# THE TENURE FACILITY STYLE GUIDE

**THE TENURE FACILITY**

The first time the organization is mentioned, its full title should be used: the International Land and Forest Tenure Facility. Thereafter, it should be referred to as “the Tenure Facility,” and abbreviated as “TF” rather than as ILFTF.

**CAPITALIZATION**

Always capitalize *Indigenous Peoples* and *Local Communities* but *indigenous* may be lowercased when used generically:

* The declaration is not legally binding, but it establishes a standard for the treatment of Indigenous Peoples.
* The organization’s values are strongly tied to those of the indigenous culture.

**COMMAS**

Use the Oxford or serial comma: red, white, and blue (not “red, white and blue”).

**NUMBERS AND UNITS OF MEASURE IN TEXT**

In general, spell out “one” through “nine” and “first” through “ninth,” but always use numerals for monetary amounts and most physical measurements. Percent is not spelled out, and is always preceded by numerals.

See the following:

* four out of five people surveyed; 27 out of 30 forests included
* 6%
* US$50 million

**ABBREVIATIONS**

Unless using common standard units of measures (such as km2 or kg), all other abbreviations should be spelled out at first use, followed by the abbreviation in parentheses: hectares (ha).

Common abbreviations include the following; unless an acronym page is included in the specific document, please spell out these terms the first time they are used:

|  |  |
| --- | --- |
| AIDESEP | Interethnic Association for the Development of the Peruvian Rainforests, Peru |
| AMAN | Indigenous Peoples’ Alliance of the Archipelago, Indonesia |
| AMPB | Mesoamerican Alliance of People and Forests |
| CACO | Cadre de Concertation, an RRI‐facilitated DRC civil society tenure platform |
| CDC | CDC Group plc, the UK development finance institution |
| CGIAR | Consultative Group for International Agricultural Research |
| CLUA | Climate and Land Use Alliance |
| CNOP | The National Coordination of Peasants’ Organizations, Mali |
| CONAREF | National Commission for Tenure Reform, DRC |
| COONAPIP | National Coordinating Body of Indigenous Peoples in Panama, Panama |
| CSO | Civil Society Organization |
| DFI | development finance institutions |
| DRC | Democratic Republic of the Congo |
| EIB | European Investment Bank |
| FAO | Food and Agriculture Organization of the United Nations |
| FCPF | The Forest Carbon Partnership Facility |
| FENAMAD | The Native Federation of the Madre de Dios River, Peru |
| FFF | The Forest and Farm Facility |
| FPIC | Free, Prior, and Informed Consent |
| GOREMAD | Regional Government of Madre de Dios |
| ICRAF | World Agroforestry Centre |
| IP | Indigenous Peoples |
| IPCC | Intergovernmental Panel on Climate Change |
| IPO | Indigenous Peoples’ Organization |
| ITTC | International Tropical Timber Council, Japan |
| KM | knowledge management |
| LC | Local Communities |
| LCO | Local Communities’ Organization |
| NGO | non-governmental organization |
| NICFI | Norwegian International Climate and Forest Initiative |
| REDD+ | Reducing Emissions from Deforestation and Forest Degradation |
| REFACOF | The African Women’s Network for Community Management of Forests, Cameroon |
| RRG | Rights and Resources Group |
| RRI | Rights and Resources Initiative |
| SDGs | Sustainable Development Goals |
| SDI | Sustainable Development Institute, Liberia |
| SPDA | Peruvian Society for Environmental Law, Peru |
| SRM | Strategic Response Mechanism |
| TF | International Land and Forest Tenure Facility (“The Tenure Facility”) |
| UN | United Nations |
| UNDP | United Nations Development Program |
| UNDRIP | United Nations Declaration on the Rights of Indigenous Peoples |
| VGGT | Voluntary Guidelines on the Responsible Governance of Tenure |

**HYPHENS**

The following words should be hyphenated:

Multi-stakeholder

Public-private partnerships

20th-century

Non-governmental

Agro-industry

Tenure-related

Forest-dependent

Community-owned

The following words should not be hyphenated:

Land use planning

Land grabbing

**PUNCTUATION**

## Periods: Periods must always be inside quotation marks: “Women continue to face challenges in forest management.”

**Em-dashes**: Use an em-dash to indicate an appositional or tangential phrase in text, and close up the em-dash on either side: “Land claims—including customary tenure—often exceed areas formally recognized.”

**FOREIGN LANGUAGES**

Unfamiliar terms in languages other than English should be italicized: *masyarakat adat*.

**BOXES, FIGURES, AND TABLES**

All figures and tables that were not created by the author or Tenure Facility staff should have a source line with full bibliographic information. Figures and tables “borrowed” from other sources must be properly credited, and permissions must be obtained. Any accompanying notes must be placed below the source line.

**CITATIONS AND REFERENCES**

**Citation Method:** Sources should be cited using endnotes only. For endnotes, follow a simplified version of the *Chicago Manual of Style* author-date citation system (see page 13 of Style Guide). All endnotes should be ended with a period.

* Books: full names of all authors, year of publication, title, location of publication, publisher name.
* Periodicals: full names of all authors, year of publication, article title, journal title, volume number, issue number, page numbers.
* Informal publications: full names of all authors, year of publication, title, description of publication (e.g., speech or conference paper), institution, location of institution, Web address (if applicable).

### Repeated references to a single work: For repeated references to a single work, refer to the full citation in a previous endnote by listing only the author and the date. If the publication has more than two authors, use et al. to denote additional authors. See the following example:

### Full citation:

1 Pandey, Ghan Shyam. 2002. Fuelwood Studies in India: Myth and Reality. Bogor, Indonesia: Center for International Forestry Research.

### Repeated reference

23 Pandey 2002.

**REMEMBER…**

* *When possible, let the typesetter do the formatting*. Fonts, type sizes, leading, and other formatting elements do not need to match RRI’s typesetting specifications. The book’s designer will impose those. Indicate for the designer which headings are chapter titles, a-level heads, b-level heads, etc. If the document’s organization is unclear, query the author.
* *Use MS Word references feature*. Do not manually create endnotes. Instead, use the MS Word note function. Be sure to review the style guide’s citations section before you reference.
* *Pay close attention to capitalization and hyphenation*. Guidelines for capitalization and hyphenation appear throughout the style guide. See, in particular, the following sections: “Punctuation,” “Usage of Words and Terms,” and “Specific Words and Terms.”
* *EDITORS: Use Track Changes* and *the comment feature.* Do not manually highlight anything in the document, and do not place queries directly in the text. Instead, use the comment feature and Track Changes for all queries and changes.