The World Aquaculture Society, Inc. (WAS) is a global, non-profit organization based in Sorrento, Louisiana. With a membership of over 3000 people in about 100 countries, the organization exists to promote the educational, scientific, and technological development and advancement of aquaculture throughout the world. In addition to the WAS annual meeting, the society organizes or sponsors a range of other meetings for the presentation, exchange, and discussion of information, findings, and experiences on all subjects and techniques related to aquaculture. The WAS has chapters in the United States, Korea, Latin American and Caribbean region and the Asian-Pacific region. The WAS is associated with other aquaculture associations such as the Aquaculture Association of Canada, Aquaculture Association of South Africa, Aquaculture without Frontiers, Asian Fisheries Society, and the Brazilian Society of Aquaculture and Aquatic Biology. Through its diverse membership and international networks, the WAS provides leadership for enhanced international communications, collaboration, and information exchange in all disciplines of aquaculture. Due to the international reach of the society, speakers of many different languages access the website.

This in-house style guide exclusively serves the website (https://www.was.org); it does not apply to The Journal of the World Aquaculture Society, nor to World Aquaculture Magazine. The purpose of this style guide is to improve the clarity and consistency of The World Aquaculture Society’s online publication, thereby improving communication with the organization’s global audience. While the WAS website does not currently follow any style manual, the webmaster and content contributors will comply the standards asserted in the Chicago Manual of Style (seventeenth edition). This in-house style guide, while not comprehensive, will serve to increase efficiency, consistency and clarity in website publications. Where WAS.org departs from The Chicago Manual of Style, to better serve its global audience, the decisions are noted in this guide. This document addresses situations not covered in Chicago and clarifies standards for WAS.org. Where Chicago presents alternatives, this in-house guide specifies which practice the website will follow. In some cases, this guide calls attention to issues that are addressed in Chicago, but which are repeatedly violated in the current website text.

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4 Rights, Permissions, and Copyright Administration

4.1 Permission for use of Copyrighted Images
Obtain proper permissions from the copyright holder for the use of any element such as a photograph, article, table, chart, map, illustration or other image. (See Chicago 4.94.)

4.2 Permission for use of Excerpts from Copyrighted Text
Brief excerpts of written works published since 1923 may be quoted under the legal doctrine of fair use. Credit excerpts properly. (See Chicago 4.77-87.) If using an excerpt of more than 200 words in any one article, (or multiple excerpts from the same source which together total more than 200 words) then permission from the copyright holder is required before publication on WAS.org.

5 Grammar and Usage

5.1 Precise use of Language
“Be logical, literal, and precise in your use of language.” (See Kohl 2.1.) Illogical or imprecisely written sentences may confuse non-native speakers of English. Carefully choose words and sentence structure for clarity and efficiency.

Raising prawns is more profitable than raising catfish.

NOT

Prawns earn more than catfish.
(This is illogical, because neither prawns nor catfish earn anything.)

5.2 Conform to Dictionary Meaning
Use words as they are classified in standard dictionaries. Use nouns as nouns and use verbs as verbs. For example, the dictionary lists partner as a noun, therefore do not use it in the place of a verb. Such constructions are unclear and confusing to non-native English speakers and to translators. (See Kohl 2.2.)

The Asia Pacific Aquaculture Society will cooperate with the European Aquaculture Society to host the reception.

NOT
The Asia Pacific Aquaculture Society will partner with the European Aquaculture Society to host the reception.

5.3 Idioms
Do not confuse non-native speakers of English by using idiomatic expressions. Idioms are phrases with meanings that are not the same as the literal definitions of the words used. For clarity, and to meet the needs of our global audience. WAS.org should avoid idioms. (See Kohl 9.18 and Chicago 5.194.)

Aquaculture, simply stated, is the science of farming aquatic plants and animals for food.

NOT

Aquaculture, in a nutshell, is the science of farming aquatic plants and animals for food.

5.4 Idiomatic Phrasal Verbs
Idiomatic phrasal verbs may confuse non-native English Speakers. Improve efficiency and clarity by eliminating idiomatic phrasal verbs. (See Kohl 9.19.)

The Farmer determines number of shrimp harvested each year.

NOT

The number of shrimp harvested each year is left up to the farmer.

5.5 Passive Voice
Passive voice poses some problems for a global audience. Where possible minimize use of passive voice in favor of active voice. (See Kohl 3.6.) Passive voice constructions are often confusing for non-native speakers of English and may lack clarity. Sentences in the passive voice are often wordy. (See Chicago 5.1.)

An aquaculture facility produced these prawns.
These prawns were produced by an aquaculture facility.

5.6 Pronoun Agreement in Number
The antecedent and the pronoun must agree in number. Avoid using the plural pronoun *their* to stand in for a singular antecedent. Such constructions may confuse non-native English speakers. (See *Kohl* 5.1.5 and *Chicago* 5.32.)

Employees of the World Aquaculture Society expressed their concern.

5.7 Parallel Construction
Parallel sentence structure is helpful for non-native speakers of English, by increasing clarity. Parallelism also increases translation accuracy. Using parallel sentence structure where possible increases efficiency and clarity for the global audience of WAS.org. (See *Kohl* 6.5 and *Chicago* 5.242.)

Different systems create a healthy environment for flatfish juveniles, such as recirculating aquaculture systems in California flounder, semi-recirculation in the Brazilian flounder, and open flow in Senegalese sole.

Different systems create a healthy environment for flatfish juveniles, such as recirculating aquaculture systems in California flounder, semi-recirculation in the Brazilian flounder and open flow.
5.8 Ambiguous Pronouns
Do not use this, that, these and those as pronouns. For clarity, use these words only as adjectives with a noun, leaving no question about their referents. (See Kohl 5.2)

These tilapias consumed pelleted diets.

NOT

These consumed pelleted diets.

5.9 Use Possessives Differently from Contractions
The word it’s is a contraction which means it is. The word its is the possessive form of the word it. Use it’s to mean it is. Use its to express the possessive of it. (See Chicago 5.220.)

It’s time to register for the Aquaculture America trade show.
Aquaculture and its effects are far reaching.

NOT

Its time to register for the Aquaculture America trade show.
Aquaculture and it’s effects are far reaching.

6 Punctuation
6.1 Use Commas to Prevent Misreading
Use a comma to aid understanding or to make the sentence structure clearer. (See Kohl 8.3.1.)

To develop, shrimp need supplemental feed.

NOT

To develop shrimp need supplemental feed.
6.2 Use the Serial Comma

The serial comma, also called the Oxford comma, maintains clarity in the sentence. Items in a series or list are separated by commas, and the last item is preceded by a conjunction (such as and). The serial comma directly precedes the conjunction. (See Chicago 6.19.)

Aquaculture produces many species of fish, such as tilapia, red snapper, flounder, and catfish.

NOT

Aquaculture produces many species of fish, such as tilapia, red snapper, flounder and catfish.

6.3 Commas with Locations
A comma will follow the name of a city, state or province, and nation. (See Chicago 6.17)

The Aquaculture America Conference will take place in Las Vegas, Nevada, US, at Caesar’s Palace.

NOT

The Aquaculture America Conference will take place in Las Vegas Nevada US at Caesar’s Palace.

6.4 Sentence Spacing
Use one space between two sentences. Consistent formatting creates a cohesive appearance in text. (See Chicago 6.7)

Octopus culture is an excellent option in Brazil. Native species are particularly robust.

NOT

Octopus culture is an excellent option in Brazil. Native species are particularly robust.
7 Spelling and Distinctive Treatment of Words

7.1 Eliminate Non-Standard Spellings
Non-standard spellings of English words are confusing to non-native English speakers. They are unnecessary and inefficient. Use standard US spellings.

Salmon fingerlings inhabited high capacity tanks and low-density pens.

NOT

Salmon fingerlings inhabited hi capacity tanks and lo-density pens.

7.2 Spellings from Other Varieties of English
For consistency, standard American spelling will be maintained on the WAS.org website. (See Chicago 7.3 and Kohl 9.7.2.)

This variety of rainbow trout has a distinctive color pattern.

NOT

This variety of rainbow trout has a distinctive colour pattern.

7.3 Diacritical Marks
Diacritical markings, (special characters used in languages other than English) will not appear on the WAS website. Use the Latin alphabet. Many contributors to the WAS website delete diacritical marks. For consistency and clarity, follow customary WAS practice, eliminating diacritical marks. (See Kohl 9.8.5.) This practice deviates from the Chicago Manual of Style to better serve the global audience of the WAS website.

Allegre’s aquaculture facility is located in Angouleme, France.
Allègre’s aquaculture facility is located in Angoulême, France.

7.4 Hyphenate Noun Phrases
Hyphenating noun phrases can make interpretation easier for readers, and hyphens aid the translator. (See Kohl 8.7.1 and Chicago 7.84.)

Fish–habitats benefit from science–based feeding practices.

NOT

Fish habitats benefit from science based feeding practices.

8 Names and Terms

8.1 Treatment of Book and Periodical Titles
Italicize book titles, magazine titles, and journal titles, and capitalize in headline style. (See Chicago 8.159 and 14.86)


NOT

The Journal of the world aquaculture society is available for purchase.

8.2 Use Italics for Latin Terms
Italicize the Latin names for genus and species, whether in lists or in running text. (See Chicago 8.120)

The present research evaluates the growth of P. adspersus juveniles in different culture systems.
The present research evaluates the growth of P. adspersus juveniles in different culture systems.

9 Numbers

9.1 Expressions of Time
WAS.org conducts conferences and trade shows in locations across the world. The expression of time is based on the local usage of the city in which the conference takes place. WAS.org expresses time in three ways.

9.1.1 The United States and English-speaking Canada
In areas that use the twelve-hour system, morning is designated by “a.m.” after the digits, and afternoon is designated by “p.m.” after the digits. (See Chicago 9.37.) For example: In the United States, English-speaking Canada, and other regions that use the twelve-hour system, the correct expression is:

The plenary session begins at 8:00 a.m. and the closing session begins at 4:30 p.m.

NOT

The plenary session begins at 8:00 and the closing session begins at 4:30.

9.1.2 Asia and South America
In Asia and South America, local usage dictates the twenty-four-hour system expression of time, using four digits separated by a colon. (See Chicago 9.39.)

The plenary session begins promptly at 16:30.

NOT

The plenary session begins promptly at 4:30 p.m.
9.1.3 Europe
In Europe the twenty-four-hour system expresses time, using four digits separated by a period. (See Chicago 9.40.)

The plenary session begins promptly at 16.30.

NOT

The plenary session begins promptly at 16:30 p.m.

9.2 Recent and last year
Use the specific year or years when referring to recent past events.

In 2016 the growth of aquaculture increased by 20 percent.

NOT

In recent years, the growth of aquaculture increased by 20 percent.

9.3 Small Numbers
Spell out single digit numbers and use numerals for numbers over 10. (See Chicago 9.3.)

Aquaculture 2018 will involve five chapters of the organization.
Members from 27 universities will present scholarly papers.

NOT

Aquaculture 2018 will involve 5 chapters of the organization.
Members from twenty-seven universities will present scholarly papers.

9.4 Style for Dates
The International Organization for Standardization specifies an all-numeral style with the year-month-day, hyphenated. The year is given in four digits, and the month or day, if only one digit, is preceded by a zero. (See Chicago 9.36.)
The board of directors approved the WAS bylaws on 2010-07-14.

NOT

The board of directors approved the WAS bylaws on July 14th, 2010.

9.5 Money
Use the International Organization for Standardization’s three letter currency codes to designate all currencies. For instance, use USD for United States dollars, CAD for Canadian dollars, and MXN for Mexican pesos. For a complete list of world currency codes consult ISO 4217, available from www.iso.org. (See Chicago 9.21)

Registration for the 3-day conference is USD 200 or MXN 450.

NOT

Registration for the 3-day conference is $200 US or $450 MXN.

10 Abbreviations

10.1 Name Consistency
Do not italicize the name of the organization, The World Aquaculture Society or the abbreviations WAS and WAS.org. (See Chicago 10.2.)

The World Aquaculture Society is a non-profit organization.
WAS.org is the website owned by The World Aquaculture Society, which is also known as WAS.

NOT

The World Aquaculture Society is non-profit organization.
WAS.org is the website owned by The World Aquaculture Society, which is also known as WAS.
10.2 Latin abbreviations
Eliminate Latin abbreviations, which are often unfamiliar to non-native English speakers. (See Kohl 9.11 and Chicago 10.7.)

Popular species of fish, such as tilapia, are in high demand.

NOT

Popular species of fish, e.g. tilapia, are in high demand.

10.3 Non-technical abbreviations
Non-native English speakers may be unfamiliar with non-technical abbreviations in current English usage. While the meaning may seem obvious to native English speakers, clarity will increase with the elimination of unnecessary abbreviations. (See Kohl 9.12.)

The Aquaculture America Association will host the reception.
The international delegates will arrive today.

NOT

The Aquaculture America Assoc. will host the reception.
The int’l delegates will arrive today.

10.4 Clipped Terms
Clipped terms cause unnecessary variation and ambiguity, leading to confusion among non-native English speakers. To maintain consistency and clarity, do not use clipped terms. (See Kohl 9.13)

Alarming statistics demonstrate the need for immediate intervention in Malawi Lake.

NOT
Alarming stats demonstrate the need for immediate intervention in Malawi Lake.