

WSU Extension Publications Style Guide

for Authors and Editors

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Introduction

This style guide is for numbered WSU Extension publications. This guide is not a complete list of style items used in WSU Extension publications; rather, it lists exceptions to those authorities listed below or items not covered by them.

For items not covered here, primarily follow the *Chicago Manual of Style* (latest online version; 16th edition printed), then *WSU Editorial Style* (brand.wsu.edu/editorial/style).

For press releases and news stories, follow Associated Press style: www.apstylebook.com/.

For spelling and word forms, follow merriam-webster.com.

For a list of agricultural terms with definitions, see news.cahnrs.wsu.edu/agricultural-style-guide-for-journalists/.

Abbreviations used within this style guide:

- AP = The Associated Press Stylebook
- au. = author(s)
- CCL = Creative Commons License
- CMoS = Chicago Manual of Style
- ms. = manuscript
- PoV = point of view
- ToC = table of contents

General Publication Concerns

WSU Extension numbered publications are peer-reviewed, then edited and designed at CAHNRS Communications. They include fact sheets, manuals, curricula, online modules, and technical bulletins. These publications contain science- and research-based information to address the needs of the people and industries of Washington State.

Publications for sale through WSU Extension are available for free or nominal cost through the WSU Extension online store: pubs.wsu.edu.

Submitting Material for Peer Review and Publication

Authors preparing to write a manuscript, should review the publication category supported by WSU Extension and select the most appropriate category for the project. Authors should also consider whether a table of contents, glossary, and index should be included (discussed in detail, in the Parts of a Publication section, below).

Pre-Review

Before being accepted for peer review, manuscripts must be complete and free of basic defects in spelling, grammar, organization, and formatting. Therefore, Extension editors conduct pre-reviews of incoming manuscripts. This review does not take the place of post-review/pre-publication editing.

Submission of manuscripts

Manuscripts for peer review are to be submitted in the Microsoft Word template provided on the [Publications website](#).

Graphics and photographic images

Authors are to embed any graphics, charts, images, and non-text elements into the initial manuscript for peer reviewers to see. However, upon acceptance of the manuscript for editing and design, all graphics must be submitted in their native file format and must be uploaded to the FastTrack system under the submission ID of the manuscript.

Submit photos and graphics as separate, high-resolution electronic files in .gif, .jpeg, .eps, .tif, .ai, or .png formats. Graphic and photographic files should have a resolution of 300 dpi or greater. The image size should be as large, or larger, than it is expected to be in the designed document. Graphics should be in the colors desired in the final document: if images are to be black and white, provide them as such. Color photos, graphics, tables, charts, etc., must be CMYK (cyan, magenta, yellow, and black) format.

Do not add text, such as captions, names of people, etc., to image files. Please provide captions as text below the images in the manuscript file.

Authorship and Copyright

Copyright

Washington State University is the copyright holder of Extension publications.

Basic policy on copyright is available on the WSU copyright page: publishing.wsu.edu/copyright/.

Authors must cite sources for any material within their publication that is not original work done by them. Authors must seek and receive formal permission to use any substantial portion of material (text, photo, illustration, table, etc.) not originally created by themselves, if that material is under copyright protection.

WSU Extension has a copyright permission request form available here: news.cahnrs.wsu.edu/getting-published/required-forms/.

Material available under a Creative Commons license may be used, depending on the terms of the license. The originator and the CCL must be cited per the requirements of the license.

Previously published material

Material published previously through an organization outside WSU by a WSU author may be republished through WSU Extension as a new publication, *with the following conditions*:

1. permission must be received from the original publisher, to comply with copyright law;
2. the previous version must be acknowledged in the indicia to avoid the appearance of copyright infringement or plagiarism; and
3. the content must be changed to fit the needs of the new audience and justify WSU publication.

Example: “Adapted, with permission, from [publication title, etc.]....”

Note, an author may or may not “own” the content of their previously published material, but the previous publisher (for instance, the previous publishing university) holds the copyright to the publication itself. To avoid even the appearance of either copyright infringement or plagiarism, permission must be received and the previous publication must be acknowledged in the new publication.

Parts of a Publication

Acknowledgements

For information such as grant support. In a designed document, placed after the final paragraph of regular text.

Appendices

Numbered (Arabic numerals) or lettered and titled. Placed after the regular text sections or any graphics and tables, but before the glossary (if present) and reference list.

Figures

Do not distinguish between photos, diagrams, charts, and other graphic illustrations—all are to be labeled as figures and numbered sequentially. Each figure must be cited by number, in order as referred to in the text, ahead of where the figure is placed on a page. Each figure must have a caption.

Spell out and capitalize “figure” in running text and in captions.

Example: (Figure 1) or See Figure 1.

When an illustration is not originally created by the author of the publication, the author must seek and receive permission to use it (unless it is copyright-free or available under certain Creative Commons licenses). If the author is not the creator of the illustration, the source must always be cited (typically as part of the caption). Cite the type of Creative Commons license when applicable.

Photos submitted for use in publications must be in as high a resolution as possible—generally 300 dpi, with a file size of about 1 Mb (1000 kb). Images copied from web pages are typically not high enough resolution to work in Extension publications.

Figure captions

All figures must have a basic caption consisting of a figure number, a short statement of what the figure represents, and an attribution (if the figure is from a source other than the author).

Put long discussions of a figure within the main text. Generally, captions should be complete sentences; aim for consistency within a publication. In manuscripts (the undesigned text document), each caption should be placed in its own paragraph, after the paragraph that contains the in-text reference to the figure. The designer will style captions during the design phase (in italics, except for scientific names which are set roman to contrast with the surrounding text). In a designed publication, captions are placed below or to the side of the figure.

Footnotes

Avoid footnotes; recast as needed to include the information within the paragraph where the footnote had been cited. (Consider putting the footnoted information in parentheses immediately after the sentence that had held the footnote citation.) Footnotes to tables are acceptable; place them immediately below the table so they are clearly part of the table.

Graphics attributions

On a single-author publication, if the author has supplied all the photos and illustrations, no graphics attribution is necessary unless the author wishes it.

For multi-author publications, the specific contributor of an illustration should be noted.

Non-author (“outside”) sources of any photos, graphs, charts, diagrams, or other graphical illustration must be cited.

Citations may be part of a caption or in a list similar to, and right after, the author listing as part of the indicia in a designed publication. The choice of location will be determined by space available in the design as well as the length and number of different attributions. For clarity, it is best to include specific attributions in the captions.

Index

An index is desirable for a long publication. CAHNRS Communications does not have any professional indexers on staff; generally it is up to the program funding the publication to hire an indexer.

Indicia

Included at the end of any numbered Extension publication; placed by the designer in the designed file. Official language is not subject to editing or changes by authors or editors.

Indicia includes: copyright notice, notice of nondiscrimination and methods of reporting discrimination, policy on use of trademarked names, year of publication, and publication number. The official pesticide statement must also be included if the publication was reviewed by the State Pesticide Coordinator.

Table of Contents

In general, fact sheets and shorter publications do not require a ToC. If a publication is long or has multiple chapters or levels of internal organization, then a ToC may be necessary.

Tables

All tabled material must be labeled as a table and numbered sequentially within a single publication. Each table must be cited by number, in order as referred to in the text. Each table must have a title. Full-page or multi-page tables may be placed at the end of a publication, ahead of any appendices, reference list, or indicia.

Spell out and capitalize “table” in running text and in captions: “See Table 1.”

Tables copied or adapted from other sources must be attributed to the original source. If the majority of a previously published table is used or the adaptation is minimal, authors must seek and receive permission from the copyright holder to use the previously published material.

Table titles

Every table must have a title consisting of a table number and a phrase describing the table contents. A table title is placed above the table.

Style

Style items noted here are exceptions to CMOs or WSU UP to suit WSU Extension publications and maintain consistency, simplicity, and clarity. WSU Extension has specific, professionally designed templates for numbered publications and these dictate basic design parameters such as type face (font) and size, number of columns on a page, placement of page numbers, etc. Authors may have a preference for styling something a certain way and may even believe it is a rule, not style or preference, but WSU Extension templates and branding requirements, this guide, CMOs, and WSU UP style take precedence.

Conflicting style rules specific to various disciplines (such as the International Committee on the Taxonomy of Viruses) will not be followed because our primary goal is to maintain consistency across the wide range of WSU Extension publications we produce.

Formatting

Bold

Bold new technical terms upon first use; supply a definition either in context at first use, in a sidebar, or in a glossary. Not every publication will have bolded terms. If there are any bolded terms, they should be included in a glossary (which may be just a short sidebar).

The publication title and section subheads may be bolded.

Bullet Lists

Use bullet lists sparingly but effectively for long lists of complex items. See CMOs 6.124 for considerations. Avoid running several series of bullet lists in a row, if possible.

Italics

Italics are preferred for emphasis in running text, but use them sparingly.

Italics are used for figure captions in designed publications (not necessary in the manuscript stage).

Italics are required for scientific names (Latin binomials: Genus and species).

Example: *Carduelis tristis* (American goldfinch).

Example: *Escherichia coli* O157 (Note: Use the letter O, in this case.)

Italicize a genus name when used alone to refer to the genus, but set the genus name roman and lowercase when using the term generically.

Example: ...testing for salmonella infection.

Italics (and headline case) are used in running text to denote publication titles and set them off from the surrounding text.

Example: Refer to the *Home Gardener's Guide to Soils and Fertilizers* (Cogger 2005) for a more in-depth discussion of soil texture, structure, drainage, and pH.

Italics are used in reference lists for names of journals and titles of books. Extension publications are analogous to parts in a series.

Example: Cogger, C. 2005. *Home Gardener's Guide to Soils and Fertilizers*. *Washington State University Extension Publication* EB1971E.
pubs.wsu.edu/ItemDetail.aspx?ProductID=13935&SeriesCode=&CategoryID=&Keyword=1971.

Levels of Outline

Use no more than 3 levels of organization within a shorter numbered publication (Headings/subheadings/sub-subheadings). Numbered publications that have chapters may have 3 levels within each chapter (total of 4 levels of outline).

Numbers

In general, spell out numbers one through ten in non-technical usage. However, when a publication is predominantly quantitative (or highly technical), use numerals instead of words to designate all numbers except those used in a non-quantitative manner (such as “in any one year”). One and zero are problematic because of their visual similarity in numeric form to letters (that is, “1” is easily confused with “l” or “I,” and “0” with “O”), so these are almost always spelled out.

Spell out numbers if they begin a sentence, or rewrite to avoid this situation.

Always use numerals with abbreviated units (also known as unit symbols): 3 oz, 14 lb, etc.

There is no period after unit symbols. Exception: where a period is needed to distinguish the symbol from the word “in.”

Example: Space bean seeds 3 in. apart in rows that are 12 in. apart.

Unit symbols are identical for singular and plural usage (do not add an “s”).

Example: Mix 1 lb of fertilizer and 10 lb of sand.

Do not use either single or double quotation marks to stand for feet and inches; use the unit symbols: ft and in.

Use standard English units; do not include metric units as well.

In a designed publication, keep numerals and their unit symbols on the same line; do not allow a line break to separate them.

Use the percent symbol with numerals in technical publications that have many numerals and symbols; spell out “percent” otherwise. Maintain consistency on this within a single publication.

Trademark ™ or Registered ® mark (“service marks”)

“There is no legal requirement to use these symbols, and they should be omitted wherever possible.” —CMoS 8.152.

The following disclaimer is included as part of the indicia already: “Trade names have been used to simplify information; no endorsement is intended.”

Underlining

Avoid the use of underlining within running text to prevent confusion with URLs or hyperlinks in text.

Grammar

Active vs. passive voice

Passive voice, per se, is not a grave error to fix or always avoid. It may be the correct construction for the communication goal or context.

Active voice. The subject of the sentence does the action.

Example: Billy made many mistakes.

Passive voice: The subject of the sentence is acted upon but the actor is unknown.

Example: Many mistakes were made.

It would be more helpful (perhaps) or interesting (perhaps) in this case if the party responsible for the mistakes were named. In some cases, however, the actor is truly unknown. In other cases, the actor is irrelevant and the passive voice may have more impact.

Point of view (narrative mode)

Consistency is important: maintain a single point of view (PoV) within a paragraph, at a minimum. Second person PoV (“you”) is appropriate when giving instructions. Third person PoV (“he, she, it, they”) is more appropriate to, and typical of, general discussion. For more information, visit www.ncbi.nlm.nih.gov/books/NBK993/#A244.

Punctuation

Comma

Use a comma after each element in a series, including right before the ending conjunction (“Oxford” or serial comma).

Do not use internal commas with the “not only...but also” construction.

Example: Some understanding of plant pathology is therefore not only illuminating but also essential to the training of Master Gardener volunteers.

En-dash

Use between crop names when listing a crop rotation sequence.

Example: winter wheat–spring barley. (keyboard number pad shortcut: Alt + 0150).

Do not use an en-dash between numbers in constructions using “from” or “between;” instead use the word “to” or “and.”

Example: Blueberries require a soil pH ranging from 4.5 to 5.5 to avoid iron deficiency.

Example: Water lawns between 6 and 10 AM and between 4 and 8 PM to limit mold problems.

Example: Space onion sets 4–6 in. apart in rows spaced 12–15 in. apart.

Note that “from...to” indicates a continuous span containing the stated end points, but “between...and” indicates any portion between the end points and does not include the end points. That is, “from 4 to 6 pm” means starting at 4 and continuing until 6, but “between 4 and 6 p.m.” means any time or portion of time after 4 but before 6.

Em-dash

Use as an alternative to parentheses or commas, to set off an amplifying or explanatory element in most Extension publications. For electronic newsletters, use two hyphens instead because an em-dash doesn’t translate well into HTML. For press releases, use a space plus two hyphens and another space (per AP Style).

Hyphenation

See www.chicagomanualofstyle.org/16/images/ch07_tab01.pdf or check the word at www.merriam-webster.com/.

Period

Put inside quotation marks. Use after a URL at the end of a sentence or at the end of a reference citation.

Quotation marks (double)

Use double quotation marks around “quoted words, phrases, and sentences run into the text” (CMoS 13.28). See CMoS 7.55 for use of “scare quotes” (quotes used to denote unusual phrasing).

Quotation marks (single)

Use single quotation marks for quotes within quotes. Do not use single quotation marks around unusual terms (use double quotation marks) or around terms to be defined (bold these at first use if they are included in a glossary or are specifically defined in the text).

Use single quotation marks around plant variety names in running text as shown.

Example: The hybrid *Agastache* ‘Apricot Sunrise,’ best grown in zone 6, mingles with sheaves of cape fuchsia (*Phygelius* ‘Salmon Leap’).

But, do not use single quotation marks when cultivar names are written alone (without the species name), unless their absence would be confusing.

Example: Era is a widely grown cultivar of wheat.

Example: *Hedra helix* L. 'Chicago' is a popular ivy.

Capitalization, Compounds, and Spelling

Alphabetizing

Ignore an ampersand (and other symbols) when alphabetizing phrases.

Capitalization

Capitalize “Extension” but lowercase positions/job titles within Extension: agents, educators, specialists, etc.

Capitalize members of formal Extension groups: Master Gardeners (but Master Gardener volunteers), Watershed Stewards, 4-H Councils, etc.

Capitalize the words “figure” and “table” when specifying numbered figures and tables (contrary to CMoS).

Example: See Figure 1 and Table 2.

Capitalize registered trade names.

Example: Roundup.

Capitalize the in-common term when listing multiple proper nouns.

Example: Whitman and Spokane Counties.

Capitalize the word “state” in “Washington State” just as you would capitalize “river” in “Columbia River” (per CMoS 8.50 but contrary to WSU style).

Compound words

Style compounds open or closed per Merriam-Webster Online (www.merriam-webster.com/) or the latest edition of the printed dictionary. For items not included in the dictionary, consult CMoS: www.chicagomanualofstyle.org/16/ch07/ch07_toc.html.

See also the CMoS hyphenation table:

www.chicagomanualofstyle.org/16/images/ch07_tab01.pdf.

Scientific names

Genus and species together constitute the formal scientific (Latin binomial) name for plants and animals. The genus is always capitalized and species is always lowercase. Italicize both genus and species when given together. Italicize the genus when used alone in speaking of the genus; set the genus roman when used generically.

Example: *Verticillium dahliae* is the cause of Verticillium wilt.

Use the whole scientific name at first use in running text and captions; abbreviate to “*Genus* sp.” (singular) or “*Genus* spp.” (plural) in subsequent use.

Example: *Carduelis tristis* (American goldfinch).

Spelling

Follow Merriam-Webster Online or the latest edition of the printed dictionary, unless specified in the WSU Editorial Style guidelines: brand.wsu.edu/editorial/style.

Use the more common variant (the first listed) if more than one spelling is given.

Abbreviations

Spell out abbreviated terms at first use in running text; include the initialism in parentheses if it is used again in the publication. Do not use *both* the spelled out version and the initialism (in parentheses) in headlines. Exception: It is not necessary to include “(WSU)” after spelling out Washington State University at first use.

Example: Washington State Department of Energy (DOE).

For state agency abbreviations, see: www.doh.wa.gov/ehp/rp/factsheets/factsheets-htm/fs50acro.htm.

See also: www.k12.wa.us/siteinfo/glossary.pdf.

4-H’ers *not* 4-Hers or 4-H’rs

AWN. Agricultural Weather Network “AgWeatherNet”

CBB. Center for Bioproducts and Bioenergy

CMEC. Composite Materials and Engineering Center

CPAS. Center for Precision Agricultural Systems

CSANR. Center for Sustaining Agriculture and Natural Resources

IBC. Institute of Biological Chemistry

IMPACT. International Marketing Program for Agriculture Commodities and Trade

NIFA. National Institute of Food and Agriculture (formerly CSREES)

REC. Research and Extension Center

USDA. United States Department of Agriculture

WMEL. Wood Materials and Engineering Laboratory (within the Composite Materials & Engineering Center)

Names and Terms

Washington State University [county name] County Extension on first mention & in headlines and titles. Can be abbreviated to [county name] Extension after first mention.

Washington State University Extension or WSU Extension, not WSUE (unless the phrase is used so many times that it's obnoxious to wade through). Better solution: recast sentences to eliminate the problem.

WSU Branch Campus, Department, Research Unit, and Facility Names

Do not hyphenate (except "Tri-Cities")

WSU Pullman

WSU Spokane

WSU Tri-Cities

WSU Vancouver

College of Agricultural, Human, and Natural Resource Sciences (CAHNRS)

(Double check for the latest names and links at cahnrs.wsu.edu/sitemap/.)

Agricultural and Food Systems Program

Department of Agricultural and Food Systems

Department of Animal Sciences

Department of Apparel, Merchandising, Design and Textiles (AMDT) (Note lack of serial comma.)

Department of Biological Systems Engineering

Department of Crop and Soil Sciences

Department of Entomology

Department of Horticulture

Department of Human Development

Department of Natural Resource Sciences

Department of Plant Pathology

Institute of Biological Chemistry

Integrated Plant Sciences Program

Molecular Plant Sciences Program

School of Economic Sciences

School of Food Science

School of the Environment

WSU Agricultural Research Center (WSU ARC)

WSU Cook Agronomy Farm

WSU Colockum Research Unit
WSU Eggert Family Organic Farm
WSU Extension
WSU Extension Energy Program
WSU Goss Turfgrass Research Farm (Puyallup REC)
WSU Irrigated Agriculture Research & Extension Center, Prosser (IAREC)
WSU Lind Dryland Research Station
WSU Long Beach Research & Extension Unit
WSU Northwestern Washington Research & Extension Center, Mount Vernon (NWREC)
WSU Northwestern Washington Vegetable Research & Extension Center, Mount Vernon
WSU Organic Farm (was the WSU Organic Smart Farm)
WSU Othello Research Unit
WSU Palouse Conservation Field Station
WSU Plant Growth Facility
WSU Pullman Plant Growth Facilities
WSU Puyallup Research & Extension Center
WSU Spillman Agronomy Farm
WSU Tree Fruit Research & Extension Center, Wenatchee (TFREC)
WSU Turfgrass and Agronomy Research Center
WSU Tukey Horticultural Orchard
WSU Wilke Research and Extension Farm

State Agencies

See access.wa.gov/agency.

Washington State Department of Agriculture (WSDA)

Washington Department of Ecology (WECY, “Ecology” for short)

Washington Department of Fish & Wildlife (WDFW) (Note, not the Washington *State* Department of F&W.)

Washington State Department of Health (WDOH)

Washington State Department of Natural Resources (DNR)

Washington State Department of Transportation (WSDOT)

Federal Agencies

“USDA wishes to strengthen its brand by eliminating agency-level branding. When acknowledging NIFA in any and all of your materials, printed or digital, use the current ‘NIFA Identifier’ (USDA logo with both agency and department names spelled out). These can be found on the NIFA website: www.nifa.usda.gov/about/offices/nifa_logo.html. Instructions and answers to Frequently Asked Questions can be found on this page as well.”

Specific Personnel Names

Joshua “Josh” Paulsen, Director, CAHNRS Communications

Richard T. Koenig, Professor and Interim Chair, Department of Crop and Soil Sciences
Associate Dean and Director, WSU Extension

Ron Mittelhammer, Interim Dean, CAHNRS

T. Randel “Randy” Baldree, Director of Extension Agriculture and Natural Resources Unit

Usage

Bias-Free Language

Do not use the pronoun “he” generically to represent a group of people, unless all people in the group self-identify as male. Use more inclusive language, including “he or she,” “she or he,” or “they” even in a singular construction.

Problematic Words and Phrases

Also see this list of agricultural terms and their definitions: news.cahnrs.wsu.edu/agricultural-style-guide-for-journalists/

4-H’ers. Always hyphenated. Not 4-Hers nor 4-H’rs.

and/or. Avoid. In most cases, either *and* or *or* is correct. When a choice cannot be made, use “X, Y, or both.”

Columbia Basin. Capitalized; it’s a recognized geographical region within the state.

data. Use in a plural rather than singular sense because Extension publications should convey scientific expertise. (Singular is conventional for a non-technical audience.) Use the phrase “data set” or “data point” for a singular construction, if it makes sense in context.

eastern Washington. Not capitalized; like other compass-point references to regions of the state.

e.g. *exempli gratia*, for example. Often confused with **i.e.** (“that is”). Best avoided—either use “for example” or a similar phrase, *or* use “etc.” at the end of a list. (Note: do not use both e.g. and etc. together—that is redundant.) May be used in very technical publications, but verify that the correct abbreviation is used.

farmers market. In the sense of a market full of farmers, but not belonging to them. See grammar.quickanddirtytips.com/grammar-apostrophes.aspx.

flier. For a handbill or paper handed out. Preferred over “flyer,” per AP. CMoS doesn’t seem to have an opinion on this one. Merriam-Webster lists “flyer” as a variant of “flier” so let’s use the non-variant. (But “flyer” is more common in British English.)

foodborne. One word.

forest owner. Open even as an adjective phrase. (It’s become a standard phrase in our materials.)

herb, herbaceous, herbicidal, herbicides. Preceded by “an” not “a” (because the aitch is silent).

i.e. *id est*, that is. Often confused with e.g. (“for example”). Best avoided—use “that is,” “in other words,” or a similar phrase. May be used in very technical publications, but verify that the correct abbreviation is used.

landowner. One word. (Contrast with “forest owner” which is open.)

management of vs. management for. In discussions of pest management, it is *management of a problem* (the problem being the pest); therefore, the phrase should be “Management of [flea beetles].... (“Management for” could be misinterpreted as managerial skills for pests.)

non-. Check dictionary (www.merriam-webster.com) for construction (open, hyphenated, or closed).

north central Washington. Not capitalized; no hyphen.

Washington State or the state of Washington. (Per CMoS 16, but contrary to WSU University Printing which would style it “Washington state” to avoid any possible confusion between a reference to the state or the university.) Capitalize “state” when it is part of the proper noun, and lowercase “state” in the second construction shown. (Similarly: Whitman County, Columbia River, etc.)

western Washington. Not capitalized; like other compass-point references to regions of the state.

year-round. Hyphenated in all forms.

Reference Citations

For reference lists, generally follow CMoS, but don’t use quotation marks to set off a title. Note: Simpler is better when formatting reference citations and consistency within a single list is crucial. If CMoS doesn’t have an exact example to follow for a particular type of publication, find an example that is approximate and mimic that.

The point of each entry in a reference list is to make sure a reader can find that reference. Therefore, it is more important that an entry be complete rather than styled exactly like another entry.

Basic Structure of a Bibliography Entry

(CMoS 14.16) “In a bibliography entry the elements are separated by periods; the facts of publication are not enclosed in parentheses; and the first-listed author’s name, according to which the entry is alphabetized in the bibliography, is usually inverted (last name first). ...titles

are capitalized headline-style unless they are in a foreign language; titles of larger works (e.g., books and journals) are italicized; and titles of smaller works (e.g., chapters, articles) or unpublished works are presented in roman. Noun forms such as *editor*, *translator*, *volume*, and *edition* are abbreviated, but verb forms such as *edited by* and *translated by*... are spelled out in a bibliography.”

Basic Elements: [Author name(s)]. [date]. [Title]. [Place of Publication: Publisher.] [URL.]

Examples, in-text:

Compost will also increase soil organic matter, release other nutrients, and provide a source of slow-release nitrogen for subsequent years (Hargreaves et al. 2008).

For more information on individual cover crops, refer to the Sustainable Agriculture Network’s handbook, *Managing Cover Crops Profitably* (Clark 2007).

Examples, reference list entries:

Hargreaves, J.C., M.S. Adl, and P.R. Warman. 2008. A Review of the Use of Composted Municipal Solid 16 Waste in Agriculture. *Agriculture, Ecosystems, and Environment* 123: 1–14..

Clark, A., ed. 2007. *Managing Cover Crops Profitably*, 3rd edition. Beltsville, MD: Sustainable Agriculture Network. <http://www.sare.org/publications/covercrops/covercrops.pdf>.

Access Dates

Per CMoS Section 14.7, access dates for electronic sources are of limited value, so do not include them. If a Last Modified date is available (see **Dates of web pages**), include that as the reference date.

Dates of Web Pages

Check each URL an author includes in a manuscript. If there is no date listed on the web page, try opening the page in Firefox, then enter “`javascript:alert(document.lastModified)`” in the address bar. This method sometimes provides the last modified date, which you can use for the reference list date. This is not an access date. Use “n.d.” in in-text citations and reference lists.

Extension Publications

In reference lists, style like periodicals, with *X University Extension Publication* analogous to the journal name (in italics) and the publication number as the journal issue number (set roman). There is no need to specify either the place of publication or what type of Extension publication it is (fact sheet, manual, etc.).

For PNW publications, it is not necessary to cite all three universities in the cooperative. Include only the full name of the first university listed on the cover, which will be specified as the copyright holder in the indicia.

Examples:

Angima, S., M. Noack, and S. Noack. 2011. Composting with Worms. *Oregon State University Extension Publication EM9034*. Oregon State University.
ir.library.oregonstate.edu/xmlui/bitstream/handle/1957/23949/em9034.pdf.

Fitzgerald, T. 2010. Gardening in the Inland Northwest. *Washington State University Extension Publication MISC0304*. Washington State University.
pubs.wsu.edu/ItemDetail.aspx?ReturnTo=0&ProductID=14405.

Neher, O.T. and J.J. Gallian. 2013. Powdery Mildew on Sugar Beet: Importance, Identification, and Control . Pacific Northwest Extension Publication PNW643. University of Idaho.
<https://pubs.wsu.edu/ItemDetail.aspx?ProductID=15590&SeriesCode=&CategoryID=&Keyword=643>.

Note that for Pacific Northwest Extension publications (“PNWs”), it is not necessary to cite all three universities in the cooperative. If the publication can be found online, then cite the host university; if found in hard copy, cite whichever university is cited as the copyright holder in the indicia. If not found at all, omit the publisher.

Forthcoming

“Forthcoming” can stand in place of the date in references to Extension publications that have been titled and numbered but have not been released yet. (Check with Lagene Taylor; generally this means near the end of, or past, the editing stage.) Publications that are simply planned or in process but not yet through the peer review stage cannot be cited.

Example: Butler, G. Forthcoming. How to Win Everything. *University of Belize Extension Publication 0001*.

In-text Citations

Use author-name style to cite references in running text.

Example: (Smith 2004).

In-text Titles of Publications

In running text, set publication titles in Headline Case and italicized, regardless of the type of publication. Include the standard reference citation (Author name date) after the title. Any publication mentioned in running text must be included in the References (or Further Reading) list.

When a publication is available online, the first use of a publication’s title in running text should be a hyperlink to the publication.

Example: Refer to [Home Gardener’s Guide to Soils and Fertilizers](#) (Cogger 2005) for a more in-depth discussion of soil texture, structure, drainage, and pH.

Multiple Websites by the Same Author(s)

Distinguish with an (a), (b), (c) as necessary. Alphabetize by date (if available) or by web page title.

Example:

WSU Small Farms Team n.d. (a). Composting. Washington State University. smallfarms.wsu.edu/soils-compost/composting.html.

—— n.d. (b). Drip Irrigation. Washington State University. smallfarms.wsu.edu/crops/irrigation/index.html.

Out of Print Materials

Allowed in a reference list, but should be avoided in Further Reading lists. Include [out of print] at the end of the reference citation. Date on which something went out of print is not necessary. For WSU Extension publications from 2005 or before, please mark them as out of print – they are in the process of being culled (a revision may be pending, but that won't affect the status of the older version).

Example:

Antonelli, A. J., R.S. Byther, S.J. Collman, R. E. Thornton, and R. Van Denburgh. 2007. Home Gardens. *Washington State University Extension Publication* EB0422. Washington State University. [out of print].

Personal Communication; Unpublished Data

In contrast to CMoS 15.48 which says, “Reference list entries are unneeded, though each person cited must be fully identified elsewhere in the text.” Include this information in the reference list, not as a footnote. This will probably be an incomplete reference list citation, but list as much information as is available.

Example: The ingestion of protein may increase bee susceptibility to some pesticides; beekeepers' reliance on pollen substitutes may also make adult bees more susceptible to decline (Geraldine Wright, unpublished data).

Wright, G. n.d. Reader in Neuroethology. Institute of Neuroscience, New Castle University, Newcastle-upon-Tyne, England.

Reference and Further Reading Lists

List entries in alphabetical order, by author's last name. One list per publication. Exception: In cases where a suggested reading list is justifiably distinct from the cited references and a separate list would be helpful rather than confusing and more work for readers, put *Further Reading* in a sidebar, *not* immediately adjacent to the *References* list. If a publication is cited by name in running text, it should be in the reference or further reading list.

University websites

In reference lists, alphabetize by [University name, abbreviated] [department or unit name] if no author names are provided. Spell out the university name as the publisher.

Examples:

WSU Extension. 2013. *Hortsense: Home gardener fact sheets for Managing Plant Problems with IPM or Integrated Pest Management*. Washington State University. pep.wsu.edu/hortsense/.

WSU Small Farms Team. n.d. Drip Irrigation. Washington State University.
smallfarms.wsu.edu/crops/irrigation/index.html.

URLs

Whenever possible, include a URL or DOI (digital object identifier; similar to a URL but considered more permanent) for the publication in a reference list. Include a closing period at the end of the URL or DOI (to close the citation).