



ASIAN PRODUCTIVITY ORGANIZATION

GUIDE FOR COPY EDITORS

Copy editing

A manuscript is copyedited before laying out the text and proofreading.

Manuscripts or articles may be submitted by authors from across Asia whose first language is not English and their language skills vary. The editing process can range from light to heavy.

- Light editing: ensuring consistency of style, vocabulary, and voice; checking grammar, spelling, and usage; and querying facts and references.
- Heavy editing: may require rewriting and numerous queries.

Copy editors make the copy clear, correct, concise, complete, and consistent without repetitions. Improvements are made in formatting, style, and accuracy of text. Copyediting also involves spelling, punctuation, grammar, terminology, jargon, and semantics, and ensures that the text adheres to APO style.

A manuscript includes illustrations, diagrams, tables, etc. in addition to text. If data are presented in a table or figure, edit so that they are not repeated or explained at length in the text.

Queries are to be made at the copyediting stage.

Copy edited manuscripts are to be returned to the APO for confirmation before page layout.

Title and headings

Publication Title: Publication titles are the first and foremost messages to readers and should be engaging, distinctive, precise, and appropriate. While some authors pay considerable attention to the titles, they may not always achieve the desired impact. The copy editor will therefore need to ensure that titles are improved upon or even rewritten to achieve the desired effectiveness and message. The APO team will review/coordinate with the authors.

Section Headings: Section headings (which appear in 14-point typeface) should not be more than 60 characters in length, including spaces. The ideal length

would be 36–39 characters with spaces. Under no circumstances (for example, when a larger typeface is used) should the heading be more than one line.

For example:

KEY FINDINGS ON THE LOGISTICS SECTOR—WAREHOUSING

Any other heading: For all other headings, the length should not exceed 75 characters, including spaces, while an attempt should be made to limit them to 45 characters (assuming that headings are a maximum 12-point typeface). Again, under no circumstances should the heading exceed one line.

Note: Authors often tend to write lengthy headings, and it is a primary function of the copy editor to ensure that headings are a reasonable length without compromising the essence of the message to be conveyed. Headings should also serve the purpose of sparking readers' interest and encouraging them to read further. Copy editors should remember that long, verbose headings tend to intimidate and discourage readers.

Proofreading

Proofreading is the final step to detect and correct production errors in the manuscript before it is submitted to the APO for printing.

Proofreaders ensure that spelling and grammar are correct and that the text is accurate overall as well as consistent with the specified APO style. The proofreader is responsible for ensuring that end-of-line word breaks and page breaks are correct and do not result in orphans or widows or stranding of tables and figures.

Proofreaders should first read against the previous (dead) text and read the lines above and below all lines on which a correction/change was requested to ensure that spacing or other problems were not caused. After confirming that all requested changes were made by checking them off on the dead text, the proofreader should free-read through the complete manuscript.

Proofreading is carried out by a different set of professionals from copy editors.

Avoid stacking more than 2 hyphens at the end of lines.

Avoid hyphenated word breaks from a right-hand page to the left-hand page (when a page must be turned).

Do not allow widows.

Do not allow orphans.

Use Merriam-Webster's Collegiate Dictionary or Speller/Divider for word breaks.

Please distinguish between hyphens, en-dashes, and em-dashes.

OVERVIEW OF APO STYLE GUIDE

English Language Style

Use US spelling and punctuation unless instructed otherwise. Follow Merriam-Webster's Collegiate Dictionary, 11th edition or later, for spelling and hyphenation/word breaks; see The Chicago Manual of Style, 16th edition, for punctuation and general style points.

Referring to the APO

APO is an abbreviation for the Asian Productivity Organization. The abbreviation must appear in uppercase letters at all times throughout the written work (not as Apo or apo). When used as a noun, it is always preceded by the definite article (The APO was founded in 1961). When used as an adjective (APO style), the definite article is not needed.

Headings and Subheadings

Headings and subheadings should not be numbered, except in manuals. They should follow the guidelines below:

A-level subheadings are in uppercase letters, bold, and centered, e.g., **INTRODUCTION**, with a one-line space above and below. Do not indent the first paragraph after an A-level subheading. These should be in 14-point typeface.

B-level subheadings have the initial letter of each important word in uppercase and are bold and justified left, e.g., **Current Status of the Nationwide Productivity Movement**, with a one-line space above and below. These should be in 12-point typeface.

C-level subheadings have the initial letter of each important word in uppercase and are italic and justified left, e.g., *Reasons for Adopting the Productivity Strategy*, with a one-line space above and below. These should be in 12-point typeface.

D-level subheadings should be avoided if at all possible. D-level subheadings

have the initial letter of each important word in uppercase and are italic and justified left, e.g., *Study Limitations*, with a one-line space above and no space between D-level subheadings and the following paragraph. These should be in 12-point typeface.

Punctuation

En-dashes: An en-dash is used to represent a range (from/to) of numbers, dates, etc. (e.g., 2–6 June, Narita–JFK flight, yen–dollar conversion rate). There should be no space between the en-dash and the numbers/words it separates. Make an en-dash in Word files on a PC by pressing “Ctrl” and then the hyphen (–) key on the number pad. Macintosh users can press “option” plus the hyphen key.

Em-dashes: Avoid using em-dashes in sentences.

Commas: Use serial commas (one, two, and/or three). However, if an ampersand (&) is used in tables, no comma precedes the ampersand.

Use a comma after “i.e.” and “e.g.” in addition to commas after the clause following i.e. and e.g.

Periods: Use a period after titles and honorifics: Mr., Mrs., Ms., Dr., Prof., the Hon., etc.

Do not insert double spaces after periods at the end of sentences.

Abbreviations and Acronyms

All abbreviations and acronyms should be defined at the first appearance in the text, with the abbreviation or acronym following in parentheses, e.g., the Asia Productivity Organization (APO). Thereafter only use the abbreviation or acronym. If an abbreviation or acronym first appears in a table or figure, define it in a footnote or legend, respectively, e.g., use ADB and WRMAS in the table/figure and define them in the footnote/legend in the following format: ADB, Asian Development Bank; WRMAS, Waste Recycling and Management Association of Singapore.

However, the following exceptions do not require definition at the first mention (note that this list may be subject to periodic change):

- ADB (Asian Development Bank)
- EU (European Union)
- GDP (gross domestic product)

- GNP (gross national product)
- ICT (information and communication technology);
- ILO (International Labour Organization);
- ISO (International Organization for Standardization);
- IT (information technology);
- MD (medical doctor)
- MSc (master of science)
- OECD (Organization for Economic Cooperation and Development)
- PhD (doctoral degree)
- PR China (People's Republic of China)
- R&D (research and development)
- UK (United Kingdom);
- UN (United Nations);
- USA (United States of America).

Please also see the Units of Measure section in the Specific APO Style Points below.

SPECIFIC APO STYLE POINTS

Decades

For decades, use "the 1990s," "the mid-1990s," "the late 1980s," etc. (not the eighties or nineties). An en-dash can be used for years in the same century, i.e., 1945–85, but 1996–2006.

Dates

Dates should follow the style 22 March 2006.

Units of Measure

Do not abbreviate units of measure unless they accompany numerals, e.g., "The length of the rail system in kilometers is given in Table 1." But: "The rail system covered 11,209 km in 1995." Do not use periods with abbreviated units of measure (ha, not ha.).

Percent

"Percent" should be written as "%" in both text and tables/figures.

Referring to APO Member Country Names

The APO has a standard method of referring to its member country names. Please refer to the following and make the necessary changes:

Bangladesh, Cambodia, the Republic of China (not Taiwan), Fiji, India, Indonesia, Islamic Republic of Iran (not Iran), Japan, the Republic of Korea (not South Korea), Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, the Philippines,

Singapore, Sri Lanka, Thailand, and Vietnam. Do not change the country name if it is quoted from other sources or in the references.

When the Republic of China, Islamic Republic of Iran, and Republic of Korea appear more than once in the text, use the abbreviations ROC, IR Iran, and ROK, respectively, from the second appearance in the text. The abbreviations should appear in parentheses after the first appearance in the text, e.g., the Republic of China (ROC).

“Korean” is used as an adjective and for the language, “Koreans” is used for citizens of the ROK, and “Taiwanese” is used as an adjective and for citizens of the ROC.

Although in running text, the APO style is to use the definite article before country names like the ROC, the ROK, the Philippines, the UK, the USA, etc., please note that “the” is not used when the country name appears in parentheses as part of a list, or as a parenthetical example in the text, or in tables/figures. For example:

1. The APO would like to thank the writers who contributed to this volume: Frederick Soong (ROC); Jose Denuncios (Philippines); Catherine Aragon (UK); and Fenella White (USA).
2. Some countries consume huge amounts of ice per capita (USA), while in others (ROK, Philippines) the amount consumed remains limited.
3. Similarly, column headings or row entries in tables should not use “the.”

Please also note that unless it is the first word in a sentence, “the” before a country name does not begin with an uppercase T.

Currency

For currency, use the ISO currency code (e.g., USD for US dollar, JPY for yen, etc.). There should not be a space between currency code and the number (e.g., USD100.00, JPY10,000).

Figure Legends and Table Captions

Please note that both figures and tables should be numbered consecutively in the order in which they are cited in the text within each individual paper/article. They are not numbered in order throughout the entire publication or in each chapter/part. If a chapter/part contains four individual papers/articles, the numbering begins with Figure 1/Table 1 in each paper/article.

Figures

Legends must begin with the word “Figure” spelled out in full, followed by an Arabic numeral and a period, e.g., Figure 1. The legend should clearly state what is shown in the figure, giving units of measure if applicable in parentheses.

Any abbreviations in the body of the figure should be defined after the figure legend with a comma after the abbreviation and a semicolon separating the definition and the subsequent abbreviation, e.g., T&C, transport and communications; IT, information technology.

All figures should be cited in the text and numbered consecutively in the order in which they are cited in each individual paper/article.

Tables

The word “Table” should be spelled out in full, followed by an Arabic numeral and a period, e.g., Table 2. The caption should clearly state what is shown in the table, giving units of measure if applicable in parentheses in the caption or in the column headings.

Any abbreviations in the body of the table should be defined below the body of the table, following the style used for figure legends.

Any footnotes to a table should be indicated with superscript asterisk or letters when there are more than three footnotes after the definitions of abbreviations, with each footnote starting on a new line. All tables should be cited in the text and numbered consecutively in the order in which they are cited.

APO reference style

Cite references to acknowledge data quoted from the work of others, both for the text and for figures and tables.

In the text, cite references numerically in the order in which they appear (not alphabetically) using Arabic numerals within square brackets, on the line of text (not superscript), and within the punctuation mark at the end of a sentence, e.g., [1] or [2–4] (please note the use of the en-dash in a range of references cited). If two references are needed within a single sentence, follow this style: While Goto and Wong [11] found that poverty was reduced in 2011, Avery et al. [12] did not.

Reference citations are placed within any punctuation marks (comma, colon, semicolon, or period). The numerals cited in the text refer to numbered entries

in the keyed reference list at the end of the paper or book. The reference number is repeated each time the same source is cited, e.g., [1, 14, 22].

The numbered/keyed reference list is placed at the end of the text and is headed with "References." The numbers in the list are followed by a period and are not enclosed in brackets.

Refer to the following three sample paragraphs with accompanying Reference list.

Knowledge Management Guidelines

When leading a knowledge management initiative, it is often hard to know where to start. Roles and responsibilities, strategy, measures, content standards, technology, governance, and change management all play a role. There are almost too many aspects to list, let alone figure out. Fortunately, there are benchmarks and tips based on knowledge management best practices that provide a structure for thinking through these many issues [1–4].

What Makes a Best Practice?

"Best practice" is a phrase that is often thrown about casually, but it has a very specific definition. According to TechTarget [5], a best practice is a "technique or methodology that, through experience and research, has proven to reliably lead to a desired result." It should be noted, however, that purists prefer "proven practice" to "best practice," since different proven practices might be "best" in different contexts [6].

Approaches to Knowledge Management for Service and Support

In service and support activities, three best practices have emerged: the dedicated content team [2]; the product specialist model [7], and knowledge-centered support (KCS) [8].

References

[1] Drucker P., Lobos H.G., Watanabe T., et al. Getting started with knowledge management. *Journal of Productivity Research* 2013; 2: 115–119.

[2] Johnson V., Bhardwaj K.D. What you need to know about knowledge management. Paper presented at the Third World Forum on Modern Knowledge Management, Tokyo, Japan, 2–4 February 2012.

[3] Lee T.-V., Xi G. *The How and Why of Knowledge Management*. Taipei: Business Press; 2012.

[4] Suzuki M., Villasenor T.X., Smith S. Knowledge management: starting your initiative. In: Drucker P., Bernardo J.C., eds. *Easy Knowledge Management Rules*. New Delhi: Crown Publishing; 2011, pp. 82–113.

[5] TechTarget. Best practice basics. [www.http¥¥techtarget.uk.com](http://www.techtarget.com). Accessed 18 May 2013.

[6] Smith S., Khan W., Lochanmar R. When “the best” is not appropriate. Paper presented at an Apple departmental meeting, Seattle, WA, USA, 9 March 2011.

[7] Aziz M.A., Kularatne S.S.A., Mochtan, A.O., et al. We need more product specialists. *World Productivity Journal* 2012; 12: 8–12.

[8] Rezaie C., Mansoorzadeh C., Major M.D. Knowledge-centered support: The easy way to make employees more productive. In: Westin, W., Hilton C.J., Merton W., et al., eds. *Making Knowledge Management Work*. New York: Oxford University Press; 2013; pp. 265–279.

How to reference by reference type

For a paper in a journal:

1. Green J.D., White C.W., Johnson C.J. Socioeconomic benefits of improved productivity. *Journal of Economic Research* 2011; 10: 112–120.

For a book with one author:

2. Fontaine J.C. *Essentials of Organic Farming*. New York: Basic Books; 2012.

For a book with more than three authors:

3. Villaroel M., Martinez V., Sandrone T., et al. *Social Consequences of Health Inequalities*. Manila: Crown Publishers; 2009.

For a book with more than three authors which is part of a series:

4. Stiglitz J., Horowitz S.H., Reichnovsky T., et al. *Stability with Growth: Macroeconomics and Development*. Initiative for Policy Dialogue Series. Paris: Nuage Rouge Press; 2012.

For a book with two editors and a volume number and the entire book is referenced:

5. Moran T.H., West G.T., eds. *International Political Risk Management*, vol. 3. Princeton, NJ: Princeton University Press; 2012, 216 pp.

For a chapter in a book:

6. Villaroel M., Martinez V., Sandrone T., et al. How education leads to better community health practices. In: Santiago J., Cristo C., eds. *Social Consequences of Health Inequalities*. Manila: Crown Publishers; 2009, pp. 266–281.

For a non-English book

7. Kosai Y., Ogino Y., *Nihonkeizaitenbou* (Perspectives on the Japanese Economy) (in Japanese). Tokyo: Nihonhyoronsha; 1980.

For e-book:

8. Fontaine J.C. *Essentials of Organic Farming*. New York: Basic Books; 2012. e-Book.

For a paper or PowerPoint presentation at a conference/forum/meeting:

9. Lee C.-X., Johnson J. *Where is the productivity drive headed?* Paper presented at the Third World Forum on Productivity at the Workplace, Bangkok, Thailand, 2–4 June 2010.

For an electronic source, including a database:

Follow the same styles as given above for a paper in a journal and add the complete digital object identifier (DOI) number or URL after the period at the end, followed by a period and the words "Accessed on," followed by the date last accessed and ending with a period. A DOI number is preferable since it is a more stable link to an electronic document. For example:

10. Watanabe S. *Total productivity maintenance for SMEs*. American Productivity and Quality Council website. doi:10.1088/523477. Accessed on 24 April 2013.

11. Asian Productivity Organization. *Total factor productivity calculations*. <http://www.apo-tokyo.org.aqgm>. Accessed on 11 July 2012.

For a publication with a government agency as the author:

12. Department of Agriculture, Government of Lao PDR. *How Crops Can Feed the Nation*. Vientiane: Government Printer; 2012, pp. 6–18.

13. Small and Medium Enterprise Administration, Government of the ROC. *White Paper on Small and Medium Enterprises in Taiwan*. Taipei: Small and Medium Enterprise Administration; 2010.

For a publication with a government agency as the author but separate publisher:

14. Ministry of Labor, Government of South Africa. *Conflict resolution within unions*. *Journal of Peace Research* 2013; 188: 92–95.

For a publication by a government agency with an individual author listed:

15. Stanecki, K. *Integrated Pest Management*. US Department of Agriculture, Series WSDA X-100. Washington, DC: US Government Printing Office. Available from www.usda.gov.

For an article in a newspaper (note that only the date is given, with no page number):

16. Hussein R. Women leaders: more necessary than ever. South China Morning Post, 9 June 2013.

For an article in a newspaper with no byline (author's name):

17. South China Morning Post. Productivity in a changing world. 10 June 2013.

For source from a public statement:

18. Gurria A. Water: how to manage a vital resource. Statement to the OECD Forum; May 2012. Available from www.oecd.org

For unpublished data (note: please avoid citing unpublished data. However, if it is not possible, use this style for an unpublished paper written specifically for an organization):

19. Smithfield A.J., Domingo P., Conrad S.S., et al. The future of printing. Unpublished document of Hewlett-Packard, Inc.; October 2013, pp. 1–22 and 62.

Others

The APO uses “the industry sector,” “the agriculture sector,” and “the service sector.” In other phrases, however, the adjectival forms of “industry” and “agriculture” are used, i.e., “industrial output” and “agricultural workers.”

Phrases following “so-called” should not be in quotation marks (so-called hollowing out).

Words beginning with the prefixes “under” and “over” are not hyphenated: underemployed, underpaid, underutilized, overused, overestimated, overworked, etc.

The titles Mr., Mrs., or Ms. should be omitted but professional titles/honorifics (e.g., Dr., Prof., Sri Datuk, etc.) should be used.