



**CORETEXT**

CONTENT MATTERS

UPDATED FEBRUARY 2022

# GRDC *GroundCover*<sup>TM</sup> STYLE GUIDE

## GRDC editorial style guide

### SPELLING

Spelling from the *Macquarie Dictionary* is to be used as standard, unless words are specifically listed in this style guide.

Use Australian spelling – ‘s’ not ‘z’ in ‘organisation’, ‘globalisation’, ‘criticise’, ‘analyse’ and so on – BUT adhere to a particular organisation’s spelling of its own name (for example, World Health Organization, Fertilizer Industry Federation of Australia). ALSO: signalled, travelled, modelled (rather than signaled, traveled, modeled); focused (not focussed); ageing (not aging); judgement (not judgment).

### GRDC NAMING CONVENTIONS

**New style (as of September 2018):** It is “GRDC”, no longer “the GRDC”

**Publication titles:** *GroundCover*<sup>TM</sup>, *GroundCover*<sup>TM</sup> *Supplement*

### GRDC TERMINOLOGY

**Chemical rates:** All references to chemical rates must be checked by an expert, specifically rates that growers/researchers are using, products they are using on particular weeds/crops and combinations of the above. GRDC does not want to encourage ‘off-label’ (unregistered) use of chemicals or low rates of use (leads to herbicide-resistant weeds), among other things

**Grower:** Always use “grower” not “farmer”

**Investment:** GRDC does not use the words “fund”, “funding” or “funded” – GRDC is an investor/partner – GRDC now uses “the investor”, “investment”, “investing”, “invested”

#### **No-till versus zero-till:**

- multiple tillage – multiple passes; formerly conventional cultivation;
- reduced tillage – one till pass before seeding with a full cut;
- direct drill – one pass seeding with full cut;
- no-till – one pass seeding with a narrow/knife point with less than full cut; and
- zero-till – one pass seeding with disc openers.

**Plant Breeder’s Rights:** The superscript symbol “<sup>Ⓛ</sup>” must be used at the end of all variety names to which these rights apply (for example, Suntop<sup>Ⓛ</sup>, PBA Pistol<sup>Ⓛ</sup>), as per the PBR database. Names must also be written in full as listed in the PBR database (details below).

**Registered trademarks:** need to be used with commercial herbicide names (for example, Roundup<sup>®</sup>)

**TEXT**
**General:**

- All copy is generally in the present tense, except if reporting a particular moment in time, for example someone's speech at the launch of a book or at a conference. People's comments can generally be regarded as having some currency and longevity, therefore use of the present tense is fine.
- For consistency, prefer "[quote]," Dr Smith says' to "[quote]," says Dr Smith' (which is close to saying 'says he'/'says she'), unless you are going on to describe Dr Smith, for example "[quote]," says Dr Smith, who is leading the project to identify ...' or "[quote]," says Dr Smith, director of the Nanotechnology Institute ...'
- Disease names that begin with a genus are to have the first letter capitalised (e.g. Botrytis grey mould). All other disease names are to be lower case – except where at the beginning of a sentence (e.g. barley yellow dwarf virus, stripe rust)

**GRDC style preferences:**

- Over – as in “over 90,000 people attended”; use “more than”
- About/around – “about \$40,000” NOT “around \$40,000”
- Currently – usually unnecessary
- Last/past – last means very last, “over the past year” means the one just ended
- Do not use “per annum” – use “per year”
- Do not use “thus” or “hence”
- “as” or “due to” are preferred to “because”
- “undertook” is preferred to “did”
- Do not start sentences with “And” or “Because”
- Round brackets for insertions/edits in direct quotes, not square

**Abbreviations:**

- NSW, SA, NT and WA are OK, but do not abbreviate Victoria, Tasmania, Queensland
- Do not use contractions such as wasn't, isn't, doesn't, can't, it's, EXCEPT in direct quotes and the farm management series (follows six growers over the year)
- Do not use eg (or e.g.) or ie, spell out “for example” and “that is”
- GM OK without spelling out at first mention – fine in headlines
- R&D OK; RD&E needs to be spelt out at first mention (research, development and extension)
- Do not use ampersands (&), spell out “and” in all content (unless it is part of an organisation/product name)

**Authors:**

- When there are multiple authors, only include their names and titles in the byline (i.e. no organisations). Author names separated by a comma, no 'and'.

**Break-out stories:**

- Break-out stories should be able to 'stand alone' as stories, therefore all 'spell-out-at-first-mention' rules apply

### Bullet style is as follows:

- **item a;** (lower case first letter, semi colon at the end of the phrase)
- **item b; and** (second-to-last item semi colon followed by word “and”)
- **item c.** (full stop at end)
- unless the bulleted list follows a heading (perhaps a numbered heading, with no colon at the end), in which case each bulleted point ends in a full stop since the list cannot be considered one sentence.

**Style exception:** the style of ‘Key points’ in *GroundCover*™ is to have no punctuation at the end of each dot point

### Captions:

- Full stop where they are sentences, no full stop for just names
- For the content of the caption, follow the format (where possible): who/what, where, statement. (Depending on the purpose for the image – there is flexibility here.)
- Credits are to be in sentence case followed by colon – e.g Photo: Jane Doe, or Source: John Smith

### Dashes:

- Use spaced en-dashes ( – ) in text

### Dates:

- Unspaced en dash between span of years and months (2004–08, March–May)
- Unspaced hyphen between adjacent years, (2005-06, 1999-2000)
- Write dates as day month year (with no commas)– 1 November 2004

### Ellipsis

- Spaced ellipsis ( ... ) – space on either side, “after a pause ... the fish jumped”

### Genes:

- Genes are to be written in italics (for example, *Sr25*, *Lr19*)
- Italicise the names of specific and scientific genes, but where common usage or colloquial names italics not needed
- Italics for name but not multiple genes indicator, e.g. *Ustilago* spp.

### Headings and precedes:

- Headings in sentence case
- No full stop at the end of precedes
- No PBR symbol in main headline – OK in precede
- No abbreviations, for example WANTFA, DPI etc – EXCEPT if space is an issue
- Break-out stories – these should be able to ‘stand alone’ as stories, therefore all ‘spell-out-at-first-mention’ rules apply

### Hyphenation:

- No ‘hanging’ hyphens – for example, “short and long-term” NOT “short- and long-term”; similarly “two to three-year”

### Measurement:

- Spell out at first use in an article (millimetres, centimetres, kilometres, hectares etc.) then subsequent use is abbreviated (mm, cm, km, ha – no space between figure and unit of measurement); always singular (“3km” NOT “3kms”)
- °C (not ‘degrees centigrade’)  
21°C to 25°C (not 21 to 25°C)  
minus 25°C except in tables (use en-dash with a space: – 25°C)
- MWh = megawatt hour(s)
- Convert all measures to metric measurements – except for farming equipment, which if it’s already in imperial, leave as is but provide metric measurement as well)
- Metric conversion (ha):  
1 hectare (ha) = 10,000 square metres  
1 hectare (ha) = 2.471 (2.5) acres  
1 acre = .4047 (.4) hectares
- Metric conversion (to tonnes):  
1 US ton = 2000lb ≈ 907.18474kg (or 0.9 tonne)  
1 [metric] tonne = 1000kg ≈ 2204lb  
to convert US tons to tonnes multiply by 0.9

### Money

- \$400 – if no letters = Australian dollars
- US\$800, C\$800 [Canadian] – include conversion to Australian dollars in brackets (A\$----) after any mention of other currency figure
- converting currencies – for example, US\$ to A\$ use <http://www.xe.com/ucc/>
- cents always written out – 19 cents, not 19c or 19¢
- 19 euros (€) and thereafter €19

### Names and titles:

- Individuals’ names to be written in full (including title such as Dr or Professor, but not Mr or Ms) at the first mention and then the title and surname thereafter. For example: "Dr Joan Smith and Joe Bloggs worked together on the project. Dr Smith and Mr Bloggs found that ..."

**Style exception:** If the article is a ‘profile’ of one grower, use full name at first mention and first name only thereafter. For example: “Joan Smith is a grower from Wagga Wagga, NSW. Joan farms with ...”

- Do not abbreviate Professor or Associate Professor, always write out in full
- Titles not capitalised – “executive officer”, “manager wheat and barley breeding”
- “Southern Panel chair”; “from GRDC Northern Panel” BUT ‘northern region grower’, ‘in the southern [grains/growing] region’

### Numbers:

- One to nine spelled out, 10 onwards written as figures
- For a measurement with number below 10 (and after first mention) – use numerical + abb (e.g. three kilometres, then 3km)

- The word 'to' between figures/numbers (150 to 180mm; not 150-180mm or 150–180mm)
- 1000s – no comma for four-digit numbers, use commas for five-digit numbers (ie 10,000)
- Fractions sometimes OK eg, “an eight-year-old tree, an 8.5-year-old tree and a nine-year-old tree were selected...”
- "per cent" (two words) to be used, not % (except in breakout quotes, fact boxes and graphics where % can be used)
- Phone numbers to be written as: 02 6166 4500, 0488 111 222

### Plant Breeder's Rights (b)

- All variety names must be checked in the Plant Breeder's Rights database ([http://pericles.ipaustralia.gov.au/pbr\\_db/](http://pericles.ipaustralia.gov.au/pbr_db/)) and names are to be written as they are listed in the database. For example: it is “PBA HatTrick<sup>(b)</sup>” not “HatTrick”
- Add superscript symbol (<sup>(b)</sup>) to varieties that are 'Accepted' as well as 'Granted' but NOT 'Terminated' or 'Cancelled' (no space between name and superscript symbol)

### More information:

- NOT “For more information” just ‘More information:’
- No ‘Ph’ or ‘Tel’ or ‘Mobile’ or ‘Email’ – just list information in following order: person's name (with title), landline, mobile, email address, web address. For example: ‘More information: Dr John Passioura, 08 9847 9809, john.passioura@csiro.au’

Content order (with semi-colons between people): “More information: [person's name], [company name], [phone number], [email address], [website]; [person's name], [company name], [phone number], [email address], [website]”

### Quotations:

- Double quotation marks for quoted speech; single quotation marks for ironic or colloquial use of words or quotes within quotes – for example, “Coca-colonisation and the ‘diabesity’ epidemic ...”

### Resources:

- Additional resources can be included at the bottom of the webpage. No more than 3 sources (unless necessary to the article or reader information)

### Rotations:

- Crop rotations are to be written as: wheat/canola/wheat

### Trademarks

- Registered trademark symbols (®) (in superscript) are to be used on all legally registered chemicals/products etc. They are to be used in all references to the trademarked name, not only in the first instance. For example: “The impact of Treflan<sup>®</sup> and Boxer Gold<sup>®</sup> was tested. Researchers found that Boxer Gold<sup>®</sup> ...”

### Websites/email addresses

- Drop 'http://' and 'https://' IF the browser can find the site without it. (If the browser does not recognise the site without it, retain it.)
- Also drop 'www' if the url works without it – i.e. the GRDC website can be written as 'grdc.com.au'. For external sites, only retain 'www' if the site does not work without it.
- Omit the '/' on the end of web addresses – 'google.com' NOT 'google.com/'
- ONLINE: Hyperlinks should be embedded in text, no urls or 'click here'

- Okay to link to external sources/sites, as long as it is useful and relevant to the story
- PRINT: In sentences, web addresses are best placed in brackets – “... at the FWPA website (fwpa.com.au)” is better than “go to the FWPA website at fwpa.org.au”
- Email addresses are always all lower case; capital letters are superfluous

## FORMATTING

### ‘GRDC Code’ & ‘More information:’

GRDC Code DAV00062 No colon

GRDC Codes DAV00062, DAQ00049 Multiple codes, no ‘and’

More information: Dr Joan Smith, 03 5333 1111, joan.smith@dpi.vic.gov.au

- “Key points” box – no colon after “Key points” heading; each point starts with a capital letter, no full stop or semi colon at the end
- “Continued: Page 3” or “Feature: Page 8” or “Seaweed production from salt farm dams: Page 25”

### Source

- Source credit to be in sentence case followed by a colon – e.g. Source: DPIRD
- Source: ‘Name of fact sheet’ (2019) GRDC fact sheet

## GRAPHICS

- All graphics (diagrams, graphs, tables) must include a title, appropriate axis and legend labels, and a source.

### Figures and Tables

- Headings must include proper punctuation, including at end.
- Headings have figure/table in sentence case, followed by a colon, e.g:
  - Figure 1: The operating model of farms.
  - Table 2: Number of pesticides used.
- If there are multiple sections to a graphic they are to be labelled with lowercase letters, ie a), b) etc. In text references are also to be in lowercase, i.e. see Figure 1a.

**NOTE:** please check Australian and state department names at their current websites

**2,4-D** = a herbicide

**21st century**

## A

**adult plant resistance (APR)** – resistance to rust and fungal diseases

**adviser** – not advisor

**agribusiness** – one word

**agrichemical**

**agroforestry** – one word

**airseeder** – one word

**albus lupins**

**alfalfa mosaic virus** – no capitals

**alpha-linolenic acid** – an omega-3 fatty acid (note hyphen)

**alsike** – not capitalised

**Agricultural Production Systems sIMulator (APSIM)** – a model to simulate biophysical processes in agricultural systems, particularly as it relates to the economic and ecological outcomes of management practices in the face of climate risk

***Arabidopsis*** – italicised

**arrowleaf clover** – not capitalised

**Ascochyta** – capitalised (although if it's Ascochyta blight, don't capitalise blight)

**atrazine**

**Australian Hard (AH)**

**Australian Premium White (APW)**

**Australian Prime Hard (APH)**

**Australian Standard White (ASW)**

**Australian Standard White Noodle (ASWN)**

**Australian Premium Durum (APDR)**

**Australian Premium White (APW)**

**Australian Standard Wheat (ASW)**

**Australian Standards** – e.g AS2628-2010 (no space)

**autosteer** – one word

**avirulent** = no longer virulent

**awnless barnyard grass (ABG)**

## B

***Bacillus thuringiensis (Bt)***

**backplain** – one word

**bacterial blight** – not capitalised

**Bahia grass**

**balansa clover** – no capitals

**balaustium mite** – not capped

**barley yellow dwarf virus** – not capitalised

**barnyard grass**

**bean leaf roll virus** – no caps; BLRV

**beat sheet** – two words

**benchmarked, benchmarking**

**benefiting, benefited** – NOT benefitting, benefitted

**beta-glucan** – as in “high beta-glucan levels in oats and barley”

**biannual** – not hyphenated

**biocontrol** – one word

**biodiesel**

**bioeconomy**

**bioenergy**

**biofactory, biofactories**

**biofuels** – not hyphenated

**biomass**

**biosecurity** – not hyphenated

**Bipolaris** = common root rot

**biserrula** – not capitalised

**black-earth** [soils]

**blackleg** [infection] – not capitalised

**BlacklegCM app** – a tool to help growers with blackleg disease management

**blue-green aphid** – hyphenated

**blue oat mites**

**black spot** – two words

***Blumeria graminis hordei* (Bgh)** – the pathogen that causes barley powdery mildew

**Bobwhite** – a wheat cultivar; not grown commercially but used in GM work in Australia and overseas; one word, no PBR

**boomspray** – one word

**Botrytis grey mould (BGM)** – capital B

**box seat**

**break crop** – noun, not hyphenated

**broadacre** – one word

**broadleaf** [weeds] – one word

**brome grass**

**bryobia mite** – not capped

**budworm** [caterpillar]

**burgundy bean** = a pasture legume

**Business Activity Statement (BAS)**

**butterfly pea** = a pasture legume

## C

**Caatinga stylo** = a pasture legume; cap ‘C’ as Caatinga is a type of vegetation and an eco-region in Brazil

**calcareous**

**caltrop** – a weed, not capitalised

**carbon dioxide** – write out at first mention, thereafter CO<sub>2</sub>

**carbon dioxide equivalent** = CO<sub>2</sub>-e

**carryover** – as in “to increase their yield and reduce risks of carryover that may affect subsequent crops”

**cashflow**

**Central Queensland (CQ)** – capped

**CENTURIES** – write as 20th century, 21st century etc, not ‘twentieth’, not ‘Century’

**cereal cyst nematode (CCN)**

**cereal yellow dwarf virus (CYDV)** – not capitalised

**Cercospora leaf spot** – capital ‘C’ (*Cercospora* is a genus)

**Cesar Australia** – now Cesar Australia (used to be **cesar**, a company that used to be called CESAR Consultants <http://cesaraustralia.com/>)

**chair** – is preferred to “chairman” or “chairperson”

**chaser bin** – two words

**chemigation** – the application of herbicides and pesticides via irrigation water

**chickpeas** – (noun) one word, plural, “chickpeas boost soil nitrogen); but chickpea (adjective), “chickpea varieties”, “chickpea flour”, “chickpea markets”; types include desi and kabuli

**chocolate spot** – not capitalised

**chutes** – when relating to farm machinery, e.g. feeding chutes

**Claymate** – machine developed specifically for clay spreading

**cloud-band** – as in “cloud-band activity”

**cocksfoot** – not capitalised

**coeliac**

**co-existence**

**colorectal** (cancer)

**Colwell P** = a test for the amount of phosphorus in a soil

**Colletotrichum crown rot** = crown rot caused by *Colletotrichum trifolii*

**common root rot** = *Bipolaris*, *Bipolaris sorokiniana*

**controlled traffic** but **controlled-traffic farming (CTF)**

**cooperation, cooperative** – but co-op in the case of a grower’s co-operative

**coordination, coordinator**

**corn** – do not use “corn”; in Australia it is maize

**COVID-19** – max caps, hyphen

**Cowpea** = a pasture legume

**CRC** = Cooperative Research Centre; spell out at first reference

**crop topping** – no hyphen

**crossbred** – one word

**crown rot** – a plant disease; there is more than one strain, one is *Fusarium pseudograminearum*

**CSBP** – an agricultural fertiliser company

**CTF** = controlled-traffic farming

**cultivar** = variety = a final commercial [plant] product; also, pre-breeding material (early product development) = germplasm and 'breeding or elite lines' = late product development

**cut-off low**

**CWANA** = Central and West Asia and North Africa

## D

**DAA** = days after application

**DAP** = diammonium phosphate, a fertiliser

**DARt**® [technology] – Australian genotyping technology (see [www.diversityarrays.com](http://www.diversityarrays.com))

**daylength** – one word

**debugging** – one word,

**deep-ripped** – as in “it was deep-ripped to 450mm to ensure there was no residual traffic compaction”; but deep rip, deep ripping, very deep ripping – no hyphens

**Delta T** – cap 'D', no hyphen as on BoM website; the difference between the wet and dry bulb temperatures – used to measure the relationship between temperature and humidity

**desi** [chickpeas] – not capped

**desmanthus** = a pasture legume

**diamondback moth** = DBM

**dicamba** = a chlorinated organic herbicide; not capitalised

**dichlorvos** – grain disinfestant chemical

**diclofop-methyl**

**direct-drilled**

**disc seeder**

**diseases** – first letter of first word capitalised (bacterium – first letter capitalised & in italics)

**DM** = dry matter

**DNA** – OK to use acronym

**Dorper** – capitalised

**double knock** = two controls of the same weed germination (e.g. 'Effective double knock herbicide applications')

**dryland**

**dry flowable (DF)**

**dry-matter** [production]

**dual-purpose** – hyphenated when an adjective

**duplex** [soils]

## E

**earthmoving** – one word

**earthworm** – one word

**eastern Europe** – no cap on 'eastern'; [from *The Economist's* online style guide:] “Europe’s divisions are no longer neatly political, and are now geographically imprecise, so use lower case for central, eastern and western Europe. But North, Central and South America are clearly defined areas, so should be given capitals as should Central, South, East and South-East Asia” ?

**e.g.** – do not use, spell out followed by a comma

**electromagnetic imaging (EMI)** [surveys] – preferred to just “EM surveys”

**ellipsis** – space followed by ... followed by space

**El Niño, La Niña** – with accent on 'n'

**emulsifiable concentrates (EC)**

**end point royalty (EPR)**, end point royalties (EPRs)

**endosymbionts (and endosymbiosis)** – bacteria that live within the cells of other organisms in a symbiotic relationship

**end-uses** – hyphenated

**ENSO** = El Niño–Southern Oscillation

**etc** – do not use, replace with “for example” or “and so on”

**evapotranspiration**

**eyespot** – not capitalised

## F

**faba bean polerovirus 1 (FBPV-1)** – distributed by cowpea aphids NOT green peach aphids

**fall armyworm (FAW)**

**Far North Queensland**

**farmgate** – one word

**feathertop Rhodes grass** = FTR

**Federation Drought** – 1895 to 1902

**feedgap** = one word

**feedgrains** – one word and plural (like grains)

**feedlot** – but NOT “feed lotter”, use “lot feeder”

**fenceline**

**fenitrothion** – a broad spectrum organophosphorus insecticide widely used in the eastern states of Australia as a stored grain protectant

**fertigation** – the application of fertiliser nutrients via the irrigation water

**fescue** – not capitalised

**field peas** – not fieldpeas or field pea

**field-tests, field-testing**

**fields** – DO NOT use; Australia has paddocks

**Flag leaf**

**flat grain beetle**

**flat-fan nozzle**

**flaxleaf fleabane**

**flowchart** – one word

**fluquinconazole** – a fungicide

**focusing, focused** – NOT focussing, focussed

**foregoing**

**four-wheel drive** – only four-wheel hyphenated

**FTR** = feathertop Rhodes grass

**fuelled** – not fueled

**funnelled**

**Fusarium crown rot** – capitalised, not italicised

**Fusarium head blight** – capital 'F'



**gai (or GAI)** = green area index

**gas-tight-sealed silos**

**Gatton panic**

**genebank**

**GENUS** – italicised eg, ‘There are more than 1000 species of *Acacia*. One of the best known is *Acacia baileyana*.’ Also *Eucalyptus*. Family eg, Myrtaceae is not italicised. (See gov Style Manual p130)

**gland clover** – not capitalised

**glasshouse** – one word

**glume blotch**

**glycaemic index (GI)**

**GM** – OK to use without first using ‘genetically modified’ (Jan-Feb09)

**GPS** = global positioning system(s)

**grainbelt** – one word

**grain fill** – 2 words

**grain-filling phase** – hyphenated

**grain growers** – two words

**grain growing** – two words

**grain legume** – don’t use, the preferred term is ‘pulse’

**grains industry** – not grain industry

**green bridge**

**Green Revolution** – OK without single quotation marks

**GRDC Panels** – Southern Panel, Northern Panel, Western Panel; BUT northern region, southern region, western region

**GRDC Update** – with capital “U”

**ground cover** – two words

**groundwater** = one word

**ground-truthed, ground-truthing** – hyphenated

**Grower Networks** – (formerly Regional Cropping Solution Group [RCSN])

**Group A** [herbicide] – similarly Group B, C, D, I, M, N etc; but “herbicide groups A, B and N”

**GS** = growth stage; no space between initials and number, for example, GS30

**GSR** = growing-season rainfall

**guar** [beans] – also guar gum; not capped

**Gupta, Dr Vadakattu** – surname is Gupta as per email from Dr Gupta 20/01/16: “Dr Vadakattu Gupta is the preferred.”

**GxE** – gene-by-environment, or gene–environment interaction

## H

**hardpan** – one word

**hard-seeded** – also hard-seededness, soft-seeded

**hay-freezing** – a weed control strategy

**hay off** – correct

**hectares** – ha, after it has been spelt out in the first usage

**Helicoverpa** – capital ‘h’, italics

**Heliripper** (also Helirip, Heliripped, Heliripping) – no hyphens, capitals H

**heliolithis grubs** – or just heliolithis (corn earworm)

**Hereford** [steers]

**hessian fly**

**high input levels** – rather than high-input levels or high input-levels

**high oleic acid** – comes up in relation to canola, sunflowers

**High Plains virus**

**high-rainfall zone** = HRZ

**holistic** – not wholistic

**homemade** – one word

**hydrophilic-lipophilic balance**

**hyper-yielding crop** – unless it's the specific GRDC project 'Hyper-Yielding Crops project'

## I

**i.e.** – spell out: that is

**in-crop**

**Indian hedge mustard** – capital ‘I’

**Indian Ocean Dipole (IOD)**

**infrared** – not hyphenated

**intercropping** – one word

**integrated pest management (IPM)**

**inter-relate** – hyphenate

***in vitro, in vivo*** – in italics

## J

**juncea canola** – written like this, really called *Brassica juncea* similarly *B. napus*

## K

**kabuli chickpeas**

**Karnal bunt** – capital ‘K’; was named after Karnal, the district in the Indian state of Haryana where it was first reported in 1931

**Katambora Rhodes grass** = a tropical grass

**khapra beetle** – no capital ‘K’

**Kiev Mutant** – a variety of albus lupin

**km** – after it has been spelt out in the first usage; not kms

**km/h** – not kmh

**knife-point** – a no-till method

**knife-rolling**

**knockdown** = one word

## L

**lablab** = a pasture legume

landrace

**leaf rust** – not capitalised

**lesser grain borer** – *Rhyzopertha dominica*

**ley farming** [systems] = the growing of grass or legumes in rotation with other crops as part of a soil conservation program (Macquarie)

**LiDAR** = light detection and ranging

**life cycle** – two words

**lot feeder** – rather than “feedlotter”; Australian Lot Feeders’ Association

**lotonis** – a subtropical legume; not capitalised

**LRZ** = low-rainfall zone

## M

**maize** – not corn (US)

**the Mallee**

**MAP** = monoammonium phosphate, a fertiliser

**marker-assisted selection**

**marketplace**

**marrowfat peas**

[a] **master's degree, Master of Arts Degree**

**medic(s)** – also strand medic(s), barrel medic, burr medic, sphere medic

**Mediterranean** – capitalised, as in “biserrula is native to the Mediterranean areas of Europe”

**megawatt** = MW

**Merino** – capitalised

**metabolisable** [energy]

**methyl bromide**

**metribuzin**

**micro-arrays**

**microelement**

**micronutrient**

**microorganisms** = one word

**mid-infrared (MIR)** – also near infrared (NIR)

**midsummer**

**mL** – for millilitres; preferred by the Macquarie dictionary and clearer than ml

**MOA** = [herbicide] mode of action

**molarity of ethanol droplet (MED) test**

[a] **money-maker**

**monoammonium phosphate** = MAP

**moratoria** – not moratoriums

**mother bin** – 2 words

**mouldboard plough** – ‘inverts’ the soil (20 to 25cm), burying weeds

**mungbean** – one word

**MUP** = minor use project [chemicals]

**muriate of potash (MOP)**

## N

**nanoparticles**

**napus canola** – written like this, really called *Brassica napus*

**nationwide**

**National Variety Trials (NVT)**

**near infrared (NIR)** – also mid-infrared (MIR)

**near infrared spectroscopy (NIRS)**

**net form of net blotch** – not capitalised

**night-time**

**nitrogen** – spell out, do not use N in sentences but OK to use ‘N/ha’; same with other elements

**Nodorum blotch** – capital ‘N’

**non-wetting** (as in non-wetting soils/sands)

**normalised difference vegetation index (NDVI)**

**north Africa**

**North American Millers’ Association (NAMA)** – [namamillers.org](http://namamillers.org)

**north-east** – hyphenated

**north-west** – hyphenated

**Northern Mallee** – both capped

**no one** – two words

**no-till** – hyphenated; refers to a system of farming

**Nuffield Australia Farming Scholarships**, Nuffield Scholarships – but Nuffield scholars

**NTSR** = no-till with stubble retention

**NVT** = National Variety Trials

**NVT Online** – the name of the NVT website ([www.nvtonline.com.au](http://www.nvtonline.com.au))

## O

**oaten hay** – but oaten-hay straw

**off-farm**

**offshore**

**omega-3** [fatty acid]

**on-farm**

**orobanche** – a parasitic weed; not orobanchi

**outperform** – one word

**overwinter**

## P

**paddocks** – NOT fields

**PANELS (GRDC)** – Southern Panel, Northern Panel, Western Panel; BUT northern region, southern region, western region

**paraquat** – a toxic chemical that is widely used as an herbicide, primarily for weed and grass control; lower case ‘p’

**pasture legume** – as opposed to grain legume (but use ‘pulse’ instead of grain legume)

**PAWC** = plant-available water capacity

[real-time] **PCR** = polymerase chain reaction

**per cent** – two words

**PEM** = *Pantoea*, *Exiguobacterium* and *Microbacterium* bacteria

**PGR** = plant growth regulator

**phalaris** – perennial autumn/winter/spring growing suited to dryland and irrigated grazing; also used for hay and silage; not capitalised

**phasey bean mild yellows virus (PBMV)** – not capitalised; previously misidentified as BWYV

**phosphine** – a grain fumigant

**phosphorus** – NOT phosphorous

**Phytophthora root rot** – capital ‘P’; = root rot caused by *Phytophthora medicaginis*

**plant-available water capacity** = PAWC

**plant-back** – hyphenated

**Plant Breeder’s Rights** – website = [http://pericles.ipaustralia.gov.au/pbr\\_db/](http://pericles.ipaustralia.gov.au/pbr_db/)

**Pleiochaeta root rot**

**plough** – not plow (US)

**Poll Dorset** – capitalised

**polymerase chain reaction (PCR)**

**postdoctoral**

**post-emergent**

**post-harvest**

**potassium (K)**

**Pratylenchus** – a plant disease, root lesion nematode; *Pratylenchus neglectus* and *Pratylenchus thornei*

**pre-breeder, pre-breeding** – keep hyphen for easier reading

**precision-farming** [techniques]

**pre-determined** – hyphenated

**PREDICTA® B**

**pre-emergent**

**preventive** – not ‘preventative’

**program** – not programme (unless that’s the formal name of something, for example, the UN’s World Food Programme)

**PROPERTY NAMES** – place in inverted commas eg, “The rotation on ‘Northwood’ is usually...”

**Pseudomonas** – a type of bacteria (kills the root-rotting fungus take-all)

**pug, pugged, pugging** – to compact soil by trampling it down, usually during very wet conditions.

**pulses** – use rather than ‘grain legume’

**Pythium** – capitalised, no italics

## Q

**Queen’s Birthday Honours**

## R

**R&D** – closed up

**rain-fed**

**rainwater** – one word

**RD&E** = research, development and extension

**ReadRite®** – diagnostic test developed by the Value-Added Wheat CRC

**re-bale, re-baling**

**record-keeping** – as in “improved record-keeping on

weather ...”

**redlegged earth mites** = RLEM

**redlegged mites**

**REGIONS, cropping** – not capped: southern region, northern region, western region; BUT Northern Panel, Southern Panel, Western Panel

**REGIONS, Australian** – cap “definite geographical places, regions, areas and countries”, says *The Economist’s* online style guide; see separate list of Australian regions, such as the Wimmera, Western District, Mid North Coast etc in style-guides/• other style guides & glossaries

**regrowth**

**REPORT NAMES** – anything that is published to be in italics; program/project names to be in single quotes

**resale**

**resowed/resowing** – one word

**Rhizoctonia root rot** – first word not italicised but capitalised; also called Rhizoctonia; also *Rhizoctonia solani* AG8

**Ribbon seeder** – a type of planter, commercial; not hyphenated, capital ‘R’

**rice weevil** – *Sitophilus oryzae*

**road-test**

**root lesion nematode** = RLN, *Pratylenchus spp.*

**ROTATIONS** – ideally written “wheat/chickpea” or “wheat/wheat/chickpea” (rather than wheat-chickpea)

Roundup® – add the registered trademark symbol; glyphosate, Group M herbicide

**Russian wheat aphid**

**rust-red flour beetle** – *Tribolium castaneum*

**ryegrass** – one word

**run-off** – hyphenated

## S

**saia (oats)** – lower case

**saltbush** – one word; types include Rivermore and Old Man (note caps)

**sandplain** [country]

**saw-toothed grain beetle**

**Sclerotinia stem rot** – capitalised, not italicised

**sea surface temperature** = SST

**seedbank**

**seedbed** – one word

**seed-set**

**Senate inquiry** – not enquiry

**Septoria avenae blotch** – capitalise S

**Septoria leaf blotch** – capital ‘S’

**Septoria tritici blotch** – capital ‘S’

**serradella** – not capitalised; also serradellas, French serradella and yellow serradella

**SGD** = sheep grazing days

**shelter-belt**

**silvergrass** – not capitalised, one word

**simazine**

**skeleton weed** – not capitalised

**smut** – a disease

**soft-seeded**

**soil-borne** – two words; note ‘e’ on end of ‘born’

**south-east** – hyphenated

**south-west** – hyphenated

**sodicity**

**soluble liquid (SL)**

**sow thistle** – two words, i.e. common sow thistle

**soybean** (not ‘soy’)

**SPECIES** – are written eg, *Ornithopus sp.* – genus in italics followed by sp. or spp. (or sp.) NOT in italics

**Speedtiller®** – machine that penetrates soil at the ideal depth

**spot form of net blotch**– not capitalised

**spray drift** – two words

**sprayed** – “the pasture is sprayed for grass seed set control”

**state** – always lowercase ‘s’

**state-wide**

**stem nematode** – not capitalised

**stem rust** – not capitalised

**stockfeed** – one word

**stock feeders** – two words

**stockpile, stockpiled**

**stone roller** – two words

**strawberry clover** – not capitalised

**stripe rust** – not capitalised

**subclover** – one word

**subsoil** – one word

**subspecies** – one word

**subsurface**

**subterranean clover** – not capitalised

**subtropical** – one word

**sugarcane** – one word

**sulfonylurea** – a type of herbicide; abbreviated as SU

**sulfur** – NOT sulphur

**sulla** – not capitalised; a herbaceous perennial

**Sunn pest** – capped

**supersede**

**suspension concentrates (SC)**

**Swan oats**

**swathe** – with an ‘e’

## T

**take-all** – (a plant disease) not capitalised; there are several strains

**taproot** – one word

**Tarvine** – type of weed. One word

**tempeh** – the fermented soybean product; not tempe

**think tank** – two words

**TILLAGE:** no-till is always hyphenated; zero till is only hyphenated when followed by a noun;

**tillers, tillering**

**timeline**

**TITLES** – anything that is published to be in italics;

program/project names to be in single quotes

**timeframe**

**timeline**

**tine** – use tyne instead

**tonnes per hectare** when first mentioned; thereafter t/ha

**top-dressing**

**topsoil** – one word

**total plant, machinery and labour (TPML)**

**tradeability** – with an ‘e’

**tramlining** – one word

**trash** – ‘crop residue’ is preferred

**triated**

**tri-allate** – rather than triallate

**triazine** – as in triazine-tolerant (TT) canola

**trifluralin** – is a benzene derivative, a microtubule-disrupting pre-emergence herbicide; not capitalised

**triticale**

**turnip yellows virus (TuYV)** – not capitalised

**tyne** – rather than ‘tine’

## U

**UAN (urea ammonium nitrate)** = a popular fertiliser on the sandy soils of WA

**Udon** (noodle) (noodle wheat)

**Ug99** – a highly virulent isolate of wheat stem rust, no italics

[the] **UK** – not “the United Kingdom” or U.K.

**unclayed** (as in unclayed soils)

**underway**

**unmanned aerial vehicle (UAV)**

**unripped** – no hyphen

**untrafficable** – one word, no hyphen

**Updates** [GRDC] – keep cap to avoid confusion with verb, for example, “Growers and advisers at the Update...”

[the] **US** – not “United States”, or U.S. or USA

## V

**variable-rate technology** = VRT

**vernalisation** – the cooling of seed during germination

**vertosol** – looks like vertisol is the US spelling

**vitamin A** – lowercase “v” for vitamins

**VRT** (variable rate technology)

**vulpia** = silver grass (a weed)

## W

**waterlogged** – one word

**watertable** – one word

**water dispersible granule (WDG)**

**water soluble granule (WSG)**

**water-holding capacity** – hyphenated

**water use efficiency (WUE)** – not hyphenated

**weatherproof**

**webcams** – one word

**weed seed**

**Western Australian** – (adj.) rather than West Australian (GRDC preference)

**wettable powder (WP)**

**wheatbelt** – one word

**wheat blast** – new disease (*Magnaporthe grisea*) affecting South America

**wheat curl mite (WCM)**

**wheat streak mosaic virus (WSMV)**

**whistle-stop tour**

**wholegrains** – one word

**whole genome sequencing** – no hyphen

**windrowed, windrowers**

**wind speed**

**worldwide** – one word

**WUE** = water use efficiency

## X

## Y

**yellow spot** – sometimes called yellow leaf spot

**yield-mapping** – as in “Mr Baker began yield-mapping in 1996 ...”

**Yield Prophet** – an agricultural decision-support tool

## Z