author's surname followed by et al.:

- Women play an important role in coastal fisheries in Fiji, contributing to food security and local livelihoods (Vunisea 2016).
- Cribb and Whistler (2011) describe all the orchids known from Tonga.

- Gender bias can undermine community-based resource management efforts (Schwarz et al. 2014).

Use a comma between different references by the same author:

- On average, women on Kosrae fish four times a week (Smith 1998, 1999a, 1999b).

Use a semicolon between references by different authors, and put them in chronological order:

- The coconut crab is highly susceptible to overexploitation (Fletcher 1993; SPC 2011; Helagi et al. 2015).

For organisations with accepted abbreviations, use the abbreviation in the in-text citation (and define it in the reference list; see below):

- A subsidy makes the routes commercially viable and encourages reliable service (ADB 2008).

If referencing a website, use the name of the organisation responsible for the site, and the date the information was posted (copyrighted or last updated) if available; or if there is no date, use nd.

- Papua New Guinea is home to more than 700 species of birds and of the 43 known species of bird of paradise, 38 species are found here – 36 of which are found nowhere else in the world (The Nature Conservancy 2002).

Check that all references cited in the text are given in the reference list, and conversely, that all references in the reference list also appear in the text.

Reference lists (technical publications)

List references alphabetically. Where there are two or more references by the same author or authors, list these chronologically (oldest first).

Chapman M.D. 1985. Environmental influences on the development of traditional conservation in the South Pacific region. *Environmental Conservation* 12(3):217–230.

Chapman M.D. 1987. Women's fishing in Oceania. *Human Ecology* 15(3):267–287.

Chapman M.D. and Smith P.D. 1983. An ecosystem approach to management in the Pacific Ocean. *Journal of Marine Science* 53:145–151.

Where the text citation uses an abbreviation, list by the abbreviation and include the full name in brackets (for the first reference only, where there are more than one from the same organisation):

ADB (Asian Development Bank) 2014. Solomon Islands country gender assessment. Mandaluyong: ADB.

ADB 2015. Marshall Islands: Economy. Retrieved from: <http://www.adb.org/countries/marshall-islands/economy>

Bibliographies

A bibliography can include sources used in compiling the document but not cited in the text (unlike a reference list, where all the references must be cited in the text).

Guide to preliminary pages for authors, editors and designers


This *Guide to preliminary pages for authors, editors and designers* has been developed by the Publishing Team to assist the structuring of the initial pages of official SPC publications.

These guidelines reflect internationally recognised publishing conventions, and should be followed for all publications produced by SPC divisions and programmes.

Please contact the [Publishing Team](#) for further guidance and support.

Cover page of report

Place holder text: Make sure you have the banner and logo on correct place according to the [Pacific Community visual identity manual and logo use guidelines](#)




Pacific Community
Communauté du Pacifique

** Designers, an appropriate template design should be selected from [Pacific-Community-Visual-Identity-Manual-and-logo-use-guidelines](#) SPC banner required for all SPC publications, with the exception of publications co-produced with partners*

Cover page

In exceptional cases a cover may be omitted, and instead having only a title page, with the CIP page on the reverse side. Please consult the Publishing Team



[Photo is optional]

Include only:


- Title of publication*

**SPC fisheries address book
Répertoire des pêches de la CPS**

- Author(s), division/programme, and entities responsible for preparing the document:*

**Ramanibina Aata, Division of Fisheries, Aquaculture and
Marine Ecosystems: Pacific Community**

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