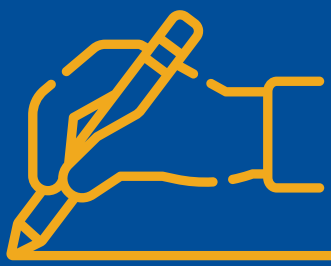

The MRC Writing, Publication and Style Guide

Second Edition

Mekong River Commission
November 2021

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FOREWORD

We all communicate in our own ways, using different words and phrases through different channels. But our identity as an organization remains the basis of all we write and the style we use. To be clear in our communications, our language and style must be consistent.

Having a style guide at hand as writers, editors and reviewers means that we need not face unnecessary disagreements over writing style based on our subjective opinions and preferences.

The MRC Writing, Publication and Style Guide is designed to provide a convenient source of reference. It is meant to be used by the MRC Secretariat's employees – including consultants – who are involved in disseminating information on behalf of the MRC. The Style Guide aims to improve consistency by clarifying the MRC's preferred style and highlighting good practice. It also serves as our editorial standard, aiming to resolve many of the style issues presented when producing various publications. This Style Guide, therefore, applies to all the written communications we publish and disseminate to the public.

The Guide covers a wide range of areas, including information on spelling, hyphenation, and capitalization through to gender-neutral language and referencing. It can also be used as a reference source for the preparation of other types of official, written material.

The 2021 edition builds on our 2007 version, with modifications aimed at providing a more comprehensive Guide that is easier to use and aligned with the changing face of the MRC. Since the MRC strives to ensure uniformity and cohesion in every report we publish, the Style Guide includes an overview of the structural elements and format for MRC reports. It also includes a much fuller picture of essential elements of style. The reference section has likewise been updated to include extensive examples of in-text citations and bibliography organization. The annexes provide rich information on names of places and geographic features in the four Member Countries as well as short and official names of countries around the world.

However, this Style Guide is not intended as an authoritative source for style issues. While rules and procedures are important to ensure consistency and clarity, they should not interfere with the readability of a document nor create unnecessary work for writers and editors. For this reason, some rules that were hard to enforce and did not add to quality have been eliminated. Similarly, there can be a degree of flexibility in applying the rules; nothing is carved in stone.

The Style Guide will be reviewed and updated regularly to ensure that current, relevant, and useful rules are incorporated in a timely fashion.

I hope that this MRC Writing, Publication and Style Guide will be a useful tool for all those involved in producing MRC's documentation and a valuable resource for all those communicating the MRC's story to the world at large.

An Pich Hatda
Chief Executive Officer
MRC Secretariat

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PART 1: INTRODUCTION

"Human languages are extremely flexible or, as some would argue, highly complex."

PART 1: INTRODUCTION

1.1. Why do we need a style guide?

Human languages are extremely flexible or, as some would argue, highly complex. The Mekong River Commission (MRC) operates in a context where English is used as the international language. In the four Member Countries, at least four official languages – Khmer, Laotian, Thai, and Vietnamese – are used for daily communication.

In such a context, the MRC has adopted English as an official language for communication across its operations, products, and services. But there are variations within the English language. Styles vary. There are many ways in which a particular message can be communicated.

As an intergovernmental river basin organization, the MRC has a clear mission and a well-defined strategy. Its activities span across the four Member Countries – Cambodia, Lao PDR, Thailand and Viet Nam – and involve staff of many different nationalities and backgrounds. Furthermore, although the work of the MRC covers a diverse set of sectors and activities, it has a clear identity based on the type of work that it undertakes and the governmental and administrative levels at which it operates. Therefore, it is important that all products produced by the MRC also reflect this uniform approach. It is necessary that they follow a standard style guide.

By following a style guide, the MRC can limit the variation that exists in the language that it uses, creating a uniform and consistent communication. A style guide also helps to define the organization's image that it seeks to develop and portray. It is rather like the branding of a multinational business that brings together a diverse set of activities under a unified and readily recognizable corporate identity.

This MRC Writing, Publication and Style Guide aims to provide information on style and writing conventions particular to the MRC. It contains detailed specifications of the MRC's standards for spelling, grammar, word use, punctuation, capitalization, referencing, and other aspects of document production. It also helps to ensure that all MRC publications have a consistent writing style.

However, it should be noted that there are special cases, particularly in promotional materials, when editors may need some flexibility with regards to following these rules.

1.2. When to use this Style Guide?

This Guide should be consulted and used to prepare the following documents. When in doubt, authors and relevant Divisions/Offices may consult the Communications Team at the Office of the Chief Executive Officer (OCEO) for advice and clarification.

- Technical reports, papers and studies
- Management and development series
- Technical and administrative manuals and toolkits
- Conference and workshop proceedings
- Annual reports
- Strategies and work programmes/projects

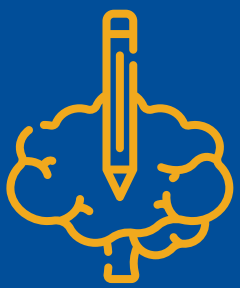
1.3. The structure of the Guide and how to use it

The Guide contains five independent sections that can be revised, updated, and supplemented to meet user's requirements in the future. Following a short introductory section in Part 1, useful writing tips and spelling rules that the MRC has adopted are highlighted in Part 2.

Part 3 lays out the structural elements of a report that authors and editors need to follow – from the front matter to the body of the text and the reference page.

Part 4 provides greater detail on the essential elements of style. These include rules about capitalization, punctuation, figures, and the arrangement of tables and boxes. Finally, citation and reference guidance, including various examples, is provided in Part 5.

PART 2: SOME WRITING TIPS



“The truth is that writing is a process of discovery that involves a series of steps, which are very often elements of a zigzag journey.”

PART 2: SOME WRITING TIPS

2.1. What is writing?

Many people believe, mistakenly, that writing should flow in a simple, straight line from the writer's head onto the page. But writing is seldom an easy, one-step journey in which a finished paper comes out in a first draft. The truth is that writing is a process of discovery that involves a series of steps, which are very often elements of a zigzag journey.

Writing clearly is even more important. It is also very demanding. It requires a great deal of work – from planning, organizing, and formatting to revising. Even professional writers do not sit down and write a paper automatically in one draft; rather, they have to work on it a step at a time.

This part of the Guide is intended to help authors draft and organize text so that the information presented is structured and can be easily understood and navigated by readers. The needs of the readers of MRC's documents are an important concern: simplicity, clarity and consistency are essential for effective communication in a multilingual and multicultural environment. However, this does not mean that authors have to dumb down all the technical terms for the sake of clarity. The authors can still write clearly in technical language. This is why this Guide is a very useful tool to be consulted and followed.

2.1.1. Before writing

Before you start writing, it is helpful to ask yourself the following questions:

- Who is going to read my paper?
- What is the purpose and what are the key messages to be conveyed?
- What content is to be included? Do I have access to all the required content?
- Have I considered the structure of the paper and prepared an outline with appropriate headings and subheadings?
- Have I followed a style guide?

2.1.2. During writing

As you are writing:

- Write clearly and unambiguously, avoiding jargon.
- Use the active voice whenever possible.
- Keep sentences simple, short and relevant, ensuring that they flow smoothly one after the other.
- Present the main point of each paragraph at its beginning, then fill in the details in the rest of the paragraph.
- Use words economically, avoiding a few words when one is sufficient.
- Write one paragraph per topic, unless the topic is very long.
- Use lists/sub-paragraphs to break up the text and present information at a glance.
- Include figures, tables and boxes for illustration purposes.

2.1.3. After writing

Your job as a writer is not done when you have finished the writing. You will need to:

- revise critically, from a multilingual reader's point of view.
- eliminate all unnecessary and superfluous words, and ensure that sentences make sense.
- ask colleagues to read and comment.
- run any editorial tools as appropriate.
- run a spell check, remembering that MRC's spelling preferences should be used.
- ensure that you give proper citations to sources or material you refer to and list them in the reference list. Be sure you follow the APA citation style for both in-text citations and references.

2.2. Writing for a global audience

Publications from the MRC reach a diverse range of readers. Our audience is not limited to those in the Lower Mekong River Basin. There are native speakers of English and native speakers of other languages who read these materials. As authors, your job is to ensure that you communicate clearly with a host of readers from different cultural backgrounds. It is also important that you use the standard English spelling that the MRC has adopted.

This part of the guide provides some brief directions on how to write for international readers while maintaining consistency throughout your report manuscript.

2.2.1. Using international English

Regardless of where you are from, as an author, your task is to write for international readers. To write for international readers, you need to adapt your writing to respect their language needs and cultural protocols. To communicate with non-native speakers, use 'international English' – a way of writing that is easily understood, culturally appropriate, and diplomatic. International English is user-friendly in terms of words, sentences, formats, and visuals.

Writing international English requires re-examine your own writing. The words, idioms, phrases, and sentences you select instinctively for American or Australian readers may not be appropriate for an audience for whom English is a second or even a third language. If you find a set of instructions accompanying your computer software package confusing, imagine how much more intimidating such a document would be for non-native speakers of English. You can eliminate such confusion by making your messages clear, straightforward, and appropriately polite for non-native readers.

Here are some basic guidelines to help you write international English:

- Use clear, easy-to-understand sentences, not rambling, complex ones. This does not mean that you should write short and simple sentences, but that you should take into account that readers will find your message easier to understand if your sentences do not exceed 15–20 words. Moreover, do not try to pack too much information in a single sentence; consider using two or more sentences instead.
- Avoid jargon, idioms (for example, "to line one's pockets"), and abbreviations (for example, "PDG") that international readers may not know. If you use an abbreviation, you need to define it at its first appearance (For more on this, see Abbreviations and acronyms.).
- Choose clear, commonly used words that unambiguously translate into the non-native speaker's language. Where possible, try to avoid flowery or pretentious ("amend" for "change") language.

- Select visuals and icons that are free from cultural bias or that are taboo in the non-native speaker's country. (For more on this, see Figures, tables and boxes.)
- When in doubt, consult someone from the native speaker's country – a co-worker, or a member of the Communications team.

2.3. MRC spelling preferences

English with British spelling and usage was adopted as the umbrella language of the MRC in the early days. In particular, use: colour, not color, programme, not program (except when referring to computer software); centre, not center; metre, not meter (except when referring to a measuring device or measuring action).

The **–ize** and **–ise** endings on words (authorise and authorize) are now equally acceptable in British spelling.[1] While authors are free to use any of the two versions, it is important to always be consistent.

However, do not use British spelling if the organization uses American spelling (WorldFish Center) or the spelling of citations and references.

Set the spell checker in MS Word to English (UK), but always read through your text carefully since the spell checker will only highlight misspelt words, not wrong usage.

[1] See Oxford International English (2020) for more discussion on British and American spelling.

PART 3: PUBLICATION

"Authors are responsible for including the correct structural elements in the draft report."

PART 3: PUBLICATION

Reports published by the MRC must follow one standard structure, from the title page to the annexe. This is part of the corporate image the Commission has sought to build. The MRC requires that any report made available to the public strictly follow this structure.

This section of the guide will help authors outline their manuscripts correctly at the beginning of the process.

3.1. The structural elements of a report

When preparing a manuscript, authors are responsible for including the correct structural elements where appropriate. When included, these elements appear in the following order:

- Frontpage or main title page
- Funding sources page
- Inside title page
- Copyright information and disclaimer (imprint page)
- Citation page (information on authorship and contribution)
- Foreword and/or Preface (if any)
- Contents page (table of contents)
- Figures page (list of figures)
- Tables page (list of tables)
- Boxes page (list of boxes)
- Abbreviations and acronyms page
- Executive summary or summary page
- Main body of text from the introduction to conclusion
- Glossary (add as an annexe or a stand-alone chapter if there are no annexes)
- References page or bibliography
- Annexes

For detailed text layout settings, such as font, size, and pagination, see Formatting and layout.

A sample of the complete layout is available for download separately here[2] and is annexed to this Style Guide (see Annexe 1).

[2] Go to this link to download the complete layout guide: https://bit.ly/3Gpkbkg

3.1.1. Frontpage or main title page

The title of your report must be clearly identified on the very first page of your report – the front page or main title page. This should be written in the middle of the page, **bold, and aligned left**, with **25 pt**. font size. The subtitle, if there is one, should be written below the main title, in *italics* and with **20 pt**. font size.

Each word should be capitalized, except for prepositions (such as 'of', 'on', 'for', and so forth). Avoid effects such as shading, WordArt, etc.

Near the very bottom of the page, there will be the month and year (for example, May 2017) to indicate the publication date of the report. See an example in Annexe 1 for the front page.

Please **be mindful when you select a title** for your report to ensure that it represents the contents and is attractive to readers. Therefore, you should:

- be sure to pick a title that reflects and/or provides a meaningful description of the report's content.
- be sure to select a title that, overall, covers all the specific objectives aimed for in the report.
- be sure to select a title that is short, concise and enticing so that it attracts readers. This requires time in order to abbreviate long titles (more than 20 words).

3.1.2. Funding sources page

The MRC receives funding contributions from the Member Countries and multiple Development Partners, and their support should be fully acknowledged. While authors are not to worry about who the donors are, they should leave a blank funding sources page right after the title page. See an example in Annexe 1.

3.1.3. Inside title page

Authors should also include the title of their manuscript on an inside title page in much the same way as on the front page. However, the authors will need to include the MRC logo on the top in the centre of the paper above the title. See an example in Annexe 1.

The MRC logo in different formats is available at: https://bit.ly/3GmY3qF

3.1.4. Copyright information and disclaimer (imprint page)

In the published version of your manuscript, there will be an MRC standard copyright information and disclaimer page or an imprint page – the page that appears on the back of the front page that contains everything readers need to know about who wrote the document, who the publisher is, how they can contact the MRC, what the ISBN or ISSN is, and who owns the copyright, etc.

While you do not need to worry about arranging this page in your manuscript, you should know that the **citation of your report will be under a corporate name** – the MRC.

3.1.5. Citation page (information on authorship and contribution)

The MRC Secretariat publishes materials under one name – the MRC. However, substantive management and technical input should be mentioned and acknowledged using the standard method but not in a generally descriptive way as in a book.

Follow the following order when preparing authorship information and contribution:

CITATION

Mekong River Commission. (Year). *Title of the report*. Vientiane: MRC Secretariat.

AUTHORS

Project management *(if any)*:
Mr/Ms/Dr First name Family name, Title; Mr/Ms/Dr First name Family name

Technical experts *(if any)*:
MRC Secretariat's technical experts *(if any)*
Mr/Ms/Dr First name Family name, Title; Mr/Ms/Dr First name Family name

National technical experts *(if any)*
Mr/Ms/Dr First name Family name, Title, Workplace, Country; Mr/Ms/Dr First name family name, Title, Workplace, Country

International technical experts *(if any)*
Mr/Ms/Dr First name Family name, Title, Workplace, Country; Mr/Ms/Dr First name Family name, Title, Workplace, Country

See Annexe 1 for an example.

3.1.6. Foreword and/or preface (if any)

A foreword is usually a short piece of writing, no longer than a couple of pages, at times placed at the beginning of a book or other literature. The foreword is not necessary for most technical reports produced by the MRC; however, it is generally found in manuals or guidelines that the Commission produces.

As a general guideline, any strategy, manual, or document that the MRC Council or Joint Committee approves should include a foreword by the Chairperson of the Council or the Joint Committee. Anything major, such as technical reports, studies or manuals that the MRC Secretariat produces but that are not approved by the Council or the Joint Committee, should include a foreword by the CEO. Consult the Communications Team at the OCEO if you are not sure whether you need one for your manuscript.

It is worth noting that forewords are written by someone other than the author. In most cases, they are, depending on the type of work, written either by the CEO of the MRC Secretariat, the Chairperson of the MRC Joint Committee, or the Chairperson of the MRC Council.

If you need a foreword, consider the following principles:

- The content should introduce the author or work to readers, tell readers why they should read the report or book, and give credibility to the author and/or book.
- It often tells of some interaction between the writer of the foreword and the book's primary author or about the book's or report's content.
- Information essential to the main text is generally placed in a set of explanatory notes, or perhaps in an introduction, rather than in the foreword or in a preface.
- It is important to strike the same tone as the rest of the book or report. Avoid writing a witty, humorous foreword if the book is more serious, and vice versa.

Unlike a preface, a foreword is always signed. If the report includes both a foreword and a preface, the foreword comes first.

If you're looking to write something like an introductory statement to

the report or book, you should choose a preface.

A **preface** is an introduction to a report written by the work's author. Consult the Communications team should you need a preface or a foreword.

If you need the former, you should try to achieve the following:

- Spark curiosity about your content and draw readers in. Your job here is to make that the potential reader will want to read more.
- Speak directly about the purpose, creation, and/or importance of your work: How did your work come about? What was the main point you were seeking to address? Why is that important to your readers?
- Also, explain the who, when, and where.
- Provide a framework for what's to follow — the hooks on which to hang the pegs of story details.
- Acknowledge all those who have contributed to realizing the work.

3.1.7. Contents page (table of contents)

Your report must include a contents page containing all headings and sub-headings of all the chapters or sections.

It usually includes the titles or descriptions of first-level headings (chapters in longer works) and often includes second-level headings (sections or A-heads) within the chapters, and occasionally even includes third-level headings (subsections or B-heads). The depth of detail in tables of content strongly depends on the length of the work, with longer works including less information.

The pages starting from the foreword and/or preface to acknowledgements, contents, figures, tables, boxes, and abbreviations and acronyms need to be paginated in lower-case, roman numerals (for example, i, ii, iii and so on).

The sequencing numerals (such as 1, 2, 3 and so on) should start from the executive summary until the annexe section.

A sample of the whole layout is available for download separately here and is annexed to this style guide (see Annexe 1).

3.1.8. Figures page (list of figures)

All figures and their captions, together with their page numbers, must be presented on this page. Readers often review them independently of other sections. Figures, like other visuals, must be simple and easy to understand at a glance and should give useful information that supplements (but does not repeat) the text.

Authors are responsible for providing good quality, high-resolution editable files of the illustrations used in their manuscript (preferably in .eps or .ai format).

3.1.9. Tables page (list of tables)

A list of tables is a reference tool that allows readers to quickly and easily navigate to data in a report. Readers often review them independently of other sections of a report. Like figures and other visuals, tables must be simple and easy to understand at a glance and should give useful information that supplements (but does not repeat) the text.

3.1.10. Boxes page (list of boxes)

Boxes generally contain information that supports the points given in the main text. They are inserted like figures or tables and are treated in the same way. Unlike other visuals, boxes can be used for case studies or to provide additional information.

If boxes are provided in an image file, authors are responsible for providing good quality, high-resolution editable files of the illustrations used in their manuscript (preferably in .eps or .ai format).

For figures, tables and boxes taken from other sources covered by copyright, permission for reproduction must be obtained from the copyright holder prior to inclusion in the manuscript. In addition, all sources must be acknowledged.

See Figures, tables and boxes for more information.

3.1.11. Abbreviations and acronyms page

Many abbreviations and acronyms have become common to the MRC over the past 25 years. They could even be used to form a whole sentence that is only understandable to the MRC community! But this is not the purpose of communication.

Many acronyms and abbreviations used to simplify communication among experts in a specific field are puzzling to non-specialist readers. Thus, they should be used sparingly and avoided wherever possible. They should not be used when they occur only once or twice in a manuscript.

When unavoidable, insert the abbreviation or acronym in parentheses after the first mention of the (full) term and then use the abbreviation or acronym consistently thereafter.

Abbreviations and acronyms should be **spelt out in full titles and headings** and **should not be followed by the abbreviation in parentheses**. As a general rule, they should be spelt out at the beginning of sentences and redefined at first mention in each annexe.

Authors are to reserve a space to include all the abbreviations and acronyms used throughout manuscripts.

See Abbreviations and acronyms for more detail.

3.1.12. Executive summary, or summary page

Authors should provide an overview of the main points of their report in the form of an executive summary.

The executive summary is a concise version of the larger manuscript, written for individuals (for example, busy reporters, non-specialist readers, and so on) who may not have time to review the entire report. The reader should have sufficient and critical information to make a decision based only on reading the executive summary.

A typical executive summary should have the following features:

- It summarizes the key points of the larger report.
- It restates the purpose of the report by highlighting its major points and describing any results, conclusions, or recommendations from the report.
- It includes enough information so the reader can understand what is discussed in the full report without having to read it in its entirety.
- It is usually **1–4 pages long** (although executive summary lengths vary according to the length of the larger document). As a rule of

thumb, executive summaries are **10% of the entire document or less**.

Remember that readers often do not have much time, so their attention must be captured quickly to convince them to keep reading. Also, recall that an executive summary is not:

- an abstract;
- an introduction;
- a conclusion; or
- a **simple copy and paste** from various sections of the larger document. Information from the larger document should instead be synthesized and presented via (short) paraphrases.

3.1.13. The main body of a manuscript, from the introduction to the conclusion

The main body of your manuscript is where you discuss your material. The facts and evidence you have gathered should be analysed and discussed with specific reference to the problem or issue.

The body can be subdivided into parts, sections and/or subsections. If your discussion section is lengthy, you need to divide it into section headings. Your points should be grouped and arranged in an order that is logical and easy to follow. You should use headings and subheadings to create a clear structure for your material. You should also use bullet points to present a series of points in an easy-to-follow list.

As with the whole manuscript, all sources used should be acknowledged and correctly referenced. Hence, authors are advised to be alert to plagiarism. If material from other publications is to be used, seek permission from the copyright holder before inserting it and acknowledge the source. Nevertheless, permission is not needed for publications of the MRC and national line agencies, except for commissioned photographs.

3.1.14. Glossary (if any, add as an annexe or a stand-alone chapter if there is no annexe)

Authors may wish to provide an alphabetical list of technical terms with a brief, clear description of each term. A glossary – also referred to as a vocabulary – includes technical, uncommon, or specialized terms that are not widely known to the public.

If provided, authors should be mindful to include only those terms that could add some useful knowledge to readers or clarify terms.

3.1.15. Reference page or bibliography

The MRC follows the American Psychological Association (APA) Style Guide for citations and references, with a few slight modifications. **Authors** are responsible for ensuring that all references and bibliographical items are accurate, complete, and correct. Likewise, **editors** ensure that references follow the APA Style Guide but do not check their accuracy.

All references cited in the text must be given in the references section under the heading **'References'**, which should contain only those mentioned in the text.

If required, a **'Bibliography'** may contain references relevant to the subject matter and recommended for further reading but not mentioned in the text.

The references and/or bibliography are normally placed at the end of a publication, after the glossary (if any) and before the annexe section.

Personal communications (such as emails, personal interviews, telephone conversations, and so on) should not be referred to in either the references or the bibliography chapters.

All entries should follow the style and format given in the references and bibliography section (see References).

Authors are strongly recommended to use a bibliography software package, such as EndNote, Mendeley Reference Manager, or Zotero, when preparing references to assist with in-text citation and reference management.

More information about the APA can be found here:
https://apastyle.apa.org

3.1.16. Annexes section

If additional information cannot be discussed in greater detail in the main report, the authors should provide it as an annexe. The annexe should follow the same formatting, pagination, margin and illustration requirements.

PART 4: ESSENTIAL ELEMENTS OF STYLE

"While authors have great flexibility in choosing how they express a concept, they should recall that the point of good writing is simple, clear, concise, and engaging."

PART 4: ESSENTIAL ELEMENTS OF STYLE

Authors' writing styles can differ from each other. A writing style is how we express thought in a language that characterizes an individual or institution. Beyond the essential elements of spelling, grammar, and punctuation, the writing style is the choice of words, sentence structure, and paragraph structure, all of which are used to convey meaning effectively.

While authors have great flexibility in choosing how they express a concept, they should recall that the point of good writing style is simple, clear, concise, and engaging. It is much easier for readers to concentrate on content when a clear and consistent style is used.

Thus, this part of the guide provides authors and editors with MRC editorial practices, arranged alphabetically, to be followed in preparing manuscripts

4.1. Abbreviations and acronyms

Many acronyms and abbreviations used to simplify communication among experts in a specific field are puzzling to readers who are non-specialists. Thus, abbreviations and acronyms should be used sparingly and avoided wherever possible; they should not be used when they occur only once or twice in a manuscript.

When unavoidable, insert the abbreviation or acronym in parentheses after the first mention of the (full) term and then use the abbreviation or acronym consistently after that. When the entity referred to is better known by the abbreviation or acronym, it may be preferable to include it in parentheses after the full name, even if it occurs only once.

Abbreviations and acronyms should be spelt out in full titles and headings and should not be followed by the abbreviation in parentheses. As a general rule, they should be spelt out at the beginning of sentences and redefined at first mention in each annexe.

However, some abbreviations and/or acronyms for technical terms – such as GDP, GPS, HIV, AIDS and DNA – and acronyms related to communication technology – such as CD, DVD, HTML, SMS, URL and XML – are now so widely used that spelling them out in full is unnecessary.

MRC should always be spelt out in full at its first mention and abbreviated after that. But in headings, this is not necessary.

Always use an article before an abbreviation/acronym: "The MRC is the only treaty-based, inter-governmental, river basin organization …" not "MRC is the …".

A list of abbreviations and/or acronyms is required in all MRC publications.

Chemical formulae (for example, CO_2, CH_4, H_2O, O_2, N_2) should be treated as abbreviations/acronyms and spelt out at first mention in the text and the beginning of sentences.

4.1.1. Abbreviations

Abbreviations may be used in figures, tables or boxes where space is limited, and a key should be provided for all abbreviations not previously defined in the text.

Avoid the use of, **e.g.**, **i.e.** and **etc.** whenever possible, except in lists and tables. They can be replaced as follows:

e.g.: for example, for instance, such as
i.e.: that is
etc.: and the like, and so forth, except in lists. Where used, 'etc.' is preceded and followed by a comma when it is the final item of a series: hydrology and hydraulics, sediments, water quality, fish, etc., are monitoring disciplines.

'Etc.' should not be used with 'for example' (**incorrect:** for example, A, B, C, etc.). Never use **'and etc.'** Do not use a comma after 'e.g.' and 'i.e.'

'Mr', 'Ms' and **'Dr'** do not take a period or full stop.

CURRENCIES

The currency abbreviation or symbol precedes the amount of money (**not** in a closed space): EUR 50,000, USD 40,000. The currency name

written in full follows the figure:

- USD 50,000
- EUR 20,000
- KHR 100,000 or 100,000 Riel (Khmer Riel)
- LAK 100,000 or 100,000 Kip (Lao Kip)
- THB 100,000 or 100,000 Baht (Thai Baht)
- VND 100,000 or 100,000 Dong (Vietnamese Dong)

Always use USD, not US$, to refer to American dollars.

4.1.2. Acronyms

Like abbreviations, acronyms may be used in figures, tables or boxes where space is limited, and a list of acronyms should be provided (below the Table, Figure, and Box) for all acronyms not previously defined in the text.

Do **not use periods** or full stops with acronyms.

4.2. Capitalization

4.2.1. Basic rules

Do not overuse initial capitals. They should be used sparingly and for:

- the first word of a sentence;
- the first word (and words normally capitalized) in titles, headings and subheadings, tables and figures;
- the first word of a sub-paragraph or item on a list;
- proper nouns, adjectives and recognized geographical names;
- all words in the titles of books, periodicals, and publications, except articles, conjunctions and prepositions:

  The MRC Hydropower Development Guidelines: Guidelines for Hydropower Environmental Impact Mitigation and Risk Management in the Lower Mekong Mainstream and Tributaries

- The first element of hyphenated words in titles:

  Integrated Water Resources Management-based Basin Development Strategy 2016–2020 for the Lower Mekong Basin

- Capitalize the second element only if it is a proper noun or adjective or a word normally capitalized:

  Simultaneous interpretation will be provided for non-English speaking delegations

  Non-MRC Member Countries

- Official titles of persons, Councils, Committees, Secretariat Divisions, organizations, and institutions.
- Titles of MRC bodies, specific positions, officials and their offices:

  Council
  Joint Committee
  Joint Committee Working Group
  MRC Secretariat
  MRC Headquarters
  Chief Executive Officer
  Officer-in-Charge
  Planning Division
  Office of the CEO

- When referring to **MRC regulations** in general, use initial capitals but do not use italics.

  MRC Education Grant
  Travel Authorization

- Programme or Project, when referring to an MRC Programme or Project, respectively.
- Chairperson or Chair (**not** chairman or chairwoman); Co-Chairperson or Co-Chair; Vice-Chairperson or Vice-Chair.
- Member Country, when referring to a country or member of the MRC (for example, Cambodia is a Member Country of the MRC).
- Tropical storms, hurricanes, cyclones, typhoons and their names (italicized).

  Typhoon *Haiyan*
  Cyclone *Nargis*

Do not use capital letters for the following:

- Continent: the African continent

- Hemisphere: northern, southern, eastern and western hemisphere

4.2.2. Geographical designations and regions

North, South, East and West are capitalized only when they are used as proper nouns or when they are part of the name of an area, a political division or concept:

> the Middle East, South-South cooperation
> Southeast Asia (not South-East)
> the North Pole, the South Pole (**but poles** in general)

Adjectives and nouns derived from the cardinal points are not capitalized unless they are part of a proper name:

> northern Thailand
> southern Lao PDR
> **but** South Australia

Do not capitalize a generic term such as city, country, state, or province when it precedes the proper noun or stands alone unless it is used in a corporate/collective sense:

> No flash flood events were detected in Hoa Binh province of Viet Nam.

but

> The report, commissioned by the Authority of Vientiane Capital, offers what appears to be a 'promising future of clean city'.

Do **not capitalize** a generic term unless it is part of a geographical name:

> The Xe Bang Fai and Nam Song rivers**, but** Lake Victoria, the Blue Nile

DIRECTION

Do not use capital letters for points of the compass if they indicate direction:

> a north wind, south-westerly winds
> to fly south, eastward
> true north

4.3. Copyright information and disclaimer

Page iv of the front matter of each publication made available to the public should include the following information and disclaimers (more information is available at the MRC Publication Guidelines).

FOR APPROVED STRATEGY, PLAN, PROCEDURES AND GUIDELINES

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First published (20xx)

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International technical experts *(if any)*
Mr/Ms/Dr First name Family name, Title, Workplace, Country; Mr/Ms/Dr First name Family name, Title, Workplace, Country

4.4. Countries

The MRC uses the short form of country names in its publications and news, while the formal name is generally used in legal texts, including Declarations and MOU.

4.4.1. Member Countries

Although it is common to use **'States'** in place of '**Countrie**s', the MRC adopts the use of **'Member Countries'** in capitals when referring to the four Members.

The four Member Countries of the MRC are spelt as follows:

Cambodia, or the **Kingdom of Cambodia**
Lao PDR, or **Lao People's Democratic Republic**
Thailand, or the **Kingdom of Thailand**
Viet Nam, or the **Socialist Republic of Viet Nam**

In general communications, including in press statements and social media posts, it is acceptable to use Laos and Vietnam instead of Lao PDR and Viet Nam, respectively.

List the countries alphabetically unless there is a good reason to do otherwise, for example, when referring to the course of the Mekong or ranking the countries for a specific reason, such as in the order of population density:

> The MRC Member Countries – Cambodia, Lao PDR, Thailand, and Viet Nam – adopted the Drought Management Strategy last week in order to address the widespread drought currently hitting the four countries.

The Mekong flows through Lao PDR, Thailand, Cambodia, and Viet Nam in the Lower Mekong River Basin.

4.4.2. Dialogue Partners

The MRC Dialogue Partners are:

China, or the **People's Republic of China**
Myanmar (**not** Burma), or the **Union of Myanmar**

Dialogue Partners are capitalized, as are Member Countries.

4.4.3. Other countries

The MRC has partners across the globe, and it is important that authors correctly spell out these partners and their countries in the manuscript. Annexe 2 lists these countries in alphabetical order, including their short and official names.

4.4.4. Names of places and geographic features

Authors are advised to check and spell out correctly the names of cities, provinces, rivers and catchments in the four Member Countries if used in their manuscript.

The spelling of some of these names varies, for example, Xayabouri, Xayabuli, or Xayaburi. Consult Annexe 3 of this Guide for a full list of names of these places and geographic features.

4.5. Figures, tables and boxes

Authors are responsible for providing **good quality, high-resolution, editable files** of the illustrations used in their manuscripts.

Figures and tables must be simple and easy to understand at a glance. They should give useful information that supplements (**but does not repeat**) the text. Consideration should be given to their presentation (for example, several short tables may be easier to understand than one complicated table), and they should use terminology consistent with the text. **Figures** can convey a message, **tables** can be used to convey data, and **boxes** can be used for case studies or to provide additional information.

For all figures, tables, and boxes taken from other sources covered by copyright, permission for reproduction must be obtained from the

copyright holder prior to inclusion in the manuscript. In addition, all sources must be acknowledged.

In all publications, except for public information material, figures, tables, and boxes must be mentioned in the text before they appear (for example, **see Figure 1, Table 1 shows, Box 1 illustrates**).

If there is **only one** figure, table or box, it should **not be numbered** but referred to in the text as **'see the figure/table/box'**. If the figure, table or box is split into parts, then these should be labelled **(a), (b), (c)**, etc., and referred to as, for example, **'see Figure 1(a)'**. Figures, tables and boxes should be placed as close as possible to where they are first mentioned and must be numbered separately and consecutively.

ABBREVIATIONS: Do not use abbreviations unless they are unavoidable; when necessary, explain those that have not previously been defined in the text in a key.

CAPITALIZATION: Capitalize only the first word and proper nouns of information included in figures, tables or boxes.

CAPTIONS: Keep titles/captions of figures, tables and boxes **as short** and **clear** as possible; however, they should **accurately convey** the information therein. A period/full stop should be placed after the number preceding the title: **Figure 1., Table 1., Box 1.** There should be **no separation** between the figure and its number (they all must stay in the same line.).

All captions are not bold, but they are centred on the page. However, **Figure/Table/Box** and its **number** are bold.

FONT SIZE AND TYPE: The font size should be 1 pt. smaller than that used in the main text. The font type should be the same as in the main text.

FOOTNOTES: Use **1, 2, 3** (not a, b, c or asterisks) and number footnotes separately in each figure or table, starting from 1.

PUNCTUATION: Whether the titles/captions of the figures, tables or boxes are complete or incomplete sentences, a period/full stop must **NOT** be used.

SPACING: Insert two lines between the text and the bottom or top of the figureor table; this should be applied consistently throughout.

Specific guidance on the stand-alone elements is provided in the following sections.

4.5.1. Figures

CAPTION: Figure's captions must be written **below the figure** and aligned in the centre. No period or full stop should be used, regardless of whether the caption is a complete or incomplete sentence. The figure and its number are bold, while the description or caption is not.

SOURCE: If the figure has to be credited, the source should be placed below the caption in a smaller font or within parentheses at the end of the caption. Whichever option you use, use one and use it consistently.

When the source is placed below the caption, the word Source should be italicized (not bold) and left-aligned.

Examples are provided below:

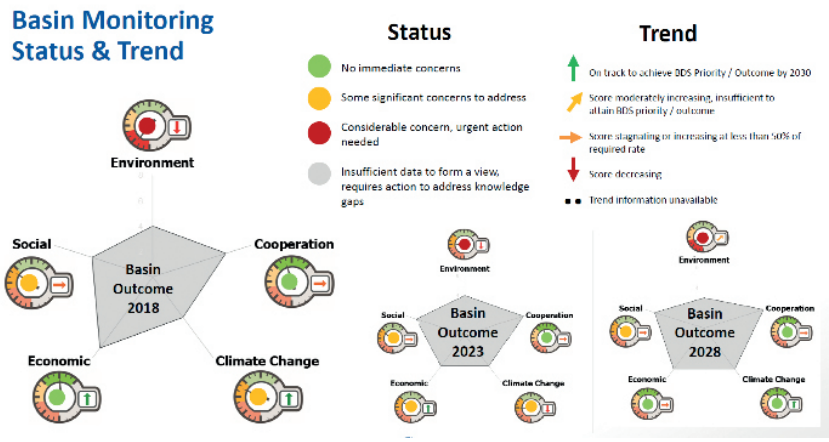


Figure 1. Sample representation of the MRC's dashboard for monitoring the status and trends in conditions across the basin (Source: MRC, 2020)

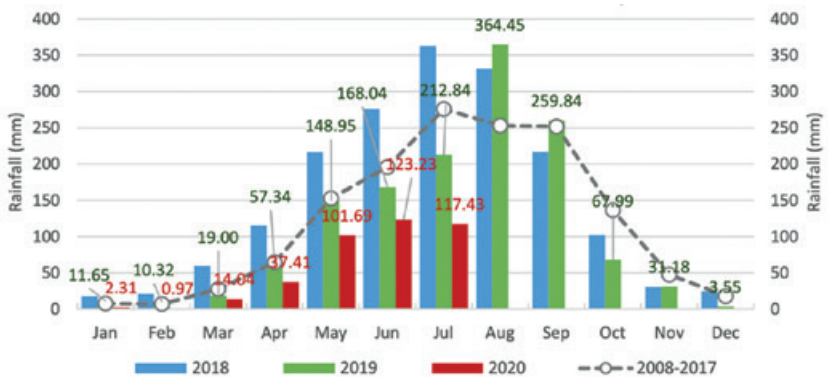


Figure 5.2. Overall monthly rainfall of 2018–2020 over the Lower Mekong Basin compared to the long-term condition of 2008–2017

Source: MRC (2020)

4.5.2. Tables

CAPTION: Table captions must be written above the figure and aligned in the centre. No period or full stop should be used, regardless of whether the caption is a complete or incomplete sentence. The table figure and its number are bold, while the description or caption is not.

TABLE NOTE: If there is a note to the table, use either a num bered note, an asterisk, or a non-number noted (choose one and use it consistently throughout if there is more than one note to the table). Place such a note below the table but be fore the source.

HEADING: The heading of the table should be left-aligned at the top of the columns. It should be bold but not italics. If units (for example, USD) apply to all entries in a column or row, place the units (in parentheses) in the column or row heading.

LINE: Insert horizontal lines before and after headings; draw one line at the bottom of the table. Use other horizontal lines and vertical lines only if the table is impossible to read with out them.

PUNCTUATION: Use punctuation for texts inside the table if the sentence is complete.

SOURCE: Place the source below the table, after the note to the table. Italicize the word 'Source'.

Examples are provided below:

Table 2.5. Summary of sediment transport and geomorphic risks associated with the development and management of hydropower

Change	Key risks, impacts and vulnerabilities
Annual/inter-annual changes to flow	
Changes in seasonality and continuous uniform release	Water logging and loss of vegetation leading to increased bank erosion Increased erosion due to increased scour (bed incision, bank erosion)
	Winnowing of smaller sediment leading to bed armouring and reduction in downstream sediment supply
Modification of flood intervals: Reduction in occurrence of minor floods and no change in large events	Channel narrowing through encroachment of vegetation increased risk in upstream of flooding and floodplain stripping during large (>1:10 ARI) flood events
Change in relationship of flow and sediment transport	Decoupling of tributary and mainstream flows erosion and/or deposition due to tributary rejuvenation
Loss of river connectivity	
Disconnect between flow and sediment delivery	Sediment availability not timed with periods of recession leading to decreased deposition
	Loss of sediment 'pulse'

Table 3. Monthly average discharge in March and April 2016 and average increased discharge compared to the average of 1960–2009 and 2010–2015

Station[1]	Discharge for 2016 (m^3/s)		Increased discharge compared to 1960–2009		Increased discharge compared to 2010–2015	
	March	April	March	April	March	April
Jinghong	1,830	1,660	1,280	985	704	442
Chiang Saen	1,860	1,720	1,020	806	427	231
Luang Prabang	1,930	1,900	871	789	394	307
Nong Khai	1,960	2,030	782	789	394	307
Nakhon Phanom	2,650	3,080	1,070	1,510	234	588
Mukdahan	3,140	3,620	1,520	2,000	259	610
Pakse	2,990	3,710	1,120	1,860	113	632
Stung Treng	2,960	3,710	774	1,570	-80	344

Note:
[1] Cover only parts of the Basin

Source: MRC (2016)

4.5.3. Boxes

Boxes generally contain information that supports points given in the main text. They are inserted like figures or tables and are treated in the same way. For general rules, see the section on Figures, tables, and boxes above.

The caption, footnotes and source are placed inside the box as follows:

CAPTION: Bold and centred at the top.

FOOTNOTE: A footnote should be placed below the text but before the source.

SOURCE: The source should be placed below the footnotes. Italicize the word *'Source'*.

Box 6.3. Dam development and risks associated with fisheries

Multiple studies have flagged the risks inherent to dam development on the sustainability of fisheries resources, including:

- barrier effects on upstream and downstream fish migrations;
- mortality at hydropower structures;
- impoundment impacts;
- downstream impacts on water and fish resources;
- transboundary impacts (impact on floodplains, on the coastal zone).

Source: MRC (2019)

4.6. Footnotes and endnotes

Footnotes and endnotes are numbered consecutively throughout the main text. The numbering restarts at 1 for each appendix and/or annexe. In voluminous publications, this can also be applied to parts or chapters. For footnotes in figures, tables, and boxes, see Figures, tables, and boxes.

Within the body of a text, footnote numbers are inserted in superscript, outside punctuation. Footnotes appear at the foot of a page, regardless of where the text ends on the page. Endnotes appear at the end of a chapter or section or at the very end of a publication.

Footnotes contained within quotations are omitted unless the meaning or purpose of the quotation would be obscured without the footnote. If the footnote must be retained, keep the original footnote number and place the footnote directly below the quotation. The final quotation marks should follow the footnote.

Abbreviations and acronyms used in footnotes and other references should follow the general rules given in Abbreviations and acronyms.

4.7. Formatting and layout

4.7.1. Bold

Bold is used for **emphasis, NOT** *italics* or <u>underline</u> or CAPITAL letters. The use of bold for this purpose should be confined to single words or phrases, **not** whole paragraphs.

In manuals, guides, and technical publications, bold is used for chapter headings, first- and second-level headings, and bold and italics are used for third-level headings, as shown under **Headings and subheadings.**

4.7.2. Italics

Use *italics* for the following:

- Foreign words that do not appear in the latest edition of the *Oxford Advanced Learner's Dictionary*
- Latin names of animal and plant species
- Names of cyclones, hurricanes, tropical storms and typhoons
- Titles of books, publications, databases, periodicals, newspapers, titles of papers and articles, films, plays and radio and television programmes
- Titles of laws and decreases in a foreign language
- Variables in mathematical expressions (but not operable)

Do not use italics for the following:

- Emphasis
- Non-English names of organizations, institutions, corporations, and programmes
- *El Niño* and *La Niña*

4.7.3. Headings and subheadings

Headings and subheadings identify the content within sections of a paper.

Headings and subheadings that are well-formatted and worded aid both visual and nonvisual readers of all abilities.

LEVELS OF HEADINGS

In manuals, guides and other technical publications, there are five levels of headings. Level 1 is the highest or primary level, level 2 is a subheading of level 1, level 3 is a subheading of level 2, and so on through to levels 4 and 5.

The number of headings to use in a manuscript depends on the length and complexity of the work.

If only one level of heading is needed, use level 1. If two levels are needed, use levels 1 and 2. If three levels are needed, use levels 1, 2, and 3 (and so on).

Use only the number of headings necessary to differentiate distinct sections in your paper; short papers or manuscripts may not require any headings.

Furthermore, **avoid these common errors** related to headings:

- having only one subsection heading within a section;
- labelling headings with numbers or letters;
- using double-space headings;
- adding blank lines above or below headings, even if a heading falls at the end of a page.

FORMAT OF HEADINGS

The following table demonstrates how to format headings in five levels.

Level	Format	Size
CHAPTER HEADING, CENTRED/FLUSHED LEFT, BOLD, CAPS		**20 pt.**
1	**FLUSH LEFT, BOLD, CAPS, TITLE CASE HEADING**	15 pt.
	Text begins as a new paragraph	12 pt.
2	**Flush left, bold, lower case, title case heading**	14 pt.
	Text begins as a new paragraph	12 pt.
3	***Flush left, bold italics, lower case, title case heading***	12 pt.
	Text begins as a new paragraph	12 pt.
4	**Indented, bold, lower case, title case heading, ending with a period.** Text begins on the same line and continues as a regular paragraph.	12 pt.

5	***Indented, bold italics, lower case, title case heading, ending with a period.*** Text begins on the same line and continues as a regular paragraph.	12 pt.

In numbering your headings and subheadings, be sure to avoid mixing Arabic and Roman numerals.

1.1.4 Third-level heading (right)
1.1.iv Third-level heading (wrong)

4.7.4. Paragraphs, subparagraphs and lists

Paragraph numbers should be avoided unless essential for cross-referencing purposes (for example, in minutes). Do not number paragraphs in brochures, foldouts or the majority of non-technical publications. In manuals, guides and other technical publications, paragraphs and subparagraphs can be identified using numbers and letters as indicated below.

For paragraphs, use the following sequence:

1.
1.1
1.1.1
1.1.1.1

Try to avoid paragraph numbers longer than five figures. For example, if there is only one paragraph in a section, do not number that paragraph.

Subparagraphs and lists should be numbered as follows:

First degree:	(a), (b), (c), etc.
Second degree:	(i), (ii), (iii), etc.
Third degree:	a., b., c., etc.
Fourth degree:	i., ii., iii., etc.

Example:

1. Drinking water can come from different sources depending on where we live in the world. Three common sources are:

(a) Groundwater:
(i) is one of the primary sources for drinking water, which supplies:
a. 51% of the US population
b. 99% of the US rural population
(ii) helps grow our food and important water sources:
a. 64% is used for irrigation to grow crops
b. 16% is a source of recharge for:
i. Lakes
ii. Rivers
iii. Wetlands
c. 10% for soil moisture
d. 10% for other uses
(b) Surface water
(c) Rainwater

All the bullets should be harmonized.

Within a paragraph, use **(i); (ii); and (x)** and so on to list the things being described. See an example below.

- The MRC Secretariat has published three reports this month: **(i)** the Basin Development Strategy; **(ii)** Social Impact Monitoring in the Lower Mekong River Basin; and **(iii)** the Annual Hydrology Report for 2018.

4.7.5. Spacing

Insert one space (not two) after all punctuation marks, including at the end of a sentence.

In formulae, insert a space before and after operational symbols such as +, –, ±, x, >, <, ≥, ≤, = and ≈, except in sub(super)scripts or when they indicate sign or magnitude.
For example: +0.47 °C above; estimated error is ±6; x + y = z; xa + yb = za + b.

Signs for binary operations and binary relations are preceded and followed by spaces: x + y = z; (a x b) x c = a x (b x c). Nevertheless, signs for binary operations are not followed by a space when they are used to modify a symbol rather than combine two mathematical symbols or expressions: –1, ×5.

Use a non-breaking space:

- Between the currency abbreviation or symbol and the amount: £ 50,000; € 1,200; USD 2,400,000
- Between a unit of measurement and the preceding number: 3 kg, 30 m, 80 Hz, 220 V
- To separate a number from a unit: 7 times, 22 years, Part III, Chapter 5, section 2, Figure 1, Table 2, Box 3, Equation 4
- In temperature measurements: 60 °C, 212 °F
- In dates: 27 July 2018

Do not insert spaces:

- Between initials in names: T.H. Miller
- In geographical coordinates: 90°N, 45°S, 63°E, 13°W
- Before and after en dashes in date or number ranges: 3–7 October, 3 June–13 July, 1996–2020, 10–12 years

4.8. Gender-neutral or inclusive language

You have probably encountered documents that use masculine nouns and pronouns to refer to subject(s) whose gender is unclear or variable or to groups that contain people who are not men.

Most readers no longer interpret the word 'man' as synonymous with 'person', so clear communication requires writers to be more precise. Moreover, using gender-neutral language has become standard practice in both journalistic and academic writing.

In your manuscript, **use non-sexist or gender-neutral language,** which treats women and men equally.

Beware of sexist assumptions and hidden stereotypes such as:

A chairman presides over the meeting.

If the name and/or gender is unknown, do not assume that the person is male. Instead, include both male and female in the salutation, or use a gender-neutral term:

Dear Madam or Sir, Dear Director, Dear colleague.

In statements or speeches, it is now generally advisable not to use 'ladies and gentlemen' for the reasons above.

4.8.1. Neutral or gendered nouns

'Man' and words ending in '-man' are the most commonly used gendered nouns in English. These words are easy to spot and replace with more neutral language, even in contexts where many readers strongly expect the gendered noun.

Ensure that words that are neutral in theory are actually used neutrally:

> The Secretariat has revised its policy so that all new staff members receive health insurance for their wives.

could become

> The Secretariat has revised its policy so that all new staff members receive health insurance for their spouses.

Specify gender only if necessary to the sense. A specific reference to gender can imply that women or men are exceptions in certain situations or occupations: a female director, male nurse, male cleaner.

Avoid the unnecessary use of 'man' and its compounds:

Gendered noun	***Replaced by gender-neutral noun***
man	person, individual, human being
mankind	people, human beings, humanity
fisherman	fisher
freshman	first-year student
man-made	machine-made, artificial, human-induced
the common man	the average person
chairman	chair, chairperson, coordinator, head
mailman	mail carrier, letter carrier, postal worker
policeman	police officer
steward, stewardess	flight attendant
actor, actress	actor
congressman	legislator, congressional representative
Sir (as in Dear Sir)	Dear Sir or Madam, Dear Editor, Dear Members of the Joint Committee, To Whom It May Concern

4.8.2. Titles and names

Another example of gendered language is how the titles 'Mr,' 'Miss,' and 'Mrs' are used.

'Mr' can refer to any man, regardless of whether he is single or married. Nevertheless, 'Miss' and 'Mrs' define women by whether they are married, which, until recently meant defining them by their relationships with men.

Care should be taken to use the form of address preferred by each individual. However, **when that preference is not known, precedence is given to Ms over Mrs**, as the former is more inclusive and can refer to any woman, regardless of marital status.

There should also be consistency in the way women and men are referred to: if one is addressed by their name, last name, courtesy title, or profession, the other should be as well.

Less inclusive	*More inclusive*
"Professor Smith (surname and title for a man) and Madeline (first name for a woman) will attend the luncheon."	"Professor* Smith and Professor Jones will attend the luncheon (surname and title for both)."

*Professor can be abbreviated to Prof.

4.8.3. Personal pronouns

Masculine pronouns cannot be used to refer to both males and females. Use 'he', 'his', 'him' or 'himself' only when referring to a male person. Where 'he' or 'his' appears only once, 'he or she' or 'his or her' can be substituted: Each author is responsible for checking his or her proofs.

However, repeating 'he or she' or 'him or her' several times in a paragraph will make the text clumsy. In some cases, the sentence may be recast in the plural or reworded to eliminate the pronoun:

Authors are responsible for checking their proofs.
Proofs are to be checked by the authors.

Check the United Nations website (www.un.org/en/gender-inclusive-language/guidelines.shtml) for more gender-inclusive language.

4.9. Numbers

4.9.1. Arabic numerals

Use Arabic numerals for numbering:

- Chapters
- Annexes
- Appendices
- Attachments
- Figures, tables and boxes
- Manuals and guidelines
- Terms of reference
- Memoranda and letters

4.9.2. Cardinal numbers

CARDINALS EXPRESSED IN FIGURES

Numbers 10 and above are usually written in figures, except as noted in **Cardinal numbers expressed in words** below.

- Whole numbers of more than three digits are split as follows: 5,432,000; 8,9168 (using a non-breaking space).
- Decimals are punctuated as follows: 5.3, USD 60.15, EUR 123.90, with a decimal point (**not** a comma).

The following are always expressed in figures:

- Percentages: Provinces with less than 25% of irrigable area were considered insufficient water availability to mitigate drought risk.
- Decimal numbers and fractions: The dam site is only 2 km from the border.

Note: Insert a zero before the decimal point in decimal fractions expressing a number less than 1 (for example, 0.5 g). All decimal numbers in a table or series should have the same number of decimal places.

Do not use decimal points with whole numbers or when figures are preceded by 'around' or 'approximately'.

- Ratios: The success-failure ratio of e-government in developing countries was 1 to 6.
- Map scales: A new map on the scale of 1:250,000 was pub lished in 2010.
- Weights, units and measures: A Mekong giant catfish measuring 2.7 m and weighing 210 kg was found dead around 10 km from Pakse.
- Ages: Average life expectancy in Cambodia was 70 years in 2016. (exception: under-five mortality)
- Temperatures: 15 °C, 92 °F
- Sums of money: USD 764,000, EUR 123.50

CARDINALS EXPRESSED IN WORDS

Numbers under 10 are generally expressed in words, except in ranges or when used with units:

five, **not 5, but** a 3–4-day workshop or 9 km
a two-day workshop

Numbers are always expressed in words:

- At the beginning of a sentence: Fifteen tropical storms have hit the region this year.
- In simple fractions: Almost two thirds of the population was evacuated.

Note: Fractions expressed in words are not hyphenated (for example, one third of the total) unless used as adjectives (one-third share).

COLLECTIVE YEARS

A single period covering **two or more full years** is written as follows:

1992–2019 (or from 1992 to 2019)
biennium 2016–2017
the 2001–2010 decade

A period of fewer than 24 months that overlaps two years is written as follows:

The 2015/2016 drought hit the Mekong countries hard.

BIANNUAL, BIENNIAL AND THE LIKE

Biannual means occurring twice a year.

Biennial means occurring every other year (every two years). However, these words are ambiguous because they mean either twice a month/week/year or occurring every other month/week/year.

Bimonthly, biweekly and biyearly

It is best to avoid them entirely and write 'twice a month/week/year' and 'every other month/week/year' (or 'every two months/weeks/years') as appropriate.

DECADES

Decades are always expressed as follows:

The 1980s (**not** the eighties, the 80s or the 1980's).

CHEMICAL FORMULAE

The numbers in chemical formulae should be subscript:

CO_2, CH4, H_2O, O_2, NO_x

4.9.3. Dates

The day is followed by the month and year: 27 October 2019. There is no comma between the month and the year: July 2018.

Write out the day in cardinal numbers, not in ordinal numbers: 15 November 2012, **not** 15th November 2012.

If you include only the day and the month, the month comes before: November 15.

Months are usually written out in full but may be abbreviated (without punctuation) in tables if space is limited.

Dates are not to be written as 5/08/20 or 5.08.20. However, where space is limited, for example, in tables, the 5.8.20 form can be used.

References to meetings should be written out as follows:

> Expert Group Meeting on the Environment, Pakse, Lao PDR, 10–11 April 2019.

4.9.4. Millions, billions and trillions

In running text, numbers in the millions, billions and trillions are written as follows:

> 1 million, 3.4 million, 6 billion, 7.8 trillion

If there is more than one digit to the right of the decimal point, the number should normally be written out in full: 5,523,000 (not 5.523 million, or 5,523,000.00).

The term 'billion' means a thousand million (10^9), while 'trillion' means a million million (10^{12}).

4.9.5. Numbers occurring together or in a series

When two numbers occur together, they should be expressed in different styles, according to the nature of the elements and the context: 22 nine-month-old water monitoring stations.

When two or more numbers to which different rules apply occur in a series, the rule applying to the higher or highest number applies to all:

> Representatives from 12 African, four Mekong countries, and two Latin American countries attended the meeting.
>
> The Lower Mekong Basin had above-average typhoon activity in 2020, with a total of 12 storms, seven of which lasted for several days and four of which lasted for a few days.

4.9.6. Ordinal numbers

ORDINAL NUMBERS EXPRESSED IN FIGURES

Ordinal numbers are written in figures to indicate:

- Meeting or event numbers: 54th Meeting of the Joint Committee, and 4th meeting

- Floors: 4th floor, 38th floor

ORDINAL NUMBERS EXPRESSED IN WORDS

Ordinal numbers from first to ninety-ninth are expressed in words for most purposes:

> The MRC held its twenty-fifth Anniversary in 2020.
>
> The MRC Council held its forty-first Meeting at the MRC Headquarters in 2018.

The word is written out for centuries: tenth century (not 10th century or X century).

4.9.7. Ranges of numbers

When two numbers are used to indicate a range, the two numbers should be homogeneous: Between 4,360,213 and 5,000,000 housing units were built (**not** between 4,360,213 and 5 million housing units).

To reduce the possibility of confusion, the numbers should be expressed in full, whether in words or figures: Damages from the floods were estimated at between USD 12 million and USD 15 million (**not** between US$ 12 and US$ 15 million).

When linking two numbers in a range, use the following forms:

- An en dash: Water level in Vientiane will increase by about 0.50–1.20 metres.
  Note: Do not use 'from' with an en dash (**not** from 20%–30%).
- From... to ...: The Joint Committee will meet from 16 to 20 November 2020, and on 26 and 27 November 2020 in Bangkok.
  Note: Do not use 'from/to' for a two-day range (**not** from 14 to 15 May).
- Between... and...: Sediment flow into the lower reaches of the Mekong River has reduced between 50% and 77% over the last 20 years.
  Note: Do not use 'between' with 'to' (**not** between 15 to 20 stations).

If the unit of the range is represented by a symbol, the symbol is always repeated:

In the warmest months of March and April, the average temperature ranges from 30°C to 38°C.

Prices averaged USD 20–USD 25 per kilogram.

If the unit is written out or abbreviated, it is given only once, after the second number:

The speed of isolated storms is typically about 20–25 km per hour.
A predicted sea-level rise between 25 and 30 cm by 2050 is expected to accelerate salinity intrusion in the Mekong Delta.

4.9.8. Telephone and fax numbers

Telephone and fax numbers should be written without parentheses or hyphens.

Tel.: 021 263263, ext. 123
Fax: 023 425363

When abbreviated, telephone is written as 'Tel.:' or simply 't:' and not 'Tel'.

Where it is appropriate to include both a country and a city code, leave a space between the two codes and between the codes and the telephone or fax number. In the following example, the first block of numbers (856) is the country code for Lao PDR and the second block (20) is the city code for Vientiane: Tel.: +856 (0) 20 55551234.

The country code should always come with a plus symbol: + as in +855

Note: In some cases, as in the example above, the number contained within parentheses is considered part of the phone number only when dialling within the country.

4.9.9. Time of day

The MRC uses the 24-hour clock and the Gregorian calendar for most purposes. This is written in four figures and a colon ':' between the hour and the minute. Thus, the time of day is expressed as follows: 08:00 (**not** 8.00 a.m.), 16:05 (**not** 4.5 p.m.), noon, midnight.

Note: In meteorology, the 24-hour clock is used without punctuation or the colon between the hour and the minute: Tuesday, 19 June 2018, at 1800 UTC.

In tables, figures, and charts where space is limited, abbreviate days and months as follows:

Sun. Mon. Tue. Wed. Thu. Fri. Sat.
Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

However, there is an exception for May, June, and July because they are already very short.

4.9.10. Units of measurement

Use a non-breaking space between a number and a unit, except for percentages or the degree symbol in geographical coordinates: 10%, 10°S, 10 °C, 65 °F.

When used in conjunction with numbers, the abbreviated form of units should always be used after the first mention: 10 m, **not** 10 metres.

For units of time, the accepted abbreviations are:

seconds	s (**not** sec., sec or secs)
minutes	min (**not** min. or mins)
hours	h (**not** hr or hrs)
days	d

'years' should be written out in full, except in tables, where 'y' may be used to save space.

The slash may be used in units: W/m2 (**not** W m^{-2}), W/m2/s (**not** W m^{-2} s^{-1}), m/s (**not** m s^{-1}), mm/h (**not** mm h^{-1}).

4.10. Punctuation

4.10.1. Apostrophe (')

An apostrophe ('s or the plural form s') is the most commonly used method to show possession:

Author's opinion
Members' actions

Apostrophes are also used to indicate contractions, for example, where one or more letters have been omitted in a word or where two words have been joined together. Contractions are common in informal texts but not in formal texts.

Examples

Don't = do not; it's = it is (as distinct from the possessive 'its'); who's = who is (as distinct from whose); you're = you are (as distinct from your).

An apostrophe is not used with an abbreviation/acronym or the name of an organization:

MRC Joint Committee
MRC Headquarters

4.10.2. Colon (:)

The colon primarily has three grammatical uses and several non-grammatical uses.

INTRODUCING A LIST

A colon is used to introduce an element or a series of elements, illustrating or amplifying what has preceded the colon:

To ensure accurate forecasting and monitoring, the MRC will need several types of data: historical, storage, operation, rainfall, and water level data.

Instead of a period/full stop, a colon may be used to introduce a series of related sentences:

The flash flood caused a landslide in the middle of the night: What should we do now? Warn the villagers?

The first word following the colon is in lower case, unless it is a proper name, in the following cases:

- When a colon is used within a sentence: You may be required to bring many things: sleeping bags, pans, utensils, and warm clothing.
- When a colon is used in a heading or subheading: The Mekong River: hydrology, climate and people.

Capitalize the first word after a colon in the following cases:

- To separate an independent clause from a quotation:

  The CEO would often speak about wider data sharing when

discussing the effective management of the Mekong River: "We call on the six Mekong countries to increase data and information sharing on their dam and water infrastructure operations in a transparent and speedy manner with the MRC."

- When a colon introduces two or more sentences:

  Three principles underpin these engagements: First, the extent of inter-State engagement through the MRC should be kept at a minimum. Second, there was so much water available in the wet season that transboundary impacts would be unlikely. Third, minimum dry season flows on the mainstream were maintained, and existing downstream use would not be compromised.

- When the introductory phrase is very brief, and the clause following the colon represents the gist of the message:

  Remember: Only staff from the Personnel Office can enter the Private Meeting of the Management.

A colon is generally used after expressions such as **'as follows'** and **'the following'** but do not use more than once in any sentence. There should not be a space before a colon.

In general, **do not use** a colon after **'namely'**, **'for example'** and similar expressions, or before a series introduced by a verb or preposition:

The Secretariat climatologist stressed the negative effects of sea level rise, namely that overall productivity in the Mekong Delta would decline.

There is, for example, the simple question of whether we can be certain that climate change really has changed how we live.

The revised HR Manual deals with (i) personnel benefits, (ii) education grants, (iii) …

An application for work with the Secretariat should include a letter of interest, a CV, and an MRC Personal History Form.

TIME

A colon is used to separate hours from minutes, with no space before or after the colon: 20:15

RATIO

It is also used to express a ratio of two numbers, with no space before or after the colon: 2:6

CORRESPONDENCE

A colon is frequently used in business and personal correspondence.

Dear Dr Green: (for a very formal purpose only. In general, a comma is used.)
From: Director of Planning Division
Attention: Personal Assistant to the CEO
PS: Please be on time.

4.10.3. Comma (,)

The comma might be the most troublesome punctuation mark. This is largely due to the many different ways it is used.

Generally, a serial comma should be used to punctuate the last word of a series where a final comma is used before 'and' or 'or' to increase clarity, for example, in an enumeration containing lengthy or complex elements:

Modern observations mostly come from weather stations, weather balloons, radars, ships and buoys, and satellites.

The new funding will support capacity-building programmes, education and literacy programmes, and health and social support programmes.

A comma should also be used after the first digit of a four-digit number. The exceptions include years, page numbers, and street addresses. See the section on Numbers for more detail.

We sold 2,300 books last year; the most expensive sold for USD 5,255.

If you check his passport, you will see that he was born in October 1972.

However, do not use a comma after e.g. and i.e., before parentheses or preceding/following en dashes.

4.10.4. En dash (–)

An en dash (–) is slightly wider than the hyphen (-) but narrower than the em dash (—). It is used for the following purposes:

- to join coordinating or contrasting pairs:

  height–depth ratio
  water–energy–food nexus

- to connect numbers, where it refers to up to and including (or through):

  the Basin Development Strategy 2021–2030
  You are invited to celebrate the Lao National Day on December 2, 16:00–18:00.

However, do not use the en dash if you introduce a span or range with words such as from or between:

Mr Hans Guttman was the last international CEO to have headed the MRC Secretariat from 2011 to 2014 (not from 2011–2014).

Use the en dash to set off an amplifying or defining element similar to commas, parentheses or colons, where space is inserted before and after the en dash:

The need for all the countries along the length of the Mekong – China, Myanmar, Lao PDR, Thailand, Cambodia, and Viet Nam – to strike a balance among the benefits of development, social justice, and environmental sustainability is so paramount.

An average annual cost of the repercussions of floods in the Lower Mekong Basin is huge – ranging from USD 60 to USD 70 million.

4.10.5. Forward slash (/)

A forward-slash (/), also known as an upward slash, has several uses, most of which should be avoided in formal writing.

It can be used for the following purposes:

- To indicate periods that encompass parts of two consecutive calendar years: This audit covers only the 2005/2016 fiscal year.
- To link two alternative words: and/or.

- Shorthand for *per*: A top speed of 60 km/h.

Between the names of two organizations in the titles of joint meetings, programmes, and projects:

MRC/GIZ Report Launch on the Transboundary Joint Project between Cambodia and Thailand

In the case of official correspondence, to indicate that more information is available on the next page(s) or that readers are directed to the next page(s). In this case, the slash is preceded by an ellipsis and followed by a period, without any space:

.../.

4.10.6. Hyphen (-)

For most writers, the hyphen's primary function is the formation of certain compound terms. While there are no strict rules for the use of hyphens, you should observe the following usages:
Use as dictated by the grammatical function that some words have in a sentence, for example, compound adjectives:

in depth (adv.): This subject needs to be studied in depth
in-depth (adj.): An in-depth study of this subject
land use (noun): A report on land use in Thailand
land-use (adj.): A report on land-use policies in Thailand

When two or more compound modifiers have a common base, this base is sometimes omitted except the last modifier, but the hyphens are retained: short-, medium- and long-range climate prediction.

Compound adjectives that should be hyphenated are made up of a noun + an adjective, a noun + a participle, or an adjective + a participle:

noun + adjective	***noun + participle***	***adjective + participle***
accident-prone	computer-aided	good-looking
sugar-free	power-driven	quick-thinking
carbon-neutral	user-generated	bad-tempered
basin-wide	custom-built	fair-haired
camera-ready	muddle-headed	open-mouthed

With compound adjectives formed from the adverb **well** and a participle, or from a phrase, use a hyphen when the compound comes before the noun: well-known tool; an up-to-date account.

Do not hyphenate:

- compounds formed by an adverb ending in-ly and a participle:

  environmentally friendly policy to address plastic waste.

Do not:

- use a hyphen to indicate a negative number. Instead, use a minus sign: −23 °C;
- use a hyphen in a number range; instead, use an en dash: 326–389;
- use MS Word's automatic hyphenation function.

PREFIXES

A hyphen is typically used after a prefix in order to prevent a word from being mistaken for another (re-treat/retreat, re-cover/recover); to avoid doubling a vowel or a consonant (re-elect, re-employ, part-time), or to link the prefix to a word beginning with a capital letter (post-Prior Consultation, pre-Columbian).

4.10.7. Parentheses ( )

Parentheses (always used in pairs) allow writers to provide additional information:

The Mekong River Commission (a river basin organization) was established in 1995.

However, use parentheses sparingly.

- Never use a comma before parentheses:

  As noted in the glossary (see the enclosed file), a user is …

CAPITALIZATION

- When a parenthetical sentence stands on its own, use upper case and full punctuation:

  The idea that theoretical physics can be taught without reference to complex mathematics is patently absurd. (But don't

tell that to the publishers of such mathematics-free books—or the people who buy them.)

- When parenthetical content occurs at the end of a more significant sentence, use lower case and punctuate the sentence outside the closing parenthesis.

  After three weeks on set, the cast was fed up with his direction (or, rather, lack of direction).

- When a complete sentence occurs in parentheses in the middle of a larger sentence, neither capitalize nor end with a period though a question mark or exclamation point is acceptable.

  We verified his degree (none of us thought he was lying about that) but not his billion-dollar verdict against us (how gullible did he think we were?).

4.10.8. Quotation marks (“ ”)

Use double quotation marks around a direct quotation. Use smart (or “curly”) quotes. Never use French-style quotation marks << >>. See Quotations for details.

4.10.9. Semicolon (;)

A semicolon is generally used at the end of a subparagraph/list item. For example, if there is a continuation of an introductory sentence, the lowercase begins, and the semicolon ends. However, in the case of full sentences, use periods instead of semicolons.

The Governance Officer sits under the Administration Division and is responsible for:

(a) preparing and providing technical support to governance meetings;
(b) serving as the primary focal person with the MRC Member Countries on governance meetings;
(c) ensuring that meeting records are timely shared with the Member Countries.

Consider these must-have qualities of a manager that can supply a roadmap to professional excellence:

(a) They build a work culture of mutual trust;
(b) They focus on employee strengths;
(c) They do not micromanage;
(d) They recognize and reward good work;
(e) They are a role model;

(f) They handle pressure well.

Do **not insert** 'and' or 'or' after the semicolon of the penultimate entry.

A semicolon is often used between two independent clauses when coordinating conjunction (for, and, nor, but, or, yet, so) is omitted. Technically, the semicolon could be replaced with a period since each independent clause is a complete sentence. The semicolon, however, emphasizes the connection between the two clauses.

The upperclassmen are permitted off-campus lunch; the underclassmen must remain on campus.

4.10.10. Square brackets [ ]

Brackets allow the insertion of editorial material inside quotations.

- Use brackets for clarification if the original material includes a noun or pronoun that is unclear:

In his memoirs, the author reveals, "The year we moved into the house [1985] was a difficult one for us, both emotionally and financially."

- Use brackets to silently change the first letter of quoted material from upper case to lower case or vice versa:

  "[T]his study has been widely cited, notwithstanding its dubious methodology."

  Under the terms of his employment contract, his "[p]erformance-based stock options shall not vest until 31 December 2025."

- When using italics to emphasize a portion of the quotation, use brackets to indicate the change:

  She said she would consider "a very short extension of the deadline, but only under *the most extraordinary circumstances* [emphasis added]."

Use square brackets when inserting a word that is not in the original quotation (see Quotations).

Square brackets are used in reference lists to enclose English translations of non-English language references (see References).

4.11. Quotations

The original quotation should never be changed unless it contains obvious typos. Instead, use double quotation marks (**“ ”**) around a **direct quotation**.

Use single quotation marks (**‘ ’**) for **quotations within quotations**:

> On his first day at the office, the CEO said, “I am fully committed to applying the MRC motto of ‘Meeting the Needs, Keeping the Balance’, to social justice, poverty eradication and sustainable development.”

Single quotation marks are also used for **names of terms or names of projects**.

> The Secretariat has just launched a new programme called ‘Healthy River’ to promote a cleaner and greener Mekong River.

To omit material from a quotation, use an ellipsis **[…]** – a series of three periods/full stops – and put square brackets around it, without any space. Ellipses are preceded and followed by one space:

> One study argues that “participatory governance is designed to prevent resource conflicts […] thus creating a regional public good of equitable resource sharing while maintaining economic development” (Hensengerth, 2009, p. 327).

Quoted material running up to **three lines** (or 40 words) in a text should be enclosed in quotation marks within the relevant paragraph, just like an example above.

Quotations of **more than three lines** (or more than 40 words) should be rendered as a block quotation that is set apart from the text, indented both right and left and set in a font size two points smaller than the text, **without quotation marks**:

A group of researchers who studied the relationship between sand mining and riverbank stability in the Lower Mekong River state that:

> There are also uncertainties regarding how much sand is being extracted from the LMR [Lower Mekong River Basin]. One study has suggested that approximately 34 million cubic metres […] of aggregate is being extracted annually, of which 90% is sand (with the remaining 10% being coarser; that is, gravel), with more than 80% of this sediment being mined from the alluvial reaches of the

> LMR in Cambodia and Vietnam. This estimate was derived from questionnaire data collected at mining sites in four countries in the Mekong River basin […] during low-flow conditions in 2011 and 2012. However, in the subsequent seven years since this study, demand for sand has increased considerably; hence, the commonly reported value of sediment extraction based on the 2011–2012 data is likely to be lower now than current extraction rates. (Hackney, et al., 2018)

The source of a quotation should always be acknowledged. See for detailed information.

Use square brackets (**[ ]**) to indicate that a word or part of a word (for example, a verb tense or a change from capital to lower case or vice versa) in a quotation has been changed or added, normally in order to incorporate a quotation into a sentence or to fit the non-quoted surrounding text:

Original quotation:

> "The normal functioning of an ecosystem provides humans with an abundance of services that we depend upon or that can significantly improve our quality of life."

Modified quotation:

> It is widely accepted that "[t]he normal functioning of an ecosystem provides humans with an abundance of services that we depend upon or that can significantly improve our quality of life."

PART 5: REFERENCES

"It is the authors' responsibility to ensure that all references and bibliographical items are accurate, complete and correct."

PART 5: REFERENCES

The MRC follows the APA Style for citation and referencing. It is the **authors'** responsibility to ensure that all references and bibliographical items are accurate, complete and correct. **Editors** ensure that references follow the APA Style but do not check their accuracy.

All references cited in the text must be given in the references section under the heading **'References'**, which should contain only those mentioned in the text.

If required, a **'Bibliography'** may contain references relevant to the subject matter and recommended for further reading but not mentioned in the text.

The references and/or bibliography usually are placed at the end of a publication, after the glossary (if any) and before the annexe section.

Personal communications should not be referred to in either the references or the bibliography chapters.

All entries should follow the style and format given in the References and bibliography section examples below.

5.1. Citing references within the text

Include an in-text citation when you refer to, summarize, paraphrase, or quote from another source. For every in-text citation in your manuscript, there must be a corresponding entry in your reference list.

Use the author's last name and the year of publication, for example: (Green, 2005). For direct quotations, include the page number, for example: (Green, 2005, p. 14).

- Example paragraph with an in-text citation:

  Knowledge is widely considered a key ingredient for the effective and sustainable governance of natural resources and ecosystems

(Blackmore, 2007; Cash et al., 2003; van der Molen, 2018). Knowledge, in this context, includes awareness of the current state of the natural resource system and scientific understandings of the geophysical, environmental, and social processes that determine how that natural system functions and responds to stresses (Burton & Molden, 2005; Timmerman & Langaas, 2005).

In-text citations should immediately follow the title, word, or phrase to which they are directly relevant, rather than appearing at the end of long clauses or sentences. In addition, in-text citations should always precede punctuation marks. Below are examples of using in-text citations:

- Author's name in parentheses:

  One study found that the most important element in comprehending non-native speech is familiarity with the topic (Gass & Varonis, 1984).

  Note: Use an ampersand (**&**) – **not** the word 'and' – in parenthetical in-text citations to separate the last and second to last author of a cited work.

- Author's name part of narrative:

  Gass and Varonis (1984) found that the most important element in comprehending non-native speech is familiarity with the topic.

- Group as author:

  First citation: (Mekong River Commission [MRC], 2015)
  Subsequent citation: (MRC, 2015)

- Multiple works: (separate each work with semi-colons)

  Research shows that listening to a particular accent improves comprehension of accented speech in general (Gass & Varonis, 1984; Krech Thomas, 2004).

- Direct quote: (include page number)

  One study found that "the listener's familiarity with the topic of discourse greatly facilitates the interpretation of the entire message" (Gass & Varonis, 1984, p. 85).

  Gass and Varonis (1984) found that "the listener's familiarity with the topic of discourse greatly facilitates the interpretation of the entire message" (p. 85).

- When the author's name is mentioned directly in the text, only the year is given in parentheses:

  According to Jones (1998), authors often have difficulty using APA style, especially when it is their first time.

  The MRC's role in water diplomacy platform and regional knowledge hub was first evaluated by Lee (2010) and then by Edwards and Rose (2012), Foreman and Thomas (2018), and Baddour et al. (2019).

5.2. Formatting and layout of references and bibliography entries

The Reference/Bibliography section is a separate page at the end of your manuscript where all sources you cited in the main text are listed.

The references are **sorted alphabetically, single-spaced,** and formatted using a **hanging indent** of 1.27 centimetres or one tab. Use 'References' as the section heading and align it left.

A standard source reference begins with the author's surname, followed by a comma, then the initial(s) of his or her first name.

If there are multiple authors, place a comma between each author's name and an ampersand (**'&'**) before the last author's name. If there are **more than eight authors**, list the **first six** followed by an ellipsis "…" (without quotation marks or any brackets) followed by the last author.

There should always be a period after the author's/authors' name(s).

But when using multiple authors' names as part of your narrative, rather than in parentheses, always **spell out** the word **and**. For multiple authors' names within a parenthetic citation, use **&**.

For Internet references, authors should verify the URL for each source immediately before submitting their manuscripts for editing.

Editors should test the URL provided for a source to ensure that it is correct. If it is not, editors should ask the author or consulting official for a new URL.

URLs should appear in blue and should **never be underlined**.

Each reference must be structured according to the rules for that source type. These rules vary between books, journal articles, internet articles and others.

5.3. References and bibliography examples

This section provides authors with examples of how to arrange and cite references, with detailed explanations, where relevant, under each example type.

5.3.1. Textual works

PERIODICALS

Journals

Type	Examples
Journal article	Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture, 8*(3), 207–217. https://doi.org/10.1037/ppm0000185 • Parenthetical citation: (Grady et al., 2019) • Narrative citation: Grady et al. (2019)
Note: • If a journal article has a DOI, include it in the reference. • Always include the issue number for a journal article. • If the journal article does not have a DOI and is from an academic research database, end the reference after the page range. The reference, in this case, is the same as for a print journal article. • If the journal article does not have a DOI but does have a URL that will resolve for readers (for example, it is from an online journal that is not part of a database), include the URL of the article at the end of the reference.	
Journal article, with missing information	**Missing volume number** Stegmeir, M. (2016). Climate change: New discipline practices promote college access. *The Journal of College Admission,* (231), 44–47. https://bit.ly/3mN14pT **Missing issue number** Sanchiz, M., Chevalier, A., & Amadieu, F. (2017). How do older and young adults start searching for information? Impact of age, domain knowledge and problem complexity on the different steps of information searching. *Computers in Human Behavior, 72,* 67–78. https://doi.org/10.1016/j.chb.2017.02.038

Journal article, with missing information	**Missing page or article number** Butler, J. (2017). Where access meets multimodality: The case of ASL music videos. Kairos: *A Journal of Rhetoric, Technology, and Pedagogy, 21*(1). http://technorhetoric.net/21.1/topoi/butler/index.html • Parenthetical citations: (Butler, 2017; Sanchiz et al., 2017; Stegmeir, 2016) • Narrative citations: Butler (2017), Sanchiz et al. (2017), and Stegmeir (2016)

Note:

- If the journal does not use volume, issue, and/or article or page numbers, omit the missing element(s) from the reference.
- If the volume, issue, and/or article or page numbers have simply not yet been assigned, use the format for an advance online publication or an in-press article.

Newspapers

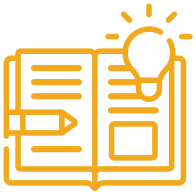
Type	Examples
Newspaper article	Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times.* https://nyti.ms/3deIqEL Harlan, C. (2013, April 2). North Korea vows to restart shuttered nuclear reactor that can make bomb-grade plutonium. *The Washington Post,* A1, A4. Stobbe, M. (2020, January 8). Cancer death rate in U.S. sees largest one-year drop ever. *Chicago Tribune.* • Parenthetical citation: (Carey, 2019; Harlan, 2013; Stobbe, 2020) • Narrative citation: Carey (2019), Harlan (2013), and Stobbe (2020)

Note:

- In the source element of the reference, provide at a minimum the title of the newspaper in italics.
- If the newspaper article is from an online newspaper that has a URL that will provide more information to readers (as in the Carey example), include the URL of the article at the end of the reference.
- If the article's volume, issue, and/or page numbers are missing, omit these elements from the reference.
- If you used a print version of the newspaper article (as in the Harlan example), provide the page or pages of the article after the newspaper title. Do not include the abbreviations 'p.' or 'pp.' before the page(s).
- If the article does not have volume, issue, or page numbers available, the reference, in this case, ends with the title of the newspaper (as in the Stobbe example).
- If the article is from a news website (for example, CNN) – one that does not have an associated daily or weekly newspaper – use the format for a webpage on a news website instead (see Webpages and websites for more detail).

BOOKS AND REFERENCE WORKS

Book references



Type	Examples
Whole authored book	Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). Washington, DC: American Psychological Association. https://doi.org/10.1037/0000168-000 Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst.* New York, NY: Penguin Books. • Parenthetical citation: (Jackson, 2019; Sapolsky, 2017) • Narrative citation: Jackson (2019) and Sapolsky (2017)
Note: • Provide the author, year of publication, title, and publisher of the book. • Include any edition information in parentheses after the title, without italics. • If the book includes a DOI, include it in the reference after the publisher's name. • Include the publisher's location if known. • If the book does not have a DOI and is an eBook from an academic research database, end the book reference after the publisher's name. • Do not include database information in the reference. The reference, in this case, is the same as for a print book.	
Whole edited book	Kesharwani, P. (Ed.). (2020). *Nanotechnology based approaches for tuberculosis treatment.* Academic Press. Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). (2019). *Microaggression theory: Influence and implications.* New York, NY: John Wiley & Sons. https://doi.org/10.1002/9781119466642 • Parenthetical citations: (Kesharwani, 2020; Torino et al., 2019) • Narrative citations: Kesharwani (2020) and Torino et al. (2019)
Note: • Use the abbreviation '(**Ed.**)' for one **editor** and the abbreviation '(**Eds.**)' for **multiple editors** after the editor names, followed by a period. In the case of multiple editors, include the role once, after all the names. • Include any edition information in parentheses after the title, without italics. • If the book includes a DOI, include it in the reference after the publisher's name. • Include the publisher's location if known. • If the book does not have a DOI and is an eBook from an academic research database, end the book reference after the publisher's name. Do not include database information in the reference. The reference, in this case, is the same as for a print book.	

Type	Examples
Republished book, with editor	Watson, J. B., & Rayner, R. (2013). *Conditioned emotional reactions: The case of Little Albert* (D. Webb, Ed.). CreateSpace Independent Publishing Platform. http://a.co/06Se6Na (Original work published in 1920) • Parenthetical citations: (Watson & Rayner, 1920/2013) • Narrative citations: Watson and Rayner (1920/2013)

Note:

- The book by Watson and Rayner was originally published in 1920. It was edited by Webb and republished in 2013.
- Sometimes, an authored book also credits an editor on the cover. In this case, including the editor in parentheses without italics after the book title.
- Provide the year of the republication in the main date element of the reference. In addition, provide the year of original publication at the end of the reference in parentheses after the words 'Original work published.'
- Both publication years appear in the in-text citation, separated with a slash, with the earlier year first.

Edited book chapters and entries

Type	Examples
Chapter, in an edited book	Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). Washington, DC: American Psychological Association. https://doi.org/10.1037/0000120-016 Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). New York, NY: Routledge. • Parenthetical citation: (Aron et al., 2019; Dillard, 2020) • Narrative citation: Aron et al. (2019) and Dillard (2020)

Note:

- If the edited book chapter includes a DOI, include it in the reference after the publisher's name.
- Include the publisher's location if known.
- If the edited book chapter does not have a DOI and comes from an academic research database, end the edited book chapter reference after the publisher's name. Do not include database information in the reference. The reference, in this case, is the same as for a print edited book chapter.
- Include any edition information in the same parentheses as the page range of the chapter, separated with a comma.

Dictionaries

Type	Examples
Entry in an online dictionary	American Psychological Association. (n.d.). Just-world hypothesis. In *APA dictionary of psychology*. Retrieved 18 January 2020 from https://dictionary.apa.org/just-world-hypothesis Merriam-Webster. (n.d.). Semantics. In *Merriam-Webster.com dictionary.* Retrieved 4 January 2020 from https://www.merriam-webster.com/dictionary/semantics • Parenthetical citation: (American Psychological Association, n.d.; Merriam-Webster, n.d.) • Narrative citation: American Psychological Association (n.d.) and Merriam-Webster (n.d.)
Note: • Because entries in the APA Dictionary of Psychology and Merriam-Webster's Dictionary are updated over time and are not archived, include a retrieval date in the reference. • The author and publisher are the same for the dictionaries in the examples, so the name appears in the author element only to avoid repetition.	
Entry in a printed dictionary	American Psychological Association. (2015). Mood induction. In *APA dictionary of psychology* (2nd ed., p. 667). Merriam-Webster. (2003). Litmus test. In *Merriam-Webster's collegiate dictionary* (11th ed., p. 727). • Parenthetical citation: (American Psychological Association, 2015; Merriam-Webster, 2003) • Narrative citation: American Psychological Association (2015) and Merriam-Webster (2003)
Note: • The author and publisher are the same for the dictionaries in the examples, so the name appears in the author element only to avoid repetition. • Provide any edition information about the dictionary in parentheses without italics after the dictionary title. • Provide the page number for the entry in parentheses after the title of the dictionary. When both an edition and page number are present, place them in the same set of parentheses, separated by a comma.	

Reports and grey literature

Type	Examples
Report by a Government Agency reference	National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). Bethesda, MD: US Department of Health and Human Services, National Institutes of Health. https://www.cancer.gov/publications/patient-education/takingtime.pdf • Parenthetical citations: (National Cancer Institute, 2019) • Narrative citations: National Cancer Institute (2019)

Type	Examples
Note: • The specific agency responsible for the report appears as the author. The names of parent agencies not present in the group author name appear in the source element as the publisher. This creates concise in-text citations and complete reference list entries. • Include the publisher's location if known.	
Report with individual authors references	Baral, P., Larsen, M., & Archer, M. (2019). *Does money grow on trees? Restoration financing in Southeast Asia*. Washington, DC: Atlantic Council. https://bit.ly/34LWtOj Stuster, J., Adolf, J., Byrne, V., & Greene, M. (2018). *Human exploration of Mars: Preliminary lists of crew tasks* (Report No. NASA/CR-2018-220043). Houston, TX: National Aeronautics and Space Administration. https://go.nasa.gov/3oQi2oX • Parenthetical citations: (Baral et al., 2019; Stuster et al., 2018) • Narrative citations: Baral et al. (2019) and Stuster et al. (2018)
Note: • If the report has a report number, include it in parentheses without italics after the report title. • Provide the publisher of the report and its URL in the source element of the reference. • Include the publisher's location if known.	
Fact sheet references	MRC. (2020). *Joint Environmental Monitoring Programme Pilot Project* [Fact sheet]. Vientiane. https://bit.ly/2G3ObYs Agency for Toxic Substances and Disease Registry. (n.d.). *Asbestos in your environment: What you can do to limit exposure* [Fact sheet]. Washington, DC: US Department of Health & Human Services. https://bit.ly/3kPOwNV • Parenthetical citations: (Agency for Toxic Substances and Disease Registry, n.d.; MRC, 2020) • Narrative citations: Agency for Toxic Substances and Disease Registry (n.d.) and MRC (2020)
Note: • Fact sheets, brochures, pamphlets, or flyers follow the same format as report references. • This fact sheet has an organizational author rather than individual authors. • Include the description '[Fact sheet]' in square brackets after the title of the brochure. • When the multiple layers of government agencies are credited (as in the Agency for Toxic Substances and Disease Registry example), provide the most specific agency in the author element of the reference. Provide the parent agency in the source element of the reference as the publisher. • When only one agency is credited as the author (as in the MRC example), provide that agency as the author. Omit the agency name from the source element to avoid repetition. • Include the publisher's location if known.	

Type	Examples
Media release references	MRC. (2020, August 7). *Mekong countries urged to address low water flows: Mekong River Commission* [Media release]. Vientiane. https://bit.ly/3gFWxTq • Parenthetical citations: (MRC, 2020) • Narrative citations: MRC (2020)
Note: • Provide the name of the group that released the media/press release as the author. • Include the description '[Media release]' in square brackets after the title of the media release. • When the author and the publisher of the media release are the same, omit the publisher to avoid repetition, as shown in the example. • Include the publisher's location if known.	
White paper, with a group author	Department for Business Innovation & Skills. (2016). *Success as a knowledge economy: Teaching excellent, social mobility and student choice* [White paper]. London: Crown. https://bit.ly/2TIuyse • Parenthetical citations: (Department for Business Innovation & Skills, 2016) • Narrative citations: Department for Business Innovation & Skills (2016)
Note: • A white paper is a persuasive document that is written by a person or group to convince readers of their position and philosophy on a topic. • Include the description '[White paper]' in square brackets after the title of the white paper. • Include the publisher's location if known.	
White paper, with individual authors	Furst, M., & DeMillo, R. A. (2006). *Creating symphonic-thinking computer science graduates for an increasingly competitive global environment* [White paper]. Atlanta, GA: Georgia Tech College of Computing. https://bit.ly/3oVEHAz • Parenthetical citations:(Furst & DeMillo, 2006) • Narrative citations: Furst & DeMillo (2006)

Conference presentations and proceedings

Type	Examples
Conference presentation	Evans, A. C., Jr., Garbarino, J., Bocanegra, E., Kinscherff, R. T., & Márquez-Greene, N. (2019, August 8–11). *Gun violence: An event on the power of community* [Conference presentation]. APA 2019 Convention, Chicago, IL, United States of America. https://convention.apa.org/2019-video • Parenthetical citations: (Evans et al., 2019 • Narrative citations: Evans et al. (2019)

Type	Examples
Note: • Provide the names of the presenters in the author element of the reference. • Provide the full dates of the conference in the date element of the reference. • Describe the presentation in square brackets after the title. The description is flexible (for example, '[Conference session],' '[Paper presentation],' '[Poster session],' '[Keynote address]'). • Provide the name of the conference or meeting and its location in the source element of the reference. • If a video of the conference presentation is available, include a link at the end of the reference.	
Conference proceedings published in a journal	Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). *Cognitive and noncognitive predictors of success. Proceedings of the National Academy of Sciences, USA, 116*(47), 23499–23504. https://doi.org/10.1073/pnas.1910510116 • Parenthetical citations:(Duckworth et al., 2019) • Narrative citations: Duckworth et al. (2019)
Note: • Conference proceedings published in a journal follow the same format as journal articles.	
Conference proceedings published as a whole book	Kushilevitz, E., & Malkin, T. (Eds.). (2016). *Lecture notes in computer science: Vol. 9562. Theory of cryptography*. Springer. https://doi.org/10.1007/978-3-662-49096-9 • Parenthetical citations: (Kushilevitz & Malkin, 2016) • Narrative citations: Kushilevitz & Malkin (2016)
Note: • Conference proceedings published as a whole book follow the same reference format as whole edited books.	
Conference proceedings published as a book chapter	Bedenel, A.-L., Jourdan, L., & Biernacki, C. (2019). Probability estimation by an adapted genetic algorithm in web insurance. In R. Battiti, M. Brunato, I. Kotsireas, & P. Pardalos (Eds.), *Lecture notes in computer science: Vol. 11353. Learning and intelligent optimization* (pp. 225–240). Springer. https://doi.org/10.1007/978-3-030-05348-2_21 • Parenthetical citations: (Bedenel, Jourdan & Biernacki, 2019) • Narrative citations: Bedenel, Jourdan & Biernacki (2019)
Note: • The format for conference proceedings published as an edited book chapter is the same as for edited book chapters.	

Dissertations and theses

Type	Examples
Published dissertation or thesis references	Kabir, J. M. (2016). *Factors influencing customer satisfaction at a fast food hamburger chain: The relationship between customer satisfaction and customer loyalty* (Publication No. 10169573) [Doctoral dissertation, Wilmington University]. ProQuest Dissertations & Theses Global. Miranda, C. (2019). *Exploring the lived experiences of foster youth who obtained graduate level degrees: Self-efficacy, resilience, and the impact on identity development* (Publication No. 27542827) [Doctoral dissertation, Pepperdine University]. PQDT Open. https://pqdtopen.proquest.com/doc/2309521814.html?FMT=AI Zambrano-Vazquez, L. (2016). *The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms* [Doctoral dissertation, University of Arizona]. UA Campus Repository. https://repository.arizona.edu/handle/10150/620615 • Parenthetical citations: (Kabir, 2016; Miranda, 2019; Zambrano-Vazquez, 2016) • Narrative citations: Kabir (2016), Miranda (2019), and Zambrano-Vazquez (2016)

Note:

- A dissertation or thesis is considered published when it is available from a database such as ProQuest Dissertations and Theses Global or PDQT Open, an institutional repository, or an archive.
- If the database assigns publication numbers to dissertations and theses include the publication number in parentheses after the title of the dissertation or thesis without italics.
- Include the description 'Doctoral dissertation' or 'Master's thesis' followed by a comma and the name of the institution that awarded the degree. Place this information in square brackets after the dissertation or thesis title and any publication number.
- In the source element of the reference, provide the database, repository, or archive name.
- The same format can be adapted for other published theses, including undergraduate theses, by changing the wording of the bracketed description as appropriate (such as 'Undergraduate honours thesis').
- Include a URL for the dissertation or thesis if the URL will resolve for readers (as shown in the Miranda and Zambrano-Vazquez examples).
- If the database or archive requires users to log in before they can view the dissertation or thesis, meaning the URL will not work for readers, end the reference with the database name (as in the Kabir example).

Type	Examples
Unpublished dissertation or thesis references	Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia. • Parenthetical citations: (Harris, 2014) • Narrative citations: Harris (2014)

Note:

- When a dissertation or thesis is unpublished, include the description '[Unpublished doctoral dissertation]' or '[Unpublished master's thesis]' in square brackets after the dissertation or thesis title.
- In the source element of the reference, provide the institution's name that awarded the degree.
- The same format can be adapted for other unpublished theses, including undergraduate theses, by changing the wording of the bracketed description as appropriate.
- If you find the dissertation or thesis in a database or a repository or archive, follow the published dissertation or thesis reference examples.

5.3.2. Data sets

Data set references

Type	Examples
Data set	O'Donohue, W. (2017). *Content analysis of undergraduate psychology textbooks* (ICPSR 21600; Version V1) [Data set]. ICPSR. https://doi.org/10.3886/ICPSR36966.v1 • Parenthetical citation: (O'Donohue, 2017) • Narrative citation: O'Donohue (2017)

Note:

- Provide citations for data sets when you have either conducted secondary analyses of publicly archived data or archived your data presented for the first time in the current work.
- If you cite existing data or statistics, cite the publication in which the data were published (such as a journal article, report, or webpage) rather than the data set itself.
- The date in the reference is the year of publication for the version of the data used.
- Provide the title of the data set in italics. Then provide any numerical identifier and version number for the data in parentheses without italics, separated by a semicolon.
- The bracketed description is flexible (such as '[Data set],' '[Data set and code book]').
- Provide the publisher of the data set in the source element. ICPSR is one common example.

Toolbox references

Type	Examples
Toolbox	Shi, Y., Ma, X., Ma, Z., Wang, J., Yao, N., Gu, Q., Wang, C., & Gao, Z. (2018). Using a Kinect sensor to acquire biological motion: Toolbox and evaluation. *Behavior Research Methods, 50*(2), 518–529. https://doi.org/10.3758/s13428-017-0883-9 • Parenthetical citation: (Shi et al., 2018) • Narrative citation: Shi et al. (2018)
Note: • A toolbox is a set of statistical tools that researchers can use to analyse data, for example, to analyse distributions or to perform statistical modelling. • To cite a toolbox, cite the work in which the toolbox was published (typically a journal article or conference presentation). • Mention the name of the toolbox in the narrative if desired: • The Kinect-based biological motion capture (KBC) toolbox allows researchers to capture biological motion information gathered using point-light displays (Shi et al., 2018).	

5.3.3. Audio-visual media

AUDIO-VISUAL MEDIA

Online course or MOOC references

Type	Examples
Online course or massive open online course (MOCC)	Jackson, M. O., Leyton-Brown, K., & Shoham, Y. (n.d.). *Game theory* [MOOC]. Coursera. https://www.coursera.org/learn/game-theory-1 • Parenthetical citation: (Jackson et al., n.d.) • Narrative citation: Jackson et al. (n.d.)
Note: • Online courses, including MOOCs, can be cited by providing the instructors, year of course creation (if known), title of the course, site that hosts the course, and URL.	
Lecture from an online course or MOCC	Tangen, J. (2016). Episode 2: I heard a tapping somewhat louder than before [MOOC lecture]. In E. MacKenzie, J. Tangen, & M. Thompson, *The science of everyday thinking*. edX. https://www.edx.org/course/the-science-of-everyday-thinking • Parenthetical citation: (Tangen, 2016) • Narrative citation: Tangen (2016)

Note:
- A lecture, other content from an online course, or MOOC is cited similarly to a podcast episode, with the instructor of the lecture listed in the author element of the reference and the names of all course faculty in the editor position within the source element.
- Provide a link that will resolve for readers. For example, because users must enrol in the course and then log in to access the lecture, the link in the reference leads to the main page for the course

YouTube video references

Type	Examples
YouTube video	Asian Boss. (2020, June 5). *World's leading vaccine expert fact-checks COVID-19 vaccine conspiracy: Stay curious #22* [Video]. YouTube. https://www.youtube.com/watch?v=WQdLDMLrYIA Harvard University. (2019, August 28). *Soft robotic gripper for jellyfish* [Video]. YouTube. https://www.youtube.com/watch?v=guRoWTY-fxMs • Parenthetical citation: Asian Boss, 2020; Harvard University, 2019) • Narrative citation: Asian Boss (2020) and Harvard University (2019)

Note:
- The **same format** can be used for other sites that **host user-generated videos**, such as Vimeo.
- Use the name of the account that uploaded the video as the author.
- If the account did not create the work, explain this in the text if readers need to know. However, if this would require citing a source that appears unauthoritative, you might also look for the author's YouTube channel, official website, or other social media to see whether the same video is available elsewhere.
- To cite the words of individuals featured in a video, name or describe the individual(s) in your sentence in the text and then provide a parenthetical citation for the video. For example, the Asian Boss video is an interview with the director-general of the International Vaccine Institute; you should provide details about who spoke and what they said in the text of the sentence and then cite the video using the parenthetical citation shown.
- Provide the specific date on which the video was uploaded.
- Italicize the title of the video.
- Include the description '[Video]' in square brackets after the title.
- Provide the site name (YouTube) and URL of the video.

YouTube channel	APA Publishing Training. (n.d.). *Home* [YouTube channel]. Retrieved 20 February 2020 from https://www.youtube.com/user/PsycINFO/ Walker, A. (n.d.). *Playlists* [YouTube channel]. YouTube. Retrieved 8 October 2019 from https://www.youtube.com/user/DjWalkzz/playlists • Parenthetical citation: (APA Publishing Training, n.d.; Walker, n.d.) • Narrative citation: APA Publishing Training (n.d.) and Walker (n.d.)

Type	Examples
Note: • YouTube channel pages begin on the 'Home' tab by default. However, if you want to cite one of the other tabs (such as "Videos," "Playlists"), use the name of that tab rather than 'Home' in the title element of the reference (as in the Walker example). • Italicize the title of the channel. • Include the description '[YouTube channel]' in square brackets after the title. • Provide a retrieval date because the content is designed to change over time and is not archived.	

TED talk references

Type	Examples
TED talk from the TED website	Cuddy, A. (2012, June). *Your body language may shape who you are* [Video]. TED Conferences. https://bit.ly/3egljci • Parenthetical citations: (Cuddy, 2012) • Narrative citations: Cuddy (2012)
Note: • When the TED Talk comes from TED's website, use the name of the speaker as the author. • Provide as specific a date as possible; only the year and month are available in the example. • Include the description "[Video]" in square brackets after the title of the talk. • Credit TED Conferences as the publisher of the TED Talk and then provide the URL	
TED talk from YouTube	TED. (2019, November 13). *The danger of AI is weirder than you think | Janelle Shane* [Video]. YouTube. https://www.youtube.com/watch?v=OhCzX0iLnOc • Parenthetical citations: (TED, 2019) • Narrative citations: TED (2019)
Note: • When the TED Talk is on YouTube, list the owner of the YouTube account (here, TED) as the author to aid in retrieval. • Provide as specific a date as possible. • Include the description '[Video]' in square brackets after the title of the talk. • Credit YouTube as the publisher of the TED Talk and then provide the URL. • When the speaker is not listed as the author, integrate their name into the narrative if desired: • Shane explained that the artificial intelligence technically "did what they asked it to do – they just accidentally asked it to do the wrong thing" (TED, 2019, 8:51).	

5.3.4. Online media

SOCIAL MEDIA

Facebook

Type	Examples
Facebook post	Mekong River Commission. (2020, October 22). Congratulations MRC! Today, the MRC and China have signed an agreement, which will see China begin sharing year-round hydrological data. [Status update]. Facebook. https://bit.ly/2TKhcMd • Parenthetical citations: (Mekong River Commission, 2020) • Narrative citations: Mekong River Commission (2020)

Note:

- Use the name associated with the account as the name in the reference.
- Provide the specific date of the post.
- Provide the first 20 words of the post as the title. Count a URL or other link, a hashtag, or an emoji as one word each, and include them in the reference if they fall within the first 20 words. Do not italicize emojis.
- If a post includes images, videos, thumbnail links to outside sources, or content from another post (such as when sharing a link), indicate this in square brackets.
- Describe the post type (e.g., '[Status update],' '[Video]') in square brackets after any description of attached content.
- Credit Facebook as the site name in the source element and then provide the URL of the post.

Webpages and websites

Type	Examples
Webpage on a news website	Bologna, C. (2019, October 31). *Why some people with anxiety love watching horror movies.* HuffPost. https://bit.ly/3zZf7js Roberts, N. (2020, June 10). *Trayvon Martin's mother, Sybrina Fulton, qualifies to run for elected office.* BET News. https://bet.us/3qrsLHC Toner, K. (2020, September 24). *When Covid-19 hit, he turned his newspaper route into a lifeline for senior citizens*. CNN. https://cnn.it/3jjMiIC • Parenthetical citations: (Bologna, 2019; Roberts, 2020; Toner, 2020) • Narrative citations: Bologna (2019), Roberts (2020), and Toner (2020)

Type	Examples
Note: • Use this format for articles from news websites. Common examples are BBC News, BET News, Bloomberg, CNN, HuffPost, MSNBC, Reuters, Salon, and Vox. These sites do not have associated daily or weekly newspapers. • Use the newspaper article category for articles from newspaper websites such as The New York Times or The Washington Post. • Provide the writer as the author. • Provide the specific date the story was published. • Provide the title of the news story in italics. • List the name of the news website in the source element of the reference. • End the reference with the URL.	
Webpage on a website with a government agency group author	National Institute of Mental Health. (2018, July). *Anxiety disorders*. U.S. Department of Health and Human Services, National Institutes of Health. https://bit.ly/3x1bJCS • Parenthetical citations: (National Institute of Mental Health, 2018) • Narrative citations: National Institute of Mental Health (2018)
Note: • For a page on a government website without individual authors, use the author's specific agency responsible for the web page. • The names of parent agencies not present in the author element appear in the source element (in the example, US Department of Health and Human Services, National Institutes of Health). This creates concise in-text citations and complete reference list entries. • Provide as specific a date as possible for the webpage. • Some online works note when the work was last updated. If this date is attributable to the specific content you are citing rather than the overall website, use the updated date in the reference. • Do not include a date of the last review in a reference because content that has been reviewed has not necessarily been changed. If a date of the last review is noted on a work, ignore it for reference. • Italicize the title of the webpage. • End the reference with the URL.	

Type	Examples
Webpage on a website with an organizational group author	Mekong River Commission. (n.d.). *History*. https://bit.ly/3w0f8Ag • Parenthetical citations: ((Mekong River Commission, n.d.) • Narrative citations: Mekong River Commission (n.d.)
Note: • For a page from an organization's website without individual authors, use the name of the organization as the author. • Provide as specific a date as possible for the webpage. In the MRC case here, the date is missing. • Some online works note when the work was last updated. If this date is attributable to the specific content you are citing rather than the overall website, use the updated date in the reference. • Do not include a date of the last review in a reference because content that has been reviewed has not necessarily been changed. If a date of the last review is noted on a work, ignore it reference purposes. • Italicize the title of the webpage. • Because the author of the webpage and the site name is the same, omit the site name from the source element to avoid repetition. • End the reference with the URL.	
Webpage on a website with a retrieval date	US Census Bureau. (n.d.). US and world population clock. US Department of Commerce. Retrieved 9 January 2020 from https://www.census.gov/popclock/ • Parenthetical citations: (US Census Bureau, n.d.) • Narrative citations: US Census Bureau (n.d.)
Note: • When page contents are designed to change over time but are not archived include a retrieval date in the reference	

Further information about APA Style Guide is available online here: https://apastyle.apa.org

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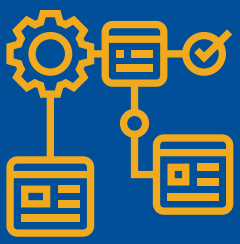
ANNEXE 1: STRUCTURAL ELEMENTS OF A REPORT



Cover page

Mekong River Commission

[Title]
[Sub-title]

XXXX 2020

Contribution page

The MRC is funded by contributions from its Member Countries and Development Partners, including Australia, the European Union, Finland, Flanders/Belgium, France, Germany, Japan, Luxembourg, the Netherlands, New Zealand, Sweden, Switzerland, the United States of America, and the World Bank.

Copyright page

STANDARD COPYRIGHT
(left blank)

Citation and credits page

Citation

Mekong River Commission. (Year).
Title of the report.

Authors

Project management (if any):

Technical experts (if any):

MRC Secretariat's technical experts (if any)

National technical experts (if any)

International technical experts (if any)

Foreword page

FOREWORD (OR PREFACE)

Start your text here

Table of contents page

Use automatic list of contents to generate the table of contents here.

Start your text here

Figures page

FIGURES (OR LIST OF FIGURES)

Use automatic list of figures to generate the list of figures here.

Tables page

TABLES (OR LIST OF TABLES)

Use automatic list of tables to generate the list of tables here.

Boxes page

BOXES (OR LIST OF BOXES)

Use automatic list of boxes to generate the list of boxes here.

Abbreviations page

ABBREVIATIONS AND ACRONYMS

Start your text here.

Summary page

EXCUTIVE SUMMARY (OR SUMMARY)

Start your text here.

Introduction page

INTRODUCTION (OR SECTION 1)

This is the main body of the report. Start your text from here.

Glossary page

GLOSSARY (If any)

Start your text here.

References page

REFERENCES (OR BIBLIOGRAPHY)

List all your references here by following the APA Style Guide for citation and referencing (https://apastyle.apa.org). If there are no citations in the main text but you consulted different pieces of work, list them in a bibliography here.

Annexe page

ANNEXE

List all your annexes here. The annexe should follow the same formatting, pagination, margin, and illustration requirements as the body of the document.

ANNEXE 2:
OTHER COUNTRIES

This section provides a list of other countries in alphabetical order, including their short and official names.

Short name	Official name
Afghanistan	the Islamic Republic of Afghanistan
Albania	the Republic of Albania
Algeria	the People’s Democratic Republic of Algeria
Andorra	the Principality of Andorra
Angola	the Republic of Angola
Antigua and Barbuda	Antigua and Barbuda
Argentina	the Argentine Republic
Armenia	the Republic of Armenia
Australia	Australia
Austria	the Republic of Austria
Azerbaijan	the Republic of Azerbaijan
Bahamas	the Commonwealth of the Bahamas
Bahrain	the Kingdom of Bahrain
Bangladesh	the People's Republic of Bangladesh
Barbados	Barbados
Belarus	the Republic of Belarus
Belgium	the Kingdom of Belgium
Belize	Belize
Benin	the Republic of Benin
Bhutan	the Kingdom of Bhutan
Bolivia (Plurinational State of)	the Plurinational State of Bolivia
Bosnia and Herzegovina	Bosnia and Herzegovina
Botswana	the Republic of Botswana
Brazil	the Federative Republic of Brazil
Brunei Darussalam	Brunei Darussalam
Bulgaria	the Republic of Bulgaria
Burkina Faso	Burkina Faso
Burundi	the Republic of Burundi
Cabo Verde	the Republic of Cabo Verde
Cameroon	the Republic of Cameroon
Canada	Canada
Central African Republic	the Central African Republic
Chad	the Republic of Chad
Chile	the Republic of Chile

Short name	Official name
China	the People's Republic of China
Colombia	the Republic of Colombia
Comoros	the Union of the Comoros
Congo	the Republic of the Congo
Cook Islands	the Cook Islands
Costa Rica	the Republic of Costa Rica
Croatia	the Republic of Croatia
Cuba	the Republic of Cuba
Cyprus	the Republic of Cyprus
Czechia	the Czech Republic
Côte d'Ivoire	the Republic of Côte d'Ivoire
Democratic People's Republic of Korea	the Democratic People's Republic of Korea
Democratic Republic of the Congo	the Democratic Republic of the Congo
Denmark	the Kingdom of Denmark
Djibouti	the Republic of Djibouti
Dominica	the Commonwealth of Dominica
Dominican Republic	the Dominican Republic
Ecuador	the Republic of Ecuador
Egypt	the Arab Republic of Egypt
El Salvador	the Republic of El Salvador
Equatorial Guinea	the Republic of Equatorial Guinea
Eritrea	the State of Eritrea
Estonia	the Republic of Estonia
Eswatini	the Kingdom of Eswatini
Ethiopia	the Federal Democratic Republic of Ethiopia
Faroe Islands	the Faroe Islands
Fiji	the Republic of Fiji
Finland	the Republic of Finland
France	the French Republic
Gabon	the Gabonese Republic
Gambia	the Republic of the Gambia
Georgia	Georgia
Germany	the Federal Republic of Germany
Ghana	the Republic of Ghana
Greece	the Hellenic Republic

Short name	Official name
Grenada	Grenada
Guatemala	the Republic of Guatemala
Guinea	the Republic of Guinea
Guinea-Bissau	the Republic of Guinea-Bissau
Guyana	the Co-operative Republic of Guyana
Haiti	the Republic of Haiti
Honduras	the Republic of Honduras
Hong Kong	the Hong Kong Special Administrative Region of the People's Republic of China
Hungary	Hungary
Iceland	the Republic of Iceland
India	the Republic of India
Indonesia	the Republic of Indonesia
Iran (Islamic Republic of)	the Islamic Republic of Iran
Iraq	the Republic of Iraq
Ireland	Ireland
Israel	the State of Israel
Italy	the Republic of Italy
Jamaica	Jamaica
Japan	Japan
Jordan	the Hashemite Kingdom of Jordan
Kazakhstan	the Republic of Kazakhstan
Kenya	the Republic of Kenya
Kiribati	the Republic of Kiribati
Kuwait	the State of Kuwait
Kyrgyzstan	the Kyrgyz Republic
Latvia	the Republic of Latvia
Lebanon	the Lebanese Republic
Lesotho	the Kingdom of Lesotho
Liberia	the Republic of Liberia
Libya	the State of Libya
Lithuania	the Republic of Lithuania
Luxembourg	the Grand Duchy of Luxembourg
Madagascar	the Republic of Madagascar
Malawi	the Republic of Malawi
Malaysia	Malaysia

Short name	Official name
Maldives	the Republic of Maldives
Mali	the Republic of Mali
Malta	the Republic of Malta
Marshall Islands	the Republic of the Marshall Islands
Mauritania	the Islamic Republic of Mauritania
Mauritius	the Republic of Mauritius
Mexico	the United Mexican States
Micronesia (Federated States of)	the Federated States of Micronesia
Monaco	the Principality of Monaco
Mongolia	Mongolia
Montenegro	Montenegro
Morocco	the Kingdom of Morocco
Mozambique	the Republic of Mozambique
Myanmar	the Republic of the Union of Myanmar
Namibia	the Republic of Namibia
Nauru	the Republic of Nauru
Nepal	the Federal Democratic Republic of Nepal
Netherlands	the Kingdom of the Netherlands
New Zealand	New Zealand
Nicaragua	the Republic of Nicaragua
Niger	the Republic of the Niger
Nigeria	the Federal Republic of Nigeria
Niue	Niue
North Macedonia	the Republic of North Macedonia
Norway	the Kingdom of Norway
Oman	the Sultanate of Oman
Pakistan	the Islamic Republic of Pakistan
Palau	the Republic of Palau
Panama	the Republic of Panama
Papua New Guinea	Independent State of Papua New Guinea
Paraguay	the Republic of Paraguay
Peru	the Republic of Peru
Philippines	the Republic of the Philippines
Poland	the Republic of Poland
Portugal	the Portuguese Republic

Short name	Official name
Qatar	the State of Qatar
Republic of Korea	the Republic of Korea
Republic of Moldova	the Republic of Moldova
Romania	Romania
Russian Federation	the Russian Federation
Rwanda	the Republic of Rwanda
Saint Kitts and Nevis	Saint Kitts and Nevis
Saint Lucia	Saint Lucia
Saint Vincent and the Grenadines	Saint Vincent and the Grenadines
Samoa	the Independent State of Samoa
San Marino	the Republic of San Marino
Sao Tome and Principe	the Democratic Republic of Sao Tome and Principe
Saudi Arabia	the Kingdom of Saudi Arabia
Senegal	the Republic of Senegal
Serbia	the Republic of Serbia
Seychelles	the Republic of Seychelles
Sierra Leone	the Republic of Sierra Leone
Singapore	the Republic of Singapore
Slovakia	the Slovak Republic
Slovenia	the Republic of Slovenia
Solomon Islands	Solomon Islands
Somalia	the Federal Republic of Somalia
South Africa	the Republic of South Africa
South Sudan	the Republic of South Sudan
Spain	the Kingdom of Spain
Sri Lanka	the Democratic Socialist Republic of Sri Lanka
Sudan	the Republic of the Sudan
Suriname	the Republic of Suriname
Sweden	the Kingdom of Sweden
Switzerland	the Swiss Confederation
Syrian Arab Republic	the Syrian Arab Republic
Tajikistan	the Republic of Tajikistan
Timor-Leste	the Democratic Republic of Timor-Leste
Taiwan	the People's Republic of China or Chinese Taipei

Short name	Official name
Togo	the Togolese Republic
Tokelau	Tokelau
Tonga	the Kingdom of Tonga
Trinidad and Tobago	the Republic of Trinidad and Tobago
Tunisia	the Republic of Tunisia
Turkey	the Republic of Turkey
Turkmenistan	Turkmenistan
Tuvalu	Tuvalu
Uganda	the Republic of Uganda
Ukraine	Ukraine
United Arab Emirates	the United Arab Emirates
United Kingdom of Great Britain and Northern Ireland	the United Kingdom of Great Britain and Northern Ireland
United Republic of Tanzania	the United Republic of Tanzania
United States of America	the United States of America
Uruguay	the Eastern Republic of Uruguay
Uzbekistan	the Republic of Uzbekistan
Vanuatu	the Republic of Vanuatu
Venezuela (Bolivarian Republic of)	the Bolivarian Republic of Venezuela
Yemen	the Republic of Yemen
Zambia	the Republic of Zambia
Zimbabwe	the Republic of Zimbabwe

ANNEXE 3: NAMES OF PLACES AND GEOGRAPHIC FEATURES

Cambodia

Province and/ or city	District and/or municipality	
Banteay Meanchey	Mongkol Borei Phnom Srok Preah Net Preah Ou Chrov Serei Saophoan Municipality	Thma Puok Svay Chek Malai Poipet Municipality
Battambang	Banan Thma Koul Battambang Municipality Bavel Aek Phnum Moung Ruessei Rotanak Mondol	Sangkae Samlout Sampov Loun Phnum Proek Kamrieng Koas Krala Rukhak Kiri
Kampot	Angkor Chey Banteay Meas Chhouk Chum Kiri Dang Tong	Kampong Trach Tuek Chhou Kampot Municipality Bouk Kou Municipality
Kandal	Kandal Stueng Kien Svay Khsach Kandal Koh Thum Leuk Daek Lvea Aem	Mukh Kampul Angk Snuol Ponhea Lueu S'ang Ta Khmau Municipality
Kep	Damnak Chang'aeur	Kep Municipality
Koh Kong	Botum Sakor Kiri Sakor Khemarak Phoumin Municipality Smach Mean Chey	Mondol Seima Srae Ambel Thma Bang
Kompong Cham	Batheay Chamkar Leu Cheung Prey Kampong Cham Municipality Kampong Siem	Kang Meas Koh Sotin Prey Chhor Srey Santhor Stueng Trang
Kompong Chhnang	Baribour Chol Kiri Kampong Chhnang Municipality Kampong Leaeng	Kampong Tralach Rolea Ph'ear Samaki Mean Chey Tuek Phos

Province and/ or city	District and/or municipality	
Kompong Speu	Basedth Chbar Mon Municipality Kong Pisei Aoral	Odong Phnom Sruoch Samraong Tong Thpong
Kompong Thom	Baray Kampong Svay Stueng Sen Municipality Prasat Balangk Prasat Sambour	Sandaan Santuk Stoung Taing Kouk
Kratie	Chhloung Kratie Municipality Prek Prasab	Sambour Snuol Chet Borei
Mondolkiri	Keo Seima Kaoh Nheaek Ou Reang	Pech Chenda Sen Monorom Municipality
Oddar Meanchey	Anlong Veng Banteay Ampil Chong Kal	Samraong Municipality Trapeang Prasat
Pailin	Pailin Municipality	Sala Krauv
Phnom Penh	Chamkar Mon Doun Penh Prampir Makara Tuol Kork Dangkor Mean Chey Russey Keo	Sen Sok Pou Senchey Chroy Changvar Prek Pnov Chbar Ampov Boeng Keng Kang Kamboul
Preah Sihanouk	Preah Sihanouk Municipality Prey Nob Stueng Hav	Kampong Seila Koh Rong
Preah Vihear	Chey Sen Chhaeb Choam Khsant Kuleaen	Rovieng Sangkum Thmei Tbaeng Mean Chey Preah Vihear Municipality
Prey Veng	Ba Phnum Kamchay Mear Kampong Trabaek Kanhchriech Me Sang Peam Chor Peam Ro	Pea Reang Preah Sdach Prey Veng Municipality Pea Rieng Sithor Kandal Svay Antor

Province and/ or city	District and/or municipality	
Pursat	Bakan Kandieng Krakor Phnum Kravanh	Pursat Municipality Veal Veaeng Talou Sen Chey
Ratanakiri	Andoung Meas Banlung Municipality Bar Keav Koun Mom Lumphat	Ou Chum Ou Ya Dav Ta Veaeng Veun Sai
Siem Reap	Angkor Chum Angkor Thom Banteay Srei Chi Kraeng Kralanh Puok	Prasat Bakong Siem Reap Municipality Sout Nikom Srei Snam Svay Leu Varin
Steung Treng	Sesan Siem Bouk Siem Pang	Stung Treng Municipality Thala Barivat Borei O-Svay Sen Chey
Svay Rieng	Chantrea Kampong Rou Rumduol Romeas Haek	Svay Chrum Svay Rieng Municipality Svay Teab Bavet Municipality
Takeo	Angkor Borei Bati Borei Cholsar Kiri Vong Koh Andaet	Prey Kabbas Samraong Doun Keo Municipality Tram Kak Treang
Tboung Khmum	Dambae Krouch Chhmar Memot Ou Reang Ov	Ponhea Kraek Suong Municipality Tboung Khmum

Lao PDR

Province	City
Attapeu	Saysettha
Bokeo	Huay Xay
Bolikhamxay	Paksan
Champassak	Pakse
Huaphanh	Samneua
Khammuane	Thakhek
Luang Namtha	Namtha
Luang Prabang	Luang Prabang
Oudomxay	Muang Xay
Phongsaly	Boun Neua
Salavan	Salavan
Savannakhet	Kaysone
Sekong	Lamam
Vientiane (Prefecture)	Vientiane Capital
Vientiane (Province)	Viengkham
Xayaburi	Xayaburi
Xaysomboun	Anouvong
Xiengkhuang	Phonsavan

Thailand

Province/special administrative area	Districts	
Bangkok Metropolitan Region		
Bangkok	Phra Nakhon Dusit Nong Chok Bang Rak Bang Khen Bang Kapi Pathum Wan Pom Prap Sattru Phai Phra Khanong Min Buri Lat Krabang Yan Nawa Samphanthawong Phaya Thai Thon Buri Bangkok Yai Huai Khwang Khlong San Taling Chan Bangkok Noi Bang Khun Thian Phasi Charoen Nong Khaem Rat Burana Bang Phlat	Din Daeng Bueng Kum Sathon Bang Sue Chatuchak Bang Kho Laem Prawet Khlong Toei Suang Luang Chom Thong Don Mueang Ratchathewi Lat Phrao Watthana Bang Khae Lak Si Sai Mai Khan Na Yao Saphan Sung Wang Thonglang Khlong Sam Wa Bang Na Thawi Watthana Thung Khru Bang Bon
Nakhon Pathom	Mueang Nakhon Pathom Khamphaeng Saen Nakhon Chai Si Don Tum	Bang Len Sam Phran Phutthamonthon
Nonthaburi	Mueang Nonthaburi Bang Kruai Bang Yai	Bang Bua Thong Sai Noi Pak Kret
Pathum Thani	Mueang Pathum Thani Khlong Luang Thanyaburi Nong Suea	Lat Lum Kaeo Lam Luk Ka Sam Khok
Samut Prakan	Mueang Samut Prakan Bang Bo Bang Phli	Phra Pradaeng Phra Samut Chedi Bang Sao Thong

Province/special administrative area	Districts	
Samut Sakhon	Mueang Samut Sakhon Krathum Baen	Ban Phaeo
Central		
Ang Thong	Mueang Ang Thong Chaiyo Pa Mok Pho Thong	Sawaeng Ha Wiset Chai Chan Samko
Chai Nat	Mueang Chai Nat Manorom Wat Sing Sapphaya	Sankhaburi Hankha Nong Mamong Noen Kham
Lopburi	Mueang Lopburi Phatthana Nikhom Khok Samrong Chai Badan Tha Wung Ban Mi	Tha Luang Sa Bot Khok Charoen Lam Sonthi Nong Muang
Phra Nakhon Si Ayutthaya	Phra Nakhon Si Ayutthaya Tha Ruea Nakhon Luang Bang Sai Bang Ban Bang Pa-in Bang Pahan Phak Hai	Phachi Lat Bua Luang Wang Noi Sena Bang Sai Uthai Maha Rat Ban Phraek
Saraburi	Mueang Saraburi Kaeng Koi Nong Khae Wihan Daeng Nong Saeng Ban Mo Don Phut	Nong Don Phra Phutthabat Sao Hai Muak Lek Wang Muang Chaloem Phra Kiat
Sing Buri	Mueang Sing Buri Bang Rachan Khai Bang Rachan	Phrom Buri Tha Chang In Buri

Province/special administrative area	Districts	
Eastern		
Chachoengsao	Mueang Chachoengsao Bang Khla Bang Nam Priao Bang Pakong Ban Pho Phanom Sarakham	Ratchasan Sanam Chai Khet Plaeng Yao Tha Takiap Khlong Khuean
Chanthaburi	Mueang Chanthaburi Khlung Tha Mai Pong Nam Ron Makham	Laem Sing Soi Dao Kaeng Hang Maeo Na Yai Am Khao Khitchakut
Chonburi	Mueang Chonburi Ban Beung Nong Yai Bang Lamung Phan Thong Phanat Nikhom	Si Racha Ko Sichang Sattahip Bo Thong Ko Chan
Nakhon Nayok	Mueang Nakhon Nayok Pak Phli	Ban Na Ongkharak
Prachinburi	Mueang Prachinburi Kabin Buri Na Di Ban Sang	Prachantakham Si Maha Phot Si Mahosot
Rayong	Mueang Rayong Ban Chang Klaeng Wang Chan	Ban Khai Pluak Daeng Khao Chamao Nikhom Phatthana
Sa Kaeo	Mueang Sa Kaeo Khlong Hat Ta Phraya Wang Nam Yen Watthana Nakhon	Aranyaprathet Khao Chakan Khok Sung Wang Sombun
Trat	Mueang Trat Khlong Yai Khao Saming Bo Rai	Laem Ngop Ko Kut Ko Chang
Northeastern		
Amnat Charoen	Mueang Amnat Charoen Chanuman Pathum Ratchawongsa Phana	Senangkhanikhom Hua Taphan Lue Amnat

Province/special administrative area	Districts	
Bueng Kan	Mueang Bueng Kan Phon Charoen So Phisai Seka	Pak Khat Bueng Khong Long Si Wilai Bung Khla
Buriram	Mueang Buriram Khu Mueang Krasang Nang Rong Nong Ki Lahan Sai Prakhon Chai Ban Kruat Phutthaisong Lam Plai Mat Satuek Pakham	Na Pho Nong Hong Phlapphla Chai Huai Rat Non Suwan Chamni Ban Mai Chaiyaphot Non Din Daeng Ban Dan Khaen Dong Chaloem Phra Kiat
Chaiyaphum	Mueang Chaiyaphum Ban Khwao Khon Sawan Kaset Sombun Nong Bua Daeng Chatturat Bamnet Narong Nong Bua Rawe	Thep Sathit Phu Khiao Ban Thaen Kaeng Khro Khon San Phakdi Chumphon Noen Sa-nga Sap Yai
Kalasin	Mueang Kalasin Na Mon Kamalasai Rong Kham Kuchinarai Khao Wong Yang Talat Huai Mek Sahatsakhan	Kham Muang Tha Khantho Nong Kung Si Somdet Huai Phueng Sam Chai Na Khu Don Chan Khong Chai

Province/special administrative area	Districts	
Khon Kaen	Mueang Khon Kaen Ban Fang Phra Yuen Nong Ruea Chum Phae Si Chomphu Nam Phong Ubolratana Kranuan Ban Phai Pueai Noi Phon Waeng Yai	Waeng Noi Nong Song Hong Phu Wiang Mancha Khiri Chonnabot Khao Suan Kwang Phu Pha Man Sam Sung Khok Pho Chai Nong Na Kham Ban Haet Non Sila Wiang Kao
Loei	Mueang Loei Na Duang Chiang Khan Pak Chom Dan Sai Na Haeo Phu Ruea	Tha Li Wang Saphung Phu Kradueng Phu Luang Pha Khao Erawan Nong Hin
Maha Sarakham	Mueang Maha Sarakham Kae Dam Kosum Phisai Kantharawichai Chiang Yuen Borabue Na Chueak	Phayakkhaphum Phisai Wapi Pathum Na Dun Yang Sisurat Kut Rang Chuen Chom
Mukdahan	Mueang Mukdahan Nikhom Kham Soi Don Tan Dong Luang	Khamcha-i Wan Yai Nong Sung
Nakhon Phanom	Mueang Nakhon Phanom Pla Pak Tha Uthen Ban Phaeng That Phanom Renu Nakhon	Na Kae Si Songkhram Na Wa Phon Sawan Na Thom Wang Yang

Province/special administrative area	Districts	
Nakhon Ratchasima	Mueang Nakhon Ratchasima Khon Buri Soeng Sang Khong Ban Lueam Chakkarat Chok Chai Dan Khun Thot Non Thai Non Sung Kham Sakaesaeng Bua Yai Prathai Pak Thong Chai Phimai Huai Thalaeng	Chum Phuang Sung Noen Kham Thale So Sikhio Pak Chong Nong Bun Mak Kaeng Sanam Nang Non Daeng Wang Nam Khiao Thepharak Mueang Yang Phra Thong Kham Lam Thamenchai Bua Lai Sida Chaloem Phra Kiat
Nong Bua Lamphu	Mueang Nong Bua Lam Phu Na Klang Non Sang	Si Bun Rueang Suwannakhuha Na Wang
Nong Khai	Mueang Nong Khai Tha Bo Phon Phisai Si Chiang Mai Sangkhom	Sakhrai Fao Rai Rattanawapi Pho Tak
Roi Et	Mueang Roi Et Kaset Wisai Pathum Rat Chaturaphak Phiman Thawat Buri Phanom Phrai Phon Thong Pho Chai Nong Phok Selaphum	Suwannaphum Mueang Suang Phon Sai At Samat Moei Wadi Si Somdet Changhan Chiang Khwan Nong Hi Thung Khao Luang

Province/special administrative area	Districts	
Sakon Nakhon	Mueang Sakon Nakhon Kusuman Kut Bak Phanna Nikhom Phang Khon Waritchaphum Nikhom Nam Un Wanon Niwat Kham Ta Kla	Ban Muang Akat Amnuai Sawang Daen Din Song Dao Tao Ngoi Khok Si Suphan Charoen Sin Phon Na Kaeo Phu Phan
Sisaket	Mueang Sisaket Yang Chum Noi Kanthararom Kantharalak Khukhan Phrai Bueng Prang Ku Khun Han Rasi Salai Uthumphon Phisai Bueng Bun	Huai Thap Than Non Khun Si Rattana Nam Kliang Wang Hin Phu Sing Mueang Chan Benchalak Phayu Pho Si Suwan Sila Lat
Surin	Mueang Surin Chumphon Buri Tha Tum Chom Phra Prasat Kap Choeng Rattanaburi Sanom Sikhoraphum	Sangkha Lamduan Samrong Thap Buachet Phanom Dong Rak Si Narong Khwao Sinarin Non Narai
Ubon Ratchathani	Mueang Ubon Ratchathani Si Mueang Mai Khong Chiam Khueang Nai Khemarat Det Udom Na Chaluai Nam Yuen Buntharik Trakan Phuet Phon Kut Khaopun Muang Sam Sip Warin Chamrap	Phibun Mangsahan Tan Sum Pho Sai Samrong Don Mot Daeng Sirindhorn Thung Si Udom Na Yia Na Tan Lao Suea Kok Sawang Wirawong Nam Khun

Province/special administrative area	Districts	
Udon Thani	Mueang Udon Thani Kut Chap Nong Wua So Kumphawapi Non Sa-at Nong Han Thung Fon Chai Wan Si That Wang Sam Mo	Ban Dung Ban Phue Nam Som Phen Sang Khom Nong Saeng Na Yung Phibun Rak Ku Kaeo Prachaksinlapakhom
Yasothon	Mueang Yasothon Sai Mun Kut Chum Kham Khuean Kaeo Pa Tio	Maha Chana Chai Kho Wang Loeng Nok Tha Thai Charoen
Northern		
Chiang Mai	Mueang Chiang Mai Chom Thong Mae Chaem Chiang Dao Doi Saket Mae Taeng Mae Rim Samoeng Fang Mae Ai Phrao San Pa Tong San Kamphaeng	San Sai Hang Dong Hot Doi Tao Omkoi Saraphi Wiang Haeng Chai Prakan Mae Wang Mae On Doi Lo Galyani Vadhana
Chiang Rai	Mueang Chiang Rai Wiang Chai Chiang Khong Thoeng Phan Pa Daet Mae Chan Chiang Saen Mae Sai	Mae Suai Wiang Pa Pao Phaya Mengrai Wiang Kaen Khun Tan Mae Fa Luang Mae Lao Wiang Chiang Rung Doi Luang

Province/special administrative area	Districts	
Kamphaeng Phet	Mueang Kamphaeng Phet Sai Ngam Khlong Lan Khanu Woralaksaburi Khlong Khlung Phran Kratai	Lan Krabue Sai Thong Watthana Pang Sila Thong Bueng Samakkhi Kosamphi Nakhon
Lampang	Mueang Lampang Mae Mo Ko Kha Soem Ngam Ngao Chae Hom Wang Nuea	Thoen Mae Phrik Mae Tha Sop Prap Hang Chat Mueang Pan
Lamphun	Mueang Lamphun Mae Tha Ban Hong Li	Thung Hua Chang Pa Sang Ban Thi Wiang Nong Long
Mae Hong Son	Mae Hong Son Khun Yuam Pai Mae Sariang	Mae La Noi Sop Moei Pang Mapha
Nakhon Sawan	Mueang Nakhon Sawan Krok Phra Chum Saeng Nong Bua Banphot Phisai Kao Liao Takhli Tha Tako	Phaisali Phayuha Khiri Lat Yao Tak Fa Mae Wong Mae Poen Chum Ta Bong
Nan	Mueang Nan Mae Charim Ban Luang Na Noi Pua Tha Wang Pha Wiang Sa Thung Chang	Chiang Klang Na Muen Santi Suk Bo Kluea Song Khwae Phu Phiang Chaloem Phra Kiat
Phayao	Mueang Phayao Chun Chiang Kham Chiang Muan Dok Khamtai	Pong Mae Chai Phu Sang Phu Kamyao

Province/special administrative area	Districts	
Phetchabun	Mueang Phetchabun Chon Daen Lom Sak Lom Kao Wichian Buri Si Thep	Nong Phai Bueng Sam Phan Nam Nao Wang Pong Khao Kho
Phichit	Mueang Phichit Wang Sai Phun Pho Prathap Chang Taphan Hin Bang Mun Nak Pho Thale	Sam Ngam Tap Khlo Sak Lek Bueng Na Rang Dong Charoen Wachirabarami
Phitsanulok	Mueang Phitsanulok Nakhon Thai Chat Trakan Bang Rakam Bang Krathum	Phrom Phiram Wat Bot Wang Thong Noen Maprang
Phrae	Mueang Phrae Rong Kwang Long Sung Men	Den Chai Song Wang Chin Nong Muang Khai
Sukhothai	Mueang Sukhothai Ban Dan Lan Hoi Khiri Mat Kong Krailat Si Satchanalai	Si Samrong Sawankhalok Si Nakhon Thung Saliam
Tak	Mueang Tak Ban Tak Sam Ngao Mae Ramat Tha Song Yang	Mae Sot Phop Phra Umphang Wang Chao
Uthai Thani	Mueang Uthai Thani Thap Than Sawang Arom Nong Chang	Nong Khayang Ban Rai Lan Sak Huai Khot
Uttaradit	Mueang Uttaradit Tron Tha Pla Nam Pat Fak Tha	Ban Khok Phichai Laplae Thong Saen Khan

Province/special administrative area	Districts	
Southern		
Chumphon	Mueang Chumphon Tha Sae Pathio Lang Suan	Lamae Phato Sawi Thung Tako
Krabi	Mueang Krabi Khao Phanom Ko Lanta Khlong Thom	Ao Luek Plai Phraya Lam Thap Nuea Khlong
Nakhon Si Thammarat	Mueang Nakhon Si Thammarat Phrom Khiri Lan Saka Chawang Phipun Chian Yai Cha-uat Tha Sala Thung Song Na Bon Thung Yai Pak Phanang	Ron Phibun Sichon Khanom Hua Sai Bang Khan Tham Phannara Chulabhorn Phra Phrom Nopphitam Chang Klang Chaloem Phra Kiat
Narathiwat	Mueang Narathiwat Tak Bai Bacho Yi-ngo Ra-ngae Rueso Si Sakhon	Waeng Sukhirin Su-ngai Kolok Su-ngai Padi Chanae Cho-airong
Pattani	Mueang Pattani Khok Pho Nong Chik Panare Mayo Thung Yang Daeng	Sai Buri Mai Kaen Yaring Yarang Kapho Mae Lan
Phang Nga	Mueang Phang Nga Ko Yao Kapong Takua Thung	Takua Pa Khura Buri Thap Put Thai Mueang

Province/special administrative area	Districts	
Phattalung	Mueang Phatthalung Kong Ra Khao Chaison Tamot Khuan Khanun Pak Phayun	Si Banphot Pa Bon Bang Kaeo Pa Phayom Srinagarindra
Phuket	Mueang Phuket Kathu	Thalang
Ranong	Mueang Ranong La-un Kapoe	Kra Buri Suk Samran
Satun	Mueang Satun Khuan Don Khuan Kalong Tha Phae	La-ngu Thung Wa Manang
Songkhla	Mueang Songkhla Sathing Phra Chana Na Thawi Thepha Saba Yoi Ranot Krasae Sin	Rattaphum Sadao Hat Yai Na Mom Khuan Niang Bang Klam Singhanakhon Khlong Hoi Khong
Surat Thani	Mueang Surat Thani Kanchanadit Don Sak Ko Samui Ko Pha-ngan Chaiya Tha Chana Khiri Rat Nikhom Ban Ta Khun Phanom	Tha Chang Ban Na San Ban Na Doem Khian Sa Wiang Sa Phrasaeng Phunphin Chai Buri Vibhavadi
Trang	Mueang Trang Kantang Yan Ta Khao Palian Sikao	Huai Yot Wang Wiset Na Yong Ratsada Hat Samran
Yala	Mueang Yala Betong Bannang Sata Than To	Yaha Raman Kabang Krong Pinang

Province/special administrative area	Districts	
Western		
Kanchanaburi	Mueang Kanchanaburi Sai Yok Bo Phloi Si Sawat Tha Maka Tha Muang Thong Pha Phum	Sangkhla Buri Phanom Thuan Lao Khwan Dan Makham Tia Nong Prue Huai Krachao
Phetchaburi	Mueang Phetchaburi Khao Yoi Nong Ya Plong Cha-am	Tha Yang Ban Lat Ban Laem Kaeng Krachan
Prachuap Khiri Khan	Mueang Prachuap Khiri Khan Kui Buri Thap Sakae Bang Saphan	Bang Saphan Noi Pran Buri Hua Hin Sam Roi Yot
Ratchaburi	Mueang Ratchaburi Chom Bueng Suan Phueng Damnoen Saduak Ban Pong	Bang Phae Photharam Pak Tho Wat Phleng Ban Kha
Samut Songkhram	Mueang Samut Songkhram Bang Khonthi	Amphawa
Suphan Buri	Mueang Suphan Buri Doem Bang Nang Buat Dan Chang Bang Pla Ma Si Prachan	Don Chedi Song Phi Nong Sam Chuk U Thong Nong Ya Sai

Viet Nam

Province/city	Administrative centre
Northeast	
Bac Giang	Bac Giang City
Bac Kan	Bac Kan City
Cao Bang	Cao Bang City
Ha Giang	Ha Giang City
Lang Son	Lang Son City
Phu Tho	Viet Tri
Quang Ninh	Ha Long
Thai Nguyen	Thai Nguyen City
Tuyen Quang	Tuyen Quang City
Northwest	
Dien Bien	Dien Bien Phu
Hoa Binh	Hoa Binh City
Lai Chau	Lai Chau City
Lao Cai	Lao Cai City
Son La	Son La City
Yen Bai	Yen Bai City
Red River Delta	
Bac Ninh	Bac Ninh City
Ha Nam	Phu Ly
Ha Noi	Hoan Kiem District
Hai Duong	Hai Duong City
Hai Phong	Hong Bang District
Hung Yen	Hung Yen City
Nam Dinh	Nam Dinh City
Ninh Binh	Ninh Binh City
Thai Binh	Thai Binh City
Vinh Phuc	Vinh Yen
North Central Coast	
Ha Tinh	Ha Tinh City
Nghe An	Vinh
Quang Binh	Dong Hoi
Quang Tri	Dong Ha
Thanh Hoa	Thanh Hoa City
Thua ThienHue	Hue

Province/city	Administrative centre
Central Highland	
Dak Lak	Buon Ma Thuot
Dak Nong	Gia Nghia
Gia Lai	Pleiku
Kon Tum	Kon Tum City
Lam Dong	Da Lat
South Central Coast	
Binh Dinh	Quy Nhon
Binh Thuan	Phan Thiet
Da Nang	Hai Chau District
Khanh Hoa	Nha Trang
Ninh Thuan	Phan Rang - Thap Cham
Phu Yen	Tuy Hoa
Quang Nam	Tam Ky
Quang Ngai	Quang Ngai City
Southeast	
Ba Ria - Vung Tau	Ba Ria
Binh Duong	Thu Dau Mot
Binh Phuoc	Dong Xoai
Dong Nai	Bien Hoa
Ho Chi Minh	District 1
Tay Ninh	Tay Ninh City
Mekong Delta	
An Giang	Long Xuyen
Bac Lieu	Bac Lieu City
Ben Tre	Ben Tre City
Ca Mau	Ca Mau City
Can Tho	Ninh Kieu District
Dong Thap	Cao Lanh
Hau Giang	Vi Thanh
Kien Giang	Rach Gia
Long An	Tan An
Soc Trang	Soc Trang City
Tien Giang	My Tho
Tra Vinh	Tra Vinh City
Vinh Long	Vinh Long City

Rivers and catchments

These are the catchment areas of tributary rivers draining into the Mekong River. A total of 104 catchments have been delineated as part of the Watershed Classification Project which was completed by the MRC in 2001. The name of these catchments usually reflects the name of the largest of the rivers where they are located.

Name of river and catchment		
Ban Khai San	Nam Khan	Nam Thong
Ban Nam Song	Nam Khop	Nam Ton
Delta	Nam Loei	O Talas
Doi Luang Pae Muang	Nam Ma	Phu Luong Yot Huai Dua
Huai Khok	Nam Mae Ing	Phu Pa Huak
Huai Bang Bot	Nam Mae Kham	Prek Chhlong
Huai Bang Koi	Nam Mae Kok	Prek Kamp
Huai Ma Hiao	Nam Mae Ngao	Prek Krieng
Huai Nam Huai	Nam Mang	Prek Mun
Huai Sophay	Nam Mang Ngai	Prek Preah
Hoaag Hua	Nam Mi	Prek Te
Huai Bang Haak	Nam Mun	Prek Thnot
Huai Bang I	Nam Nago	Se Bang Fai
Huai Bang Lieng	Nam Ngam	Se Bang Hieng
Huai Bang Sai	Nam Ngaou	Se Bang Nouan
Huai Ho	Nam Ngeun	Se Don
Huai Khamouan	Nam Ngum	Se Kong
Huai Luang	Nam Nhah	Se San
Huai Mong	Nam Nhiam	Siem Bok
Huai Muk	Nam Nhiep	Sre Pok
Huai Nam Som	Nam Nuao	Steung Baribo
Huai Som Pak	Nam Ou	Steung Battambang
Huai Thuai	Nam Pho	Steung Chikreng
Huai Tomo	Nam Phone	Steung Chinit
Muang Liep	Nam Phoul	Steung Dauntri
Nam Beng	Nam Phuong	Steung Mongkol Borey
Nam Cadinh	Nam Sane	Steung Pursat
Nam Chi	Nam Sang	Steung Sangker

Nam Heung	Nam Sing	Steung Sen
Nam Hinboun	Nam Songkhram	Steung Siem Reap
Nam Houng	Nam Suai	Steung Sreng
Nam Kadun	Nam Suong	Steung Staung
Nam Kai	Nam Tam	Tonle Repon
Nam Kam	Nam Tha	Tonle Sap
Nam Keung	Nam Thon	

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