

ADBI STYLE NOTES

This style guide is based on ADB's *Handbook of Style and Usage*, but is refined to include the information most relevant to ADBI publications, and is expanded to address issues not included in the *HSU*.

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1.1 Abbreviations

The excessive use of abbreviations makes text cumbersome to read. Therefore, introduce an abbreviation only if:

- (i) the term appears at least three times in any part of the document, preferably close together;
- (ii) the term is very long, e.g., more than three words;
- (iii) the term is very common, e.g., gross domestic product; or
- (iv) the abbreviation is better known than the spelled-out form, e.g., United Nations Children's Fund (UNICEF).

1.1.1 When to Spell Out

Because parts of a paper may be read independently, write out each term to be abbreviated at its first appearance in these sections: the abstract and main text (which includes the list of appendixes and References).

Also, all abbreviations used in tables and figures should be spelled out as part of the table/figure notes. Please see the example on page 6.

1.1.2 How to Spell Out

Give the spelled-out form first, then the abbreviation in parentheses.

<u>Correct</u>	<u>Incorrect</u>
foreign direct investment (FDI)	FDI (foreign direct investment)
Bank of Japan (BOJ)	BOJ (Bank of Japan)

Note that only proper nouns (e.g., Bank of Japan) need to be capitalized in their spelled-out forms.

1.1.3 Punctuation in Abbreviations

Do not use a period in abbreviations for names of countries, organizations, institutions, government ministries, or agencies. (E.g., "United States" is abbreviated as "US," not "U.S.")

1.2 Currencies

When giving an amount in figures, always precede the number with the symbol of the currency. Do not place any space or punctuation between the currency symbol and the amount. When discussing the currency in general, write it out in lowercase.

<u>In figures</u>	<u>In general</u>
US\$50 million	the value of the dollar
¥2 billion	savings in yen
Rp2,000	expressed in rupiah

1.3 Dates

Write dates in day-month-year order, without punctuation.

Use an en-dash with no spaces to indicate a range.

26 January 2007	July 2006 through January 2007
12–21 February 1997	from 24 December 1999 to 3 January 2000
4 June–10 August 1995	between 8 March and 4 April 1983

1.4 Tables

1.4.1 Format

- Center the title above the table, in Arial 11 point boldface. Capitalize the first letter of each major word in the title.
- Indicate the unit of measurement, if applicable, in parentheses (not bold) centered directly below the title of the table.
- The text in the table should be Arial 10 point, but may be as small as 9 point if necessary.
- If a table is mostly numbers, do not enclose it in a box. Use only three horizontal lines. If it is mostly words, a single line box or frame may be used, along with vertical lines between columns.
- Center column heads and center columns of numbers below them using decimal alignment, or right align columns.
- Put title, column headers, and subtotal and total lines in boldface type.

1.4.2 Headers

Each column must have a header. Use “Item” if no appropriate descriptor is obvious.

Capitalize the first letter of each major word. Sample (please do without color):

Component	Appraised	Actual

Source: Author's calculations using data from ADB's *Key Indicators 2007*.

1.4.3 Symbols

Place the following items, if appropriate to the table, directly below it in this order:

- Definition of any symbols used in the table
- Definition of all abbreviations in alphabetical order
- Note(s)
- Footnote(s)
- Source(s) for all data appearing in the table (A source must always be included.)

1.5 Figures

Apply the same format and citation considerations as for tables. Make sure that the size and detail of the figure (especially if reproduced from another source) are appropriate to that of the report (i.e., a type size may be as small as Arial 9, but not larger than Arial 11).

1.6 Headings

The model for headings is as follows. This may be adjusted depending on the material in cases where this heading style is not appropriate for publication type.

1. HEADING 1

1.1 Heading 2 (Headline Style Capitalization in Heading Levels 2–5)

1.1.1 Heading 3

1.1.1.1 Heading 4

Heading 5

1.7 Numbers

1.7.1 Decimals

Write decimals with a period (2.54), not a comma (2,54).

1.7.2 Percentage

Use the “%” symbol in text and tables, except when attached to a number that is spelled out at the beginning of a sentence (e.g., “Eighty percent of the people...”). This symbol is not preceded by a space.

1.7.3 Punctuation

Except in years, page numbers, and serial numbers, insert a comma between every three digits (e.g., 500,000,000).

1.8 Punctuation

ADB and ADBI use standard American punctuation conventions for all their publications. Follow the punctuation guidelines in *Merriam-Webster’s Collegiate Dictionary, Eleventh Edition*, pp. 1604–1609.

1.8.1 Spaces after Punctuation

A period, comma, question mark, or other punctuation in text is followed by one space, never two.

1.8.2 Quotation Marks

Double quotation marks should be used to add emphasis and when citing a direct quote from another work. Commas and periods should come inside quotation marks while semi-colons and colons go outside quotation marks.

<u>Use</u>	<u>Instead of</u>
“item” (double quotes)	‘item’ (single quotes)
Lee (2005: 23) noted that “the start of the crisis was not predicted.”	Lee (2005: 23) noted that “the start of the crisis was not predicted”.
Lee (2005: 23) noted that “there were four elements that contributed to the start of the crisis”; however, ...	Lee (2005: 23) noted that “there were four elements that contributed to the start of the crisis;” however, ...

1.8.3 Commas (,) vs. Semicolons (;)

Use commas to separate items in a series, but if one of the items already contains a comma, use semicolons to separate the items.

The consultants visited Cambodia, Myanmar, and Thailand.
 The participants arrived from Hong Kong, China; Republic of Korea; and Mongolia.

1.8.4 Hyphenation

<u>Use</u>	<u>Instead of</u>	<u>Usage</u>
- (hyphen)		~ Used to link elements in compound words. Ex: cost-effective
– (en dash)	- (single hyphen)	~ Used in ranges of numbers.
— (em dash)	-- (double hyphen)	~ Used in place of parentheses. ~ Used to set off an interrupting phrase.

1.9 Spelling and Capitalization

ADB and ADBI use standard American spelling conventions for all their publications. Refer to *Merriam-Webster’s Collegiate Dictionary* for correct spelling.

1.10 ADB Members’ Names

Refer to Appendix 1 of the *HSU* for the proper presentation of names in text, in tables, and on covers. The latest list of ADB Members is available at <http://www.adbi.org/adbmembers/>. When two or more members appear in a sequence in a sentence, list, or table, use alphabetical order unless a reason is given for another order. Pay special attention to the following member names:

<u>Use</u>	<u>Instead of</u>
Taipei,China*	Taiwan; Chinese Taipei
Hong Kong, China	Hong Kong
People's Republic of China (PRC)	China
Republic of Korea	South Korea
Viet Nam	Vietnam
Lao People's Democratic Republic (Lao PDR)	Laos

**Note: No space is used after the comma for this economy.*

1.11 In-Text Citations; Figure and Table Sources

1.11.1 In-Text Citations

In-text citations should follow the examples given here:

When author's name is mentioned in text:

Snodgrass (1980: 206) ascribed this policy neutrality to "the influence of advice from a major World Bank mission to Malaysia in 1954." (Note: Page number needed only and always for direct quotes.)

For parenthetical citations at end of sentence:

The favorable ratio of land and other natural resources to total population offered great potential to raise income per head (Athukorala and Menon 1997).

When multiple sources are cited:

Other researchers have identified factors that may have contributed to the success of this response (Athukorala 2001; Mahani 2002; Hill 2005).

Use of "et al.":

Use "et al." in the text when there are four or more authors. Ex: Lee et al. (2005) noted that... OR The economies of the Asian Tigers were noted to be... (Lee et al. 2005).

Author names with particles:

The CGE model used in this study is a version of a global general equilibrium model developed by van der Mensbrugge (2005).

1.11.2 Figure and Table Sources

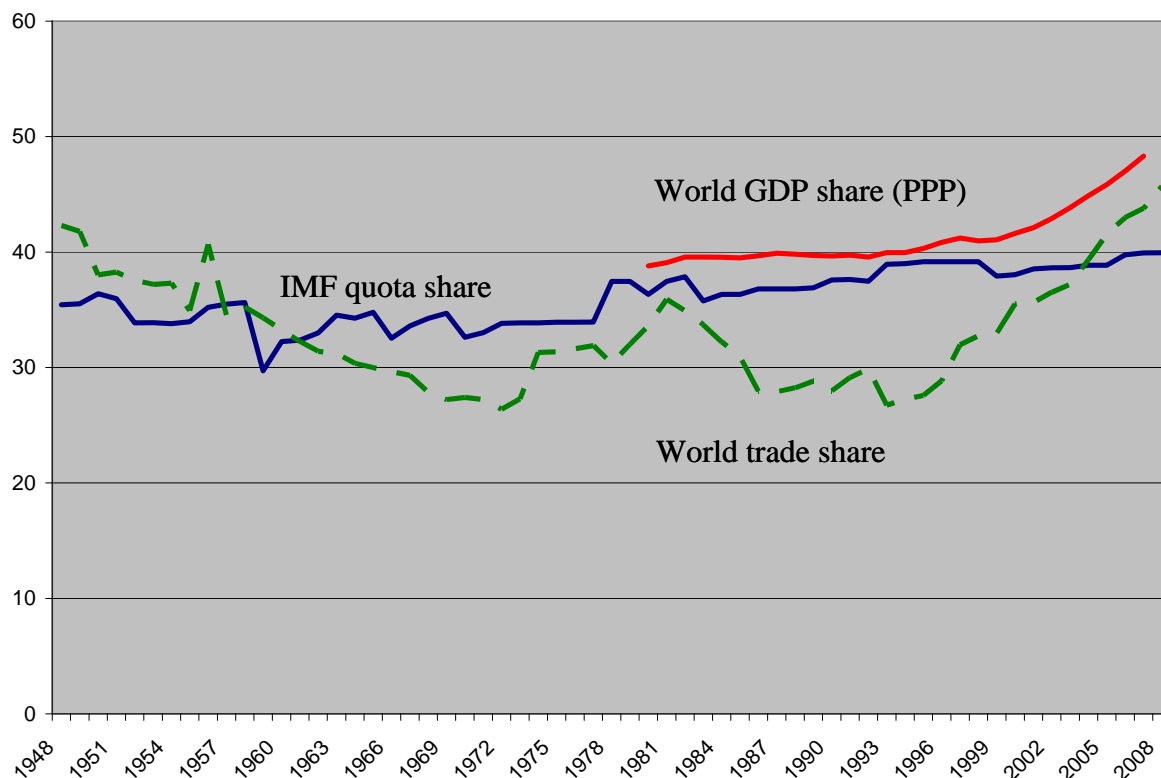
Figures and table sources should come after any table notes.

For database sources that are found only with tables and figures (i.e., not in the text), it is not necessary to include them in the list of References. However, a direct URL to the database and an accessed date should be included as part of the source.

If the source is from a regular publication, the usual in-text citation format should be used and the full citation included in the list of References.

Adapted from [ADBI WP157](#):

Figure 2: Developing and Emerging Economies' Shares in IMF Quotas and in World Trade and GDP (%)



GDP = gross domestic product, IMF = International Monetary Fund, PPP = purchasing power parity.

Sources: IMF quota share and world trade share based on IMF (2009b), world GDP share (PPP) based on IMF World Economic Outlook Database, April 2009 (<http://www.imf.org/external/pubs/ft/weo/2009/01/weodata/index.aspx> [accessed May 2009]).

1.12 List of References

Follow these general examples for the reference list. For more thorough guidelines on references, see ADB's *Handbook of Style and Usage*, pages 25–28.

One author:	Goldstein, M. 1998. <i>The Asian Financial Crisis: Causes, Cures, and Systemic Implications</i> . Washington, DC: Institute for International Economics.
More than one author*:	Schwartz, J. B., and B. Loevinsohn. 1999. <i>Financing Immunization in Cambodia, Lao PDR, and Viet Nam</i> . Manila: ADB.
Edited volume:	Ree, S. G., and Y. Shimomoto, eds. 1999. <i>Mortgage-Backed Securities Markets in Asia</i> . Manila: ADB.
Chapter in an edited volume:	Brooks, D., and D. Roland-Holst. 2007. How Financial Multilateralism can Increase Sustainable Output, Employment, and Income in the Pacific Region. In <i>Static and Dynamic Consequences of a KORUS FTA</i> , edited by W. Koo and R. Zhuang. Seoul: Korea Economic Institute.
Periodical:	Menon, J. 2007. Bilateral Trade Agreements. <i>Asian-Pacific Economic Literature</i> 21(2): 29–47.
Working paper:	Cashin, P., M. S. Kumar, and C. J. McDermott. 1995. International Integration of Equity Markets and Contagion Effects. International Monetary Fund Working Paper 95/110. Washington, DC: International Monetary Fund.
Online or electronic:	Berthelsen, J. 2008. A Tale of Two Devastated Countries. <i>Asia Sentinel</i> . 13 May. http://www.asiasentinel.com/index.php?option=com_content&task=view&id=1196&Itemid=31 (accessed 12 August 2008).
Database as table/figure source	Source: International Financial Statistics, http://www.imfstatistics.org/imf/ .

*Use “et al.” in the list of References when there are seven or more authors.

NOTE: In the list of References, alphabetize author names with particles according to the first capitalized letter in the name—e.g., de Macedo, J. B. (file under M), van der Mensbrugge, D. (file under M), D’Amato, A. (file under D), Van Rensselaer, S. (file under V).