

FCIA Fine Chocolate Glossary: Submission Requirements

Thank you for authoring an entry for the FCIA Fine Chocolate Glossary. Please adhere to the following when writing your definition:

- We accept entries in English and Spanish
- Aim for **50-200 words** total
- **Use language that a non-expert will understand.** Please avoid technical terms; if you must use a technical term, define it briefly (in parentheses). Many Glossary users have no professional experience with cocoa or chocolate (for example, students, chocolate lovers). We want to bring them on a learning journey!
- Please make your **first sentence** a CLEAR and CONCISE definition of the term. The first sentence should explain clearly what the term is or means. Anyone reading your entry should understand the basics of your term after reading that first sentence. You can go into more detail afterwards.
- If you wish, after you have finished defining your term in 50-200 words, you can include a technical “**deep dive**” as a separate paragraph, after your main definition.
- **Include an example** specific to cocoa or chocolate
If your term is not specific to cocoa/chocolate (e.g., “Fairtrade”), your example should illustrate how the term applies to cocoa/chocolate cultivation, processing, trade, market, etc.

If your term is specific to cocoa/chocolate (e.g., “sustainable chocolate”), please provide a “real world” example: this could be a statistic; a program, intervention, or application that shows the term “at work”; an historical event or date when the term became important; and so on. Be creative!
- If your term has a **significant date/year** that locates it historically, include that.
- Include **1-4 links to credible sources** that support your definition and provide evidence to back it up. **Submissions without at least one reference will not be included in the Glossary.** Sources should be easy to access; that is, they should not be behind a paywall or require a subscription to read.
- The Glossary is a “**living document**”; all definitions are subject to revision over time. Every entry has a link to a feedback button, where visitors can make comments on your definition. Periodically, the Glossary team will review this feedback, and may contact you to ask for a revision or update to your definition.
- We also ask for **author demographic information** and **related media** in the submission form. If you have a **video, image, audio file, or pdf** that helps to illustrate your term or provides more detail, please include it with your submission. Media additions elevate entries and make them more engaging for users.

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Each entry 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](#)

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