

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,” (“the” always lowercase unless at the beginning of a sentence or title, or after a colon) 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:

AIDSEP	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 the Tenure Facility'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.