

MPOB HOUSE STYLE

A Guide for Preparation of Manuscripts



MALAYSIAN PALM OIL BOARD

MINISTRY OF PLANTATION INDUSTRIES & COMMODITIES

MPOB HOUSE STYLE

A Guide for Preparation of Manuscripts

First published in 1983 by the Palm Oil Research Institute of Malaysia.
Revised in January 1990
Second revision in January 2004 by the Malaysian Palm Oil Board.

MPOB PUBLICATION COMMITTEE

Datuk Dr Yusof Basiron (*Chairman*)

Dr Ariffin Darus

Mamat Salleh

Dr Ma Ah Ngan

Nor Aini Sudin

Dr Mohd Basri Wahid

R. Venugopal

Ahmad Sidek Stroo

Mohd Anuar Mohd Yassin

Raja Shahrom Raja Kamaruddin

Ab Aziz Md Yusof (*Secretary*)

CONTENT

PREFACE	iv
INTRODUCTION	
Regular Publications	1
Regular Advisory Publications and Serials	1
<i>Ad hoc</i> Publications	3
GUIDE TO STYLE	
Organization	3
Title	4
Abstract	4
Introduction	4
Experimental	4
Results and Discussion	5
Conclusion and Recommendations	5
Preparation of Manuscript	5
Language	5
Copy Preparation or Report Preparation	6
References	7
Examples of Citations	8
Tables	11
Illustrations	14
Numbering of Sections in the Text	18
Headings in the Text	18
Use of Italics	19
Scientific Names	20
Units of Measurement	21
Symbols for Correcting Proofs	23

Preface

MPOB HOUSE STYLE is a guide for staff of the Malaysian Palm Oil Board who are composing internal reports, seminar papers or working papers, and also for writers - within MPOB or from elsewhere — who are preparing manuscripts for submission to MPOB publications. The instructions contained in this guide are derived from various sources, but largely from the recommendations of the British Standards Institution. It is important for MPOB as a research organization to have a clear and consistent style for the presentation of information, to assist readers in understanding and assimilating the substance of reports or papers as readily as possible.

This is the second edition of the House Style, with format to facilitate reference to its various sections. This revised edition incorporates feedbacks and suggestions received after the first edition appeared in 1983 and the first revision in 1990. It is hoped that this House Style will be used conscientiously by all concerned, so as to ensure clarity and consistency. Such conscientiousness will contribute significantly to the enhancement of MPOB reputation as a centre of research.

We would like to invite readers to send in comments/ideas to improve the quality of this MPOB House Style.

Datuk Dr. Yusof Basiron
Director-General
Malaysian Palm Oil Board

1. INTRODUCTION

Since its establishment in May 1979, the Malaysian Palm Oil Board (MPOB) (then PORIM) has carried out research and development work for the Malaysian palm oil industry. The results and information generated by the research and development programmes are disseminated to a wide audience throughout the world.

Some approved professionals and organizations, including oil palm estate owners, palm oil millers, palm kernel crushers, palm oil refiners and various research institutions both in Malaysia and abroad receive the Board's publications free of charge; others pay a nominal charge for them.

A brief sketch of the scope of MPOB's publications follows:

1.1 Regular Publications

1.1.1 *Annual Report/Laporan Tahunan*

*Annual Report/
Laporan Tahunan*

The Annual Report/Laporan Tahunan of the Board contains the report of the Director-General summarizing the progress of the work of the Board. It also records the research programme and work of each Division of the Board and includes a list of all publications by the Board during the year in review. A list of the senior staff and a Statement of Accounts are also provided.

1.1.2 *Annual Research Review*

*Annual Research
Review*

The Annual Research Review describes a summary of progress and development in the various research programmes undertaken by MPOB during a given year. It provides an insight into what has been achieved and also considers the outlook for the future.

1.2 Regular Advisory Publications and Serials

1.2.1 *Oil Palm Bulletin*

Oil Palm Bulletin

The Oil Palm Bulletin is currently one of the media for communicating information and news to

planters, millers, refiners, oleochemical producers and palm oil users. It is a half-yearly publication, appearing in May and November, and covering aspects of oil palm cultivation and palm oil production, processing, refining, end-use, marketing, *etc.* Its regular features include selected abstracts and brief items on relevant topics, including MPOB own activities.

1.2.2 MPOB Technology

MPOB Technology

The MPOB Technology series contain technical articles on specific aspects of the composition, properties, processing, refining and end-uses of palm oil. It also covers new or improved technologies for oil palm planting/ plantation.

1.2.3 Palm Oil Developments

Palm Oil Developments

Palm Oil Developments contain short articles on developments in palm oil research, advances in technology and new uses for palm oil. It also contains news briefs and industry statistics. It is published twice a year, *i.e.* June and December.

1.2.4 Palm Oil Engineering Bulletin

Palm Oil Engineering Bulletin

This is a quarterly bulletin. Its objectives are:

- a) to keep engineers informed on important developments which affect their profession and the palm oil industry;
- b) to highlight problem areas and discuss possible solutions; and
- c) to provide a forum for the engineers to express their views and discuss any matters of interest to the industry.

1.2.5 Journal of Oil Palm Research

Journal of Oil Palm Research

This journal carries full-length original research and review papers and short communications on various aspects of oil palm and palm oil. It also includes reviews of relevant books. The journal is published twice a year, *i.e.* June and December.

1.2.6	<i>Oil Palm Industry Economic Journal</i>	<i>Oil Palm Industry Economic Journal</i>
	The Journal contains articles related to economic research and the trade aspects of the palm oil industry which will serve to meet the needs of those who want to stay abreast of developments in these areas. It is published twice a year, <i>i.e.</i> March and September.	
1.3	<i>Ad hoc Publications</i>	
1.3.1	<i>Proceedings of Workshops</i>	<i>Proceedings of Workshops</i>
	These are records of workshops and seminars organized by MPOB on various topics of interest related to the palm oil industry.	
1.3.2	<i>MPOB Reports</i>	<i>MPOB Reports</i>
	These reports documents research projects undertaken and completed by MPOB. They are categorized as follows:	
	OP (research done on the palm)	
	PO (research done on the oil)	
	TAS (technical advisory service)	
	G (general)	
1.3.3	<i>Untitled Publications</i>	<i>Untitled Publications</i>
	These consist of promotional literature such as pamphlets, brochures, <i>etc.</i>	
2.0	GUIDE TO STYLE	
2.1	<i>Organization</i>	<i>Organization</i>
	Good technical writing begins with effective and logical organization. This is best achieved by striving for accuracy, brevity and clarity. The writer should always think of the reader and how to help him understand the message being conveyed. Avoid unfamiliar words, jargon, clichés and excessively long sentences. Experience shows that accuracy, brevity and clarity can be obtained by using words and simple sentences.	

The material to be presented should be arranged logically. Thoughtful consideration of the subject and anticipation of the readers' needs and questions will usually indicate to the writer the type of organization required. For general articles, the following deserve careful attention: title, abstract, introduction, comprehensiveness and relevancy of the subject matter, conclusion and references. For research papers, there are various forms of presentation but certain component parts are considered standard and will normally be included, as indicated below.

- | | | |
|--------------|--|----------------------------|
| 2.1.1 | <i>Title</i> | <i>Title</i> |
| | <p>The title should be concise but should also contain the maximum relevant information so as to facilitate easy indexing and general information retrieval. Brevity should be balanced against descriptive accuracy and completeness. Below the title, keywords should be given.</p> | <i>Keywords</i> |
| 2.1.2 | <i>Abstract</i> | <i>Abstract</i> |
| | <p>An abstract not exceeding 200 words must state clearly the objective of the paper or the study reported, provide a concise description of the work, and present the principle observations or results and the major conclusions. For Oil Palm Bulletin, the abstract must be written in both Malay (Bahasa Malaysia) and English.</p> | |
| 2.1.3 | <i>Introduction</i> | <i>Introduction</i> |
| | <p>This is usually a statement of the purpose of the paper. It describes the background and objectives of the work reported and usually gives some basic references to the published literature or to past reports.</p> | |
| 2.1.4 | <i>Experimental</i> | <i>Experimental</i> |
| | <p>This is a general heading; it may be followed by subheads if appropriate.
It normally provides sufficient details of the</p> | |

method and equipment used to allow the work to be repeated by other interested researchers.

2.1.5 Results and Discussion

Results and Discussion

Result should be concisely presented (in the form of tables and figures when appropriate), and should give enough data to justify the conclusions. The discussion must point out the significance of the findings and, as far as possible, relate the new information to previous knowledge. Results and Discussion may be presented together or as two separate sections.

2.1.6 Conclusion and Recommendations

Conclusion and Recommendations

The conclusion represents a clear and orderly presentation of the deductions made from the results of the work. Recommendations are concise statements of any further action deemed necessary as a result of the conclusion reached. Many papers will have a conclusion, although it may not be needed in some review papers, and in some cases conclusions can be presented in the Discussion. Recommendations need only be included when the nature of a paper calls for such a section.

2.2. Preparation of Manuscript

2.2.1 Language

Language

Papers should be written in English (or Bahasa Malaysia when appropriate) and the usage of language, including spelling and grammar, should be in accord with standard English (or Bahasa Malaysia) practice.

Authors whose command of the language is uncertain or weak should have the paper checked for linguistic errors before submitting it for publication.

Use only abbreviations and nomenclature that are accepted by professional organizations, or that are well known through long and common usage. Newly coined expressions should be explained at

first appearance in parentheses or by way of a footnote.

Characters from foreign languages, engineering or mathematical symbols, and other items liable to misinterpretation or misprinting must be clearly drawn or written. Carefully draw any characters not available on a standard keyboard: do not use a typewritten *a* for Greek α (alpha); *u* for Greek μ (mu); *p* for Greek ρ (rho); *w* for Greek ω (omega), *etc.*

Units of measurement should be consistent and the metric system is to be used (see also 2.2.11).

All formulae and equations must be clearly typed and particular attention paid to the accurate placing of subscripts and superscripts.

2.2.2 *Copy Preparation*

Copy Preparation

Manuscript for Publication

- a) The copy should be typewritten in double-spacing on one side only of A4-size paper.
- b) Carbon copies are not acceptable.
- c) Use 10 pt. Times Roman when preparing your manuscript.
- d) A margin of at least 3 cm should be allowed on the left hand side of each page, and one of 2.5 cm on the right.
- e) The copy submitted should be the *final version* of the text - alterations and corrections after it has been typeset are expensive, difficult and time-consuming; they cause delay in the production schedule, and greatly increase the possibility of other errors being introduced.
- f) The pages should be numbered at the bottom consecutively and securely fastened together.

g) Tables should be on separate sheets, properly numbered, and their positions should be clearly indicated in the text. The same applies to figures and other illustrations (see also 2.2.6).

Reports, Working Papers and Seminar Papers

a) These should be typed in single-spacing with 1½ space between paragraphs, on one side only of A4-size paper.

b) Leave margins of at least 3 cm (top), 2.5 cm (bottom), 3 cm (left) and 2.5 cm (right).

c) Use only 10 pt. Times Roman.

d) Justify right hand margin, where possible.

e) When using computer printers. ONLY letter quality or laser jet printers are acceptable. Always ensure that the printouts are sufficiently dark.

2.2.3 References

References

The references cited should be to original sources. If this is not possible, a secondary source (*e.g.* abstract, book, *etc.*) may be used, but it should be cited along with the original reference. The Harvard system of citation should be used.

In the Harvard system, references in the text are cited by giving the name of the authors with the date of publication in parentheses. If the author's name occurs naturally in the sentence, *e.g.* 'Yusof (2001) pointed out...' the year is given in parentheses; if not both name and date are so given, *e.g.* 'This work (Ariffin *et al.*, 2000)...'. When the same author has published more than one cited document in the same year, these are distinguished by adding lower case letters a, b, c, *etc.* after the year and within parentheses *e.g.* 'Basri (1999a) discussed the subject briefly... In another article (Basri, 1999b), a detailed discussion...'.
Citation in Text

When more than two authors are involved, use *et al.* after the name of the first author.

In the list of references, arrangement of publications is in *alphabetical order*, by the authors' last names (taking the first author's name where there is multiple authorship). With multiple references to the same author(s), citations are arranged in ascending chronological order - Ma (2001)... Ma (2002), *etc.*

Other points to note are:

a) The listing of papers by a single author precedes that of any papers by the same author with co-authors. Arrange the list by single author, followed by double authors, triple authors *etc.*

b) Do not use *et al.* in the reference list. List all authors by name.

c) Government agencies or institutions may be cited as authors. *e.g.* MPOB, FRIM, MARDI, *etc.* (but such acronyms should be explained once in the text unless their meaning is obvious).

Examples of Citations

2.2.4 *Examples of Citations*

a) Books with One or More Authors

Books

Name of author(s) (Year of publication). Title of book (*italics in print, underlined in typescript*), edition, volume, name of publisher, Publisher's location, first and last pages of portions referred to,

Anonymous works may be cited with 'ANON' in place of the author's name.

e.g. ARIFFIN DARUS (2000). Major diseases of oil palm. *Advances in Oil Palm Research* (Yusof Basiron; Jalani, B S and Chan, K W eds.). MPOB, Bangi. p. 596-623.

b) Journal Articles

Journal Articles

Name of author(s) (Year of publication). Title or article. Abbreviated name of journal (*italics*), volume (*italics*), first and last page of the article.

e.g. SALMIAH, A; ZAHARIAH, I and JASMIN, S (1998). Palm-based sulphonated methyl ester soap. *J. Oil Palm Research Vol. 10(1): 15-35.*

c) Non English References

*Non English
References*

Name of author(s) (Year of publication). Title of article. Name of publication (*italics*) (abbreviated, if journal), volume, issue number (if relevant), first and last page of the article. Particular care should be taken with diacritical marks: they should be checked against the original and inserted by hand on the typescript.

e.g. REYES CUESTA, R; BASTIDAS PEREZ, S and PENA ROJAS, E A C (1997). Distribucion del sistema radical de la palma de aceite (*Elaeis guineensis* Jacq.) en Tumaco, Colombia. *Revista Palmas, 18: 49-57.*

d) Paper Accepted but not yet in Print

*Paper Accepted
but not yet in
Print*

Name of author(s) (Year of publication). Title of article. Name of publication (*italics*) (abbreviated, if journal). In press.

e.g. OOL, T L; YONG, K C; DZULKEFLY, K; WAN YUNUS, W M Z and HAZIMAH, A H (2002). Crude glycerine recovery from glycerol residue waste from a palm kernel oil methyl ester plant. *J. Oil Palm Research.* In press.

e) Paper Presented at a Conference

*Paper Presented
at Conference*

Name of author(s) (Year of presentation). Title of paper. Title of conference *etc.* Place, Date, Month and Year.

e.g. YUSOF BASIRON (2002). Palm oil stock reduction through biofuel program. Paper presented at the National Seminar on Positioning the Malaysian Palm Oil Industry in Challenging Times. Equatorial Hotel, Bangi. 20 February 2001.

f) Personal Communication

*Personal
Communication*

Name of person or organization (Year)
Personal Communication. Place.

e.g. NOR AINI SUDIN (2003). Personal communication. Malaysian Palm Oil Board, Bangi, Selangor, Malaysia.

g) Paper in Published Proceedings of Conference, Congress, etc.

*Paper in
Published
Proceedings of
Conference*

Name of author(s) (Year of publication). Title of article. Title of proceedings (italics) etc. Place, Year, First and last page of article.

e.g. MOHD BASRI WAHID; NORMAN KAMARUDIN; TREVOR JACKSON and ZULKEFLI MASIJAN (2003). Occurrence of parasitic nematodes *Elaeolenchus parthenonema* in the pollinating weevil, *Elaeidobius kamerunicus* and its possible implications on fruit set. *Proc. of the PIPOC 2003 International Palm Oil Congress - Agriculture Conference*. MPOB, Bangi. p. 425 - 448.

h) Thesis

Thesis

Name of person (Year). Title. Degree for which thesis was written. Name of University, location.

e.g. HAZIMAH, A H (1998). Characterization and reaction of copper (II) glycerol complex. Ph.D. thesis. Universiti Putra Malaysia, Malaysia.

i) Unpublished Data

Unpublished Data

Name of person. Unpublished data. Name of organization or institution, location.

e.g. AHMAD ZAKRI JAFFAR. Unpublished data.
Malaysian Palm Oil Board, Bandar Baru Bangi,
Selangor, Malaysia.

2.2.5 Tables

Tables

A table may contain short descriptions or numerical data. Tables should be self-explanatory, have descriptive titles and should supplement, not duplicate the text and figures. Relationships and comparisons are established by the correct choice of column heads (captions of vertical columns) and stubs (captions of horizontal rows). Numbers in a column are more easily compared than numbers in a line. If possible items that are to be compared should in the same column.

Spacing is of vital importance in tables and its proper use makes it possible to omit most lines from tables as in the modern practice. *Spacing in Tables*

- a) All tables must be cited in the text consecutively and numbered in Arabic numerals.
- b) References in the text to tables must be underlined to appear in italics in print.
- c) The position of tables should be marked in the text.
- d) The word 'TABLE' and the remainder of the table heading should be in capitals and bold.

e.g. **TABLE 3. PALM OIL IN VEGETABLE GHEE AND VANASPATI**

The table heading can carry a sub-heading in brackets in lower case.

e.g. **TABLE 2. COVARIANCE ANALYSIS OF CHARACTERS X AND Y (at population, family and seeding levels)**

Crowding of headings should be avoided.

e) Column headings should not be repeated.

Not Acceptable

Item	Run 4/1	Run 4/2	Run 4/3
------	---------	---------	---------

A better way to present this would be:

Item	Run		
	4/1	4/2	4/3

Every vertical column should have a heading.

*Heading for
Vertical Column*

f) Both column heads and stubs should in Roman.

g) Tables are not framed and vertical lines should be drawn only when necessary.

h) Dividing rules, especially horizontal ones, should be kept to a minimum.

Horizontal lines are used only for special purposes to indicate main groups which are subdivided and require a special side heading.

i) Units of measurement, abbreviated, must be part of the column heading and should not be repeated in the body of the table.

j) For values less than one, a zero should precede the decimal point, *e.g.* 0.75 and not .75.

k) In some cases multiplication of all entries in a column by some particular power of ten allows presentation of values in less space. The column should of course have an appropriate heading *e.g.* '000 t.

l) The inclusion of structural formulae in tables should be avoided.

- m) As far as possible, the International System of Units (SI) should be used. Where it is not possible or appropriate, the equivalent in metric or SI units with an explanation should be given in the footnote at the bottom of the table, if not already given elsewhere in the paper.
- n) Lengthy tables should be examined critically in an effort to reorganize and reduce them so that they can be fitted into one page.
- o) Tables (including all headings and footnotes) should be typed double-spaced.
- p) Tables containing many data occupy less space if they are reproduced directly from a photoreduction of a clear typed or computer-printed table.
- q) Footnotes to both the heading and the body of the tables are indicated by lower-case letters in alphabetical order, placed as superscripts and listed consecutively as part of each table. In tables, footnotes are placed at the bottom of the table itself and are printed in smaller type.
- r) Short tables consisting of not more than three lines and four columns may be run directly into the text by means of an introductory sentence. These tables do not have titles nor are they numbered.
- s) Ditto marks (“) should not be used.
- t) Blank spaces should be indicated by a dash (-)
- u) Decimal points and units of tens should be aligned.
- v) Any peculiar symbol or abbreviation used must be explained in the footnotes to the table if not earlier explained in the text.

Illustrations should be included only when they substantially increase understanding of the text. Authors must submit accurate, clear and well-proportioned illustrations. Failure of an illustration to meet these requirements usually means a delay in publication of the manuscript. Recommendations for the presentation and submission of illustrations accompanying manuscripts are as follows:

- a) A set of illustrations must be included with each copy of manuscript.
- b) All illustrations must be cited in the text consecutively.
- c) References in the text to an illustration must be underlined to appear in italics in print.
- d) The position of an illustration should be marked in the text.
- e) All illustrations should be numbered in sequence, with Arabic numerals, in order of appearance in the text as *Figure 1, Figure 2, etc.* Terms such as 'Chart' or 'Plate' should be avoided.
- f) Every figure must have a caption that includes the figure number and a brief, informative title. The caption should provide enough detail to make the figure self-contained.
- g) The words 'Figure' and the caption should be underlined to appear in italics in print.
- h) Original artwork or glossy, positive photographic prints must be submitted with the original copy of the manuscript. Clear reproductions may be submitted with the duplicate copies.

i) The original should be marked in pencil on the back with the name of the author(s), the title of the manuscript and the figure number for efficient identification during handling by the editors, printer and colour separators.

j) Artwork offered for reproduction should never be folded.

k) A clear space of at least 2.5 cm around the illustration is needed for marking, identification and handling.

l) Colour, which is expensive and generally unnecessary should be avoided.

m) Photographs.

Photographs

High contrast, glossy, black-and-white prints are the most desirable.

* Photographs should be mailed flat, well-protected by heavy cardboard. They should be clearly labelled on the back with a soft pencil, giving the name of the author(s), the title of the manuscript and the figure number, and indicating which edge is the top of the illustration.

* All photomicrographs accompanying scientific or technical papers should be supplied with an appropriate scale but the scales should be drawn on the separate sheet (not on the photographs) so that they can be inserted on the photographs in a uniform style.

• Scanned pictures in jpeg format are also acceptable.

n) Drawing and Graphs

Drawings and Graphs

Uniformity should be maintained in all artwork prepared for a single manuscript.

*A good illustration is clear and simple. Lines and working should be kept to a minimum.

*The number of curves on a graphs should not exceed four.

*The original drawing should be twice the publication size.

*Black Indian drawing ink should be used. Lead pencil is not recommended. A typewriter should not be used to letter illustration. However, drawing and graphs produced on a computer are acceptable.

*The axes of graphs should be labelled clearly with both the quantity measured and the units in which it is measured.

*Each caption should be parallel to its axis unless it is produced by a computer.

*All lettering and numbers should read from left to right if possible, or from bottom to top if necessary.

*For plot-points the following symbols are recommended in order of preference:

• ▲ ■ ▼ x + ○ △ □ ▽

*No lines should pass through any lettering or symbol.

o) Numbers in Text

Number in Text

As a rule, Arabic numerals are used to signify numerical values.

Write in full up to nine except where they occur with units of measurement or where several numbers are being compared.

e.g. Symptoms developed from three to five days after the experiment began. The numbers of trees affected in Plots A, B and C were 155, 21 and 5 respectively.

*Commas are not use in numbers; they are arranged in groups of three.

e.g. 11 321 not 11,321
102 280 not 102,280

However, a number with four digits has no space (unless it appears with other larger numbers in a table).

*A number at the beginning of a sentence is normally written in full. Preferably the sentence should be recast to avoid putting a number first.

*When a period of years is indicated by two dates separated by a dash the minimum number of figures should be used.

e.g. 1952-3, 1967-73

However, write 16 - 18 not 16-8 (This rule applies to all numbers in the group 10 - 19 in each hundred).

*Figures should be used for numbers expressing a series and for page numbers and dates.

e.g. 147°C - 200°C
p.1-8
1 January 2001

*Decimals should be used instead of fractions for mixed numbers.

e.g. 2.5 litres instead of 2 ½ litres

*In writing compound number adjectives the shorter or first number should be spelt.

e.g. three 15-ml beakers

*To avoid the possibility of misreading, a zero should be placed before the decimal point in writing numbers with no integer.

e.g. 0.4973 not .4973

*The use of exponential numbers is encouraged when appropriate.

e.g. 3.2×10^6 instead of 3 200 000

*The number of significant figures given should be related to the accuracy. This rule applies for instance to 0s at the end of a series of digits; thus, 8, 8.0, 8.00 indicate different degrees of precision.

2.2.7 *Numbering of Sections in the Text*

Numbering of Sections in the Text

If it is necessary to number sections in your text. Use the same system as in this guide. Numbering may start with each chapter or part: 1.1, 1.2, 2.1, 2.2 and so on. Further sub-divisions may be introduced, for example 1.1.6, 2.1.9, 2.2.1. A third sub-division is rarely justified but may be used; further sub-divisions are not recommended. Instead, bullets (•) could be used to replace the numbers.

2.2.8 *Headings in the Text*

Headings in the Text

Attention should be paid to the use of proper headings. They assist the reader, especially at the second reading and they reveal to the writer any illogicalities in the arrangement of paragraphs.

a) Main Heading Within Text

In bold, capitals and centred. Text immediately below this heading is not indented.

b) Sub-Heading

In bold with capital initial letters for main words above the text at the left of the page with no full stop. The following text should be indented.

c) Sub-Sub-Heading

Indented, bold, underlined, on same line as text followed by full stop. No initial capitals except for first word.

e.g.

BIOLOGY DIVISION ← Main heading

As from 1 September 1979, the agriculture research activities of the Oil Palm Branch, MARDI were reorganized to form the Biology Division of PORIM. Consequent...

Research Activities ← Sub-heading

The Biology Division devoted the major part of its research programme to research projects...

↓ Sub-sub-heading

Agronomy. The investigation into the nutrition of oil palm is being carried out with the objective of examining the effect of...

2.2.9 Use of Italics

Italics help the reader to quickly distinguish letters, words or phrases from the rest of the text. All words or letters to appear in *italics* in print should be underlined in the manuscript.

The use of italics in technical and scientific literature is very common and several conventions are rigidly observed.

The following are italicized:

a) References to Tables, Figures, Experiments and Appendices in text.

b) The captions for figures including the word 'Figure'.

c) Sub-Sub-Headings

d) Words or phrases on which special emphasis is placed.

e) Foreign words and phrases.

f) Titles of books, journals, pamphlets and periodicals and their abbreviations.

g) Hyphenated prefixes to formulae, such as *cis-trans-*, *o-*, *m-*, *p-*, but not chemical formulae.

h) Certain abbreviations:

<i>Ad hoc</i>	<i>in vitro</i>
<i>cf.</i>	<i>in vivo</i>
<i>De novo</i>	<i>vice versa</i>
<i>e.g.</i>	<i>viz.</i>
<i>et al.</i>	<i>vs.</i>
<i>i.e.</i>	
<i>in situ</i>	

i) Latin nomenclature, *i.e.* scientific names of plants and animals.

j) Trade names.

k) Mathematical variables.

l) Identification of letters or words referred to, *e.g.* the letter *h*.

2.2.10 *Scientific Names*

Scientific Names

The scientific names of plants and animals are Latin binomials and are underlined to appear in print.

a) Generic and specific names of plants and animals should be italicised but not names of higher groups like orders and families.

e.g. *Elaeis guineensis*
but, *Palmae*

b) The specific name should never begin with a capital letter.

e.g. *Elaeis oleifera* and never *Elaeis oleifera*.

c) All generic names should be italicised whether they stand alone or with the specific names except in cases where the generic names have been very commonly used.

e.g. the generic name *Melanococca*.

d) The name of a variety should not be italicised.

e) The authority associated with the scientific name.

Should be mentioned after the name when it appears for the first time; it should not be italicised.

e.g. *Elaeis guineensis* Jacq.

f) Where scientific names are used as adjectives and where they refer to the disease instead of the organism they should not be underlined.

g) If a name is repeated many times in the text, the generic name should be contracted.

e.g. *E. oleifera* for *Elaeis oleifera*

However, generic names must be spelt out at first mention.

2.2.11 *Units of Measurement*

Units of Measurement

a) Metric units or the International System of units should be used.

b) Abbreviation for units of measurement do not have full stops.

e.g. mm

(Note that the abbreviation for minute, min. does take a stop).

c) The abbreviation for litre, l, is normally avoided; the words should be in full.

d) In the plural form, no 's' is added to abbreviations for units.

e.g. 8 cm
10 ml

e) Units of measurement should not be repeated unnecessarily.

e.g. 2 x 3 x 4 m instead of 2 m x 3 m x 4 m

Exceptions include \$, % and °C and cases where there is a word between the measurements:

e.g. 9 m to 10 m
5 m and 11 m

If more than three measurements are given, the units are not repeated however.

e.g. 8, 10, 12 and 14 cm









f) The abbreviation for a temperature value consists of two parts, *viz.* the degree sign and the distinctive abbreviation for the temperature scale used. The two parts should always be adjacent to each other.























e.g. 5° C to 10° C of 5°C - 10°C

but not 5° to 10°C or 5°- 10°C

SYMBOLS FOR CORRECTING PROOFS

<i>Instruction</i>	<i>Textual Mark</i>	<i>Marginal Mark</i>
Insert in text the matter indicated in margin.	/	New matter followed by /
Delete	Strike through characters to be deleted	y
Delete and close up	Strike through characters to be deleted and use close-up sign.	(y)
Leave as printed	... under characters to remain	stet
Change to italics	— under characters to be altered	ital
Change to even small capitals	== under characters to be altered	s.c.
Change to capital letters	≡ under characters to be altered	caps
Use capital letters for initial letters and small capitals for rest of words	≡ under initial letters and == under the rest of words	c. and s.c.
Change to bold type	∞ under characters to be altered	bold
Change to lower case	Encircle characters to be altered	l.c.
Change to roman type	Encircle characters to be altered	rom
Wrong fount: Replace by correct fount	Encircle character to be altered	w.f.

Invert type	Encircle character to be altered	
Change damaged character (s)	Encircle character(s) to be altered	X
Substitute or insert character(s) under which this mark is placed in superior position.	/ through character or \wedge where required	under character (e.g) 
Substitute or insert character(s) which this mark is placed in interior position.	/ through character or \wedge where required	\wedge over character (e.g) 
Use ligature (e.g. ffi) Or diphthong (e.g. æ)	 enclosing letters to be altered	 enclosing ligature or diphthong required
Close-up - delete space between characters	 linking characters	
Insert space	\wedge	#
Insert space between lines or paragraphs	> between lines to be closed up	#
Reduce space between lines	between lines to be closed up	less #
Make space appear equal between words	/ between words	eq. #
Reduce space between words	/ between words	less #
Add space between letters	//// between tops of letters requiring space	letter #
Transpose	 between characters or words numbered when necessary	trs

Place in centre of line	indicate position with 	centre
Indent one em		
Indent two ems		
Move matter to right	 at right side of group to be moved	
Move matter to left	 at left side of group to be moved	
Take over character(s) or line to next line column or page		take over
Take back character(s) or line to previous line column or page		take back
Raise lines	 over lines to be moved	raise
	 under lines to be moved	
Lower lines	 over lines to be moved	lower
	 under lines to be moved	
Correct the vertical alignment:		
Straighten lines	 through lines to be straightened	
Push down space	Encircle space affected	
Begin a new paragraph	 before first word of paragraph	n.p.
No fresh paragraph here	 between paragraphs	run on
Spell out the abbreviation or figure in full	Encircled words or figures to be altered	spell out

Insert omitted portion of copy. <i>Note:</i> The relevant section of the copy should be returned with the proof, the omitted portion being clearly indicated.	∧	out see copy
Substitute or insert comma	/ through character or ∧ where required	//
Substitute or insert semi-colon	/ through character or ∧ where required	;/
Substitute or insert full stop	/ through character or ∧ where required	⊙
Substitute or insert colon	/ through character or ∧ where required	⊙
Substitute or insert interrogation mark	/ through character or ∧ where required	?/
Substitute or insert exclamation mark	/ through character or ∧ where required	!/
Insert parentheses	∧ or ∧∧	(/) /
Insert (square) brackets	∧ or ∧∧	[/] /
Insert hyphen	∧	/ - /
Insert en (half-em) rule	∧	<u>en</u> or <u>n</u>
Insert one-em rule	∧	<u>em</u> or <u>M</u>
Insert apostrophe	∧	∨
Insert single quotation marks	∧ ' ∧∧	∨ ∨

Insert double quotation marks	“ , ”	“ ”
Insert ellipsis /
Insert oblique stroke	/	⊘
Insert leader	⋯	⋯

REFERENCES

BERGER, K G (1980). Unpublished memorandum by Palm Oil Research Institute of Malaysia (Ref. 4-048/01).

BRITISH STANDARDS INSTITUTION (1972). The presentation of research and development reports (BS 4811).

BRITISH STANDARDS INSTITUTION (1978). Citing publications by bibliographical references.

RUBBER RESEARCH INSTITUTE OF MALAYSIA (1977). *RRIM House Style*. Rubber Research Institute of Malaysia, Kuala Lumpur, Malaysia.

*The *RRIM House Style* is mainly based on recommendations of the British Standards Institution.

FLOW CHART OF MANUSCRIPT

