

# FCIA Fine Chocolate Glossary: Writing Guide

## Collaboration and the FCIA Glossary

The Glossary is a thought-leadership tool for the fine chocolate ecosystem, and a space in which to develop a "common language" for fine chocolate.

The Glossary invites dialogue around fine chocolate terms, and establishes a set of meanings that we can all reference and share. While we hope that completed Glossary entries will spark conversation, we encourage collaboration and discussion during the entry-writing process too. We reach out to pairs and sometimes groups of individuals so that even one definition of a term can incorporate many voices.

While collaboration is a valuable process, we recognize that it can be time-consuming and difficult. This document has been created to support the collaboration process, and provide guidelines. We are grateful for the support of our first team of collaborators, Emily Stone and Marika van Santvoort, in helping to create this document. We also welcome *your* feedback on how this document can be more effective for its users.

## Timeframe & time commitment for collaboration

Previous collaborators have each spent approx. 4-5 hours total on this work, over approx. 10 days to two weeks from start to finish. We recognize that our authors lead busy lives, so please be in touch with the Glossary team about your deadline for submission if you need an extension, or any other support during the process.

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Step 1: Collaborator Brainstorm

*The following space is intended for authors to use as a brainstorming tool. Authors are encouraged to write out and comment on ideas about what they think should be included in their definition. The brainstorming can be done asynchronously, however feedback from previous author-teams has suggested that even a 30 minute phone-call can be invaluable.*

**Term being defined:**

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**The first thoughts that come to mind:**

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**What are the key points you want your definition to make?**

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**Notes from your credible sources to back up your key points (see below):**

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Step 2: Identify and Gather Sources:

Each definition needs to be carefully cited and include at least one credible source. To help with your search for references, here is a list of credible and relevant information sources:

## **Cocoa/Chocolate/Confectionery Media**

[ConfectioneryNews](#)

[ConfectioneryProduction](#)

[Bar Talks](#)

## **Publications by cocoa & chocolate experts**

[Emmanuel Ohene Afoakwa](#), [Stephanie Barrientos](#), [Amanda Berlan](#), [Robin Dand](#), [Kristy Leissle](#), [Carla Martin](#), [Kathryn Sampeck](#), [Maricel Presilla](#), [François Ruf](#)

## **Research Institutes & Advocacy or Trade Organizations & Companies**

[CATIE](#)

[CGIAR](#)

[Cocoa Barometer](#)

[Cocoa Research Center, University of the West Indies, Trinidad](#)

[Cocoa Runners](#)

[Fairtrade International – Cocoa](#)

[Fine Cacao & Chocolate Institute \(FCCI\)](#)

[International Cocoa Initiative \(ICI\)](#)

[International Cocoa Organization \(ICCO\)](#)

[International Food Policy Research Institute \(IFPRI\)](#), especially *[The Cocoa Coast: The Board Managed Cocoa Sector in Ghana](#)*

[Royal Tropical Institute \(KIT\)](#), especially *[Demystifying the Cocoa Sector in Ghana & Ivory Coast](#)*

[World Cocoa Foundation](#), especially their [blog](#)

## **Transparency and/or Sourcing Reports**

[Taza Chocolate](#), [Dandelion Chocolate](#), [Uncommon Cacao](#), [Meridian Cacao](#)

## **Other**

[US Food & Drug Administration \(FDA\)](#)

[United Nations Development Programme \(UNDP\)](#)

[United States Agency for International Development \(USAID\)](#)

[NY Times](#)

[The Economist](#)

Step 3: Start writing the definition

**First sentence:**

*The first sentence is intended to also serve as a concise and clear definition of the term.*

Please write out your first sentence here:

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**Detail and Explanation:**

*This part of the definition should be 50-200 words in length. It should be written in clear language that is approachable for non-experts.*

Please write out your detail and explanation here:

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**Cocoa/Chocolate relevant example:**

Please write out your cocoa/chocolate example here:

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**Deep dive:**

If there is anything further that you would like to add in your definition, here is the space to do so

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**Step 4: Refine and Edit Your Definition**

*Please use this space to refine and edit your definition. We recommend copying and pasting your entire definition here. You can then use the “suggestions” or “track edits” tools on google docs/word to keep track of the changes you make. The “comments” tool can also be useful for proposing changes you might wish to make.*

Step 5: Related Media

*If you have any images, videos, audio files, charts, graphs, graphics, or tables that could accompany the definition, here is a space to gather and propose them.*

**Step 6: Get ready to publish!**

An overview of the form is attached. Please feel free to go through all of the questions with your co-author(s) beforehand to make sure that you can fill out the form as smoothly as possible.

**Checklist:**

- Collect all author information for each author
- Collect all the links for your credible sources
- Gather your images, video links, or any other related media
- Use the attached pdf of the Entry Submission Form to prepare your responses exactly as you will enter them into the [Submission Form](#)