

# FCIA Fine Chocolate Glossary: Entry Submission Form

Thank you for contributing an entry to the Fine Chocolate Industry Association (FCIA) Fine Chocolate Glossary.

Please read the [Submission Requirements](#) BEFORE completing this form. It will save you time!

## **HOW TO COMPLETE THIS FORM**

We recommend preparing your definition and cocoa/chocolate example in a word processing program before you begin.

Research your credible sources, and leave them open in a new browser tab so they are easily accessible.

Make sure you have all author information ready.

To complete this form, you will need:

- 1) Author names, titles, links to "about" pages, social media handles, demographic & professional information
- 2) Your completed definition
- 3) Media files that illustrate your term
- 4) Any other relevant information you would like us to know about your entry.

**If you have all the above information, filling out this form should take you about 15 minutes.**

**If you are gathering information as you go, it could take 60+ minutes.**

Not all fields are required, but we encourage you to fill in as many as possible. Thank you.

\* Required

**ENTER**  
**YOUR**  
**TERM**  
**DEFINITION**

**PLEASE NOTE**

FCIA reserves the right to edit and revise your definition.

FCIA reserves the right to publish extracts from your definition in social media posts or any other media.

This form asks you to provide images, videos, audio files, documents, or other media that illustrate your term or provide further information. **By uploading these media, you are giving FCIA permission to publish them to promote your authorship and entry, as well as the Glossary.**

1. Please check the box below, to indicate your agreement with the following: \*

1) FCIA may edit and revise my entry for clarity and flow; this may include rearranging the order of my sentences, making grammatical or spelling changes to be consistent with the house style (for example, American English for English-language entries, Oxford comma for all entries), reducing repetition, and so forth;

2) FCIA may publish extracts of my entry in social media posts, newsletters, or any other media to promote my entry, authorship, and the Glossary;

3) I have the required permissions to share images, video links, audio files, articles, and any other media I provide; FCIA in turn has permission to publish them in the Glossary or related media.

*Check all that apply.*

Yes, I agree to the above terms

No, I do not agree to the above terms (if you check this box, we may not be able to include your entry in the Glossary)

2. **TERM** you are defining for the FCIA Fine Chocolate Glossary \*

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### 3. TERM DEFINITION \*

**Please make your first sentence a CLEAR & CONCISE definition of the term.**

You can add detail and explanation after that. Aim for 50-200 words total.

Please use language that a non-expert will easily understand.

You are welcome to provide a more technical "deep dive" after you have written an accessible, easy-to-understand main definition.

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### 4. COCOA AND/OR CHOCOLATE EXAMPLE \*

**If your term is not specific to cocoa/chocolate** (for example, "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** (for example, "sustainable chocolate"), please provide a "real world" example: this might 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!

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**UPLOAD  
MEDIA**

Glossary entries that include **illustrative media** -- photograph, chart, graphic, video link, audio file, etc. -- are more compelling for Glossary users. It is likely that your entry will have a higher level of engagement if you include some form of media to illustrate your term, showing its context or real-world application.

If you are using a credible source that is not publicly available, and you have a pdf file of that source (for example, an article or book chapter), **and permission to share it**, you may also upload that file, and we will integrate it into your Glossary entry.

We strongly encourage you to provide one or more media files for integration into your Glossary entry.

**\*\*\*NOTE\*\*\***

**You do NOT need to provide ALL the different media options below;** just one or two is plenty. Thank you.

**5. IMAGE 1**

Upload an photograph, image, graphic, chart, table, or any other visual media

Files submitted:

**6. IMAGE 1 ATTRIBUTION**

Who should get credit for this image?

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**7. IMAGE 2**

Upload an photograph, image, graphic, chart, table, or any other visual media

Files submitted:

**8. IMAGE 2 ATTRIBUTION**

Who should get credit for this image?

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9. **VIDEO LINK**

Provide a link to a video that illustrates your term, shows its real-life application, explains it in more detail, etc.

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10. **VIDEO CAPTION**

Please provide a caption for your video

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11. **AUDIO MEDIA**

Upload an audio file that illustrates your term or provides real-world context (for example, birdsong or forest sounds for a term related to cocoa farming, the sounds of machines working in a factory for a term related to chocolate manufacture, etc. -- be creative!)

Files submitted:

12. **AUDIO MEDIA CAPTION & ATTRIBUTION**

Please provide a caption for your audio file, and let us know who should get credit for it

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13. **PDF OF AN ARTICLE, BOOK CHAPTER, REPORT, ETC**

Share a pdf of an article, chapter, report, etc. that you reference in your entry and that is not publicly available

Files submitted:

## 14. PDF OF AN ARTICLE, BOOK CHAPTER, REPORT, ETC

Share a pdf of an article, chapter, report, etc. that you reference in your entry and that is not publicly available

Files submitted:

**PROVIDE**  
**YOUR**  
**CREDIBLE**  
**SOURCES**

ALL Glossary definitions are required to have at least 1 credible source as a reference, and we encourage you to provide up to 4.

Please see the [Definition Template](#) for a list of credible sources, and examples.

**NOTE: THIS SECTION IS REALLY IMPORTANT!**

Your credible sources show Glossary users that your definition is well-researched and backed up by other experts.

Thank you for taking the time to research and submit your credible sources.

### CREDIBLE SOURCE #1 - REQUIRED

Each definition is required to have at least 1 supporting reference.

15. Source #1 Title (title of article, book, podcast, video, etc.) \*

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16. Source #1 LINK (should go directly to the article, book, podcast, video, etc.) \*

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### CREDIBLE SOURCE #2 - RECOMMENDED

17. Source #2 Title (title of article, book, podcast, video, etc.)

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18. Source #2 LINK (should go directly to the article, book, podcast, video, etc.)

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**CREDIBLE SOURCE #3 - RECOMMENDED**

19. Source #3 Title (title of article, book, podcast, video, etc.)

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20. Source #3 LINK (should go directly to the article, book, podcast, video, etc.)

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**CREDIBLE SOURCE #4 - RECOMMENDED**

21. Source #4 Title (title of article, podcast, video, etc.)

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22. Source #4 Title LINK (should go directly to the article, podcast, video, etc.)

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**ENTER  
AUTHOR  
INFORMATION**

Each term may have up to 3 authors. If more than 1 person is contributing to the definition, please fill in information for each author separately.

**Please enter all information exactly as you wish it to appear publicly in the Glossary.**

**Role in Industry:** Please select your primary professional role. This information will appear in your Glossary entry. Knowing your professional role gives context for your definition, and helps Glossary users understand what experiences you are likely drawing upon when writing your definition.

**Demographic information** will NOT appear in the Glossary. FCIA uses this information ONLY anonymously and in aggregate. FCIA collects demographic information to understand **overall** where Glossary authors have worked, for how long, etc. FCIA will never share any of your personal demographic information without your express written permission.

23. Author #1 Name \*

(WILL APPEAR IN GLOSSARY)

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24. Author #1 Job title / role \*

(WILL APPEAR IN GLOSSARY)

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25. Author #1 LINK (to personal or professional website, social media account, etc.)

(WILL APPEAR IN GLOSSARY)

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## 26. Author #1 Role in Industry \*

(WILL APPEAR IN GLOSSARY)

*Mark only one oval.*

- Academic / university faculty
- Agricultural professional
- Chef
- Chocolate maker
- Chocolatier
- Cooperative officer / member
- Distributor / retailer
- FCIA Board / FCIA working committee
- Journalist
- Marketer / sales professional
- Media professional
- Multinational professional
- NGO professional
- Producer / farmer
- Producer organization officer / member
- Researcher
- Supply chain professional
- Other - please specify below

## 27. IF YOU CHOSE OTHER - please specify your role in industry

(WILL APPEAR IN GLOSSARY)

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28. Author #1: For how many years have you worked in your current industry? \*

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

*Mark only one oval.*

- 1-5 years
- 6-10 years
- 11-15 years
- 16-20 years
- 21-25 years
- More than 25 years

29. Author #1: Which is the region of your primary work? (Choose the area where you spend most of your working time, even if you do not live there full time) \*

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

*Mark only one oval.*

- Asia-Pacific Islands
- Australia
- Caribbean
- Central Africa
- Central America
- Central Asia
- East Africa
- East Asia
- Europe (including UK)
- Mexico
- Middle East
- North Africa
- North America (US & Canada)
- South America
- South Asia
- Southeast Asia
- Southern Africa (including Madagascar)
- West Africa

30. Author #1: What country or countries do you work in regularly? (Please list as many as apply)

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

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31. Author #1: Check YES if you have AT LEAST 5 YEARS of experience working in a cocoa-producing country (in any role) \*

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

*Check all that apply.*

- YES, I have worked for a minimum of 5 years in a country that grows cocoa  
 NO, I have not worked for a minimum of 5 years in a country that grows cocoa

32. Author #1: Gender identification \*

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

*Mark only one oval.*

- Female  
 Male  
 Non-binary  
 Other gender identification  
 Prefer not to say

33. Author #1: Are you currently an FCIA member? \*

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

*Mark only one oval.*

- YES, I am currently an FCIA member  
 NO, I am not currently an FCIA member

34. Author #1: Instagram handle

If available, please provide an Instagram handle for this author. FCIA will tag this handle on any posts related to your term.

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35. Author #2 Name

(WILL APPEAR IN GLOSSARY)

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36. Author #2 Job title / role

(WILL APPEAR IN GLOSSARY)

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37. Author #2 LINK (to personal or professional website, social media account, etc.)

(WILL APPEAR IN GLOSSARY)

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## 38. Author #2 Role in Industry

(WILL APPEAR IN GLOSSARY)

*Mark only one oval.*

- Academic / university faculty
- Agricultural professional
- Chef
- Chocolate maker
- Chocolatier
- Cooperative officer / member
- Distributor / retailer
- FCIA Board / FCIA working committee
- Journalist
- Marketer / sales professional
- Media professional
- Multinational professional
- NGO professional
- Producer / farmer
- Producer organization officer / member
- Researcher
- Supply chain professional
- Other - please specify below

## 39. IF YOU CHOSE OTHER - please specify your role in industry

(WILL APPEAR IN GLOSSARY)

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40. Author #2: For how many years have you worked in your current industry?

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

*Mark only one oval.*

- 1-5 years
- 6-10 years
- 11-15 years
- 16-20 years
- 21-25 years
- More than 25 years

41. Author #2: Which is the region of your primary work? (Choose the area where you spend most of your working time, even if you do not live there full time)

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

*Mark only one oval.*

- Asia-Pacific Islands
- Australia
- Caribbean
- Central Africa
- Central America
- Central Asia
- East Africa
- East Asia
- Europe (including UK)
- Mexico
- Middle East
- North Africa
- North America (US & Canada)
- South America
- South Asia
- Southeast Asia
- Southern Africa (including Madagascar)
- West Africa

42. Author #2: What country or countries do you work in regularly? (Please list as many as apply)

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

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43. Author #2: Check YES if you have AT LEAST 5 YEARS of experience working in a cocoa-producing country (in any role)

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

*Check all that apply.*

- YES, I have worked for a minimum of 5 years in a country that grows cocoa
- NO, I have not worked for a minimum of 5 years in a country that grows cocoa

44. Author #2: Gender identification

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

*Mark only one oval.*

- Female
- Male
- Non-binary
- Other gender identification
- Prefer not to say

45. Author #2: Are you currently an FCIA member?

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

*Mark only one oval.*

- YES, I am currently an FCIA member
- NO, I am not currently an FCIA member

46. Author #2: Instagram handle

If available, please provide an Instagram handle for this author. FCIA will tag this handle on any posts related to your term.

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47. Author #3 Name

(WILL APPEAR IN GLOSSARY)

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48. Author #3 Job title / role

(WILL APPEAR IN GLOSSARY)

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49. Author #3 LINK (to personal or professional website, social media account, etc.)

(WILL APPEAR IN GLOSSARY)

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## 50. Author #3 Role in industry

(WILL APPEAR IN GLOSSARY)

*Mark only one oval.*

- Academic / university faculty
- Agricultural professional
- Chef
- Chocolate maker
- Chocolatier
- Cooperative officer / member
- Distributor / retailer
- FCIA Board / FCIA working committee
- Journalist
- Marketer / sales professional
- Media professional
- Multinational professional
- NGO professional
- Producer / farmer
- Producer organization officer / member
- Researcher
- Supply chain professional
- Other - please specify below

## 51. IF YOU CHOSE OTHER - please specify your role in industry

(WILL APPEAR IN GLOSSARY)

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52. Author #3: For how many years have you worked in your current industry?

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

*Mark only one oval.*

- 1-5 years
- 6-10 years
- 11-15 years
- 16-20 years
- 21-25 years
- More than 25 years

53. Author #3: Which is the region of your primary work? (Choose the area where you spend most of your working time, even if you do not live there full time)

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

*Mark only one oval.*

- Asia-Pacific Islands
- Australia
- Caribbean
- Central Africa
- Central America
- Central Asia
- East Africa
- East Asia
- Europe (including UK)
- Mexico
- Middle East
- North Africa
- North America (US & Canada)
- South America
- South Asia
- Southeast Asia
- Southern Africa (including Madagascar)
- West Africa

54. Author #3: What country or countries do you work in regularly? (Please list as many as apply)

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

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55. Author #3: Check YES if you have AT LEAST 5 YEARS of experience working in a cocoa-producing country (in any role)

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

*Check all that apply.*

- YES, I have worked for a minimum of 5 years in a country that grows cocoa
- NO, I have not worked for a minimum of 5 years in a country that grows cocoa

56. Author #3: Gender identification

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

*Mark only one oval.*

- Female
- Male
- Non-binary
- Other gender identification
- Prefer not to say

57. Author #3: Are you currently an FCIA member?

(ANONYMOUS RESPONSE; WILL NOT BE VISIBLE IN GLOSSARY)

*Mark only one oval.*

- YES, I am currently an FCIA member
- NO, I am not currently an FCIA member

58. Author #3: Instagram handle

If available, please provide an Instagram handle for this author. FCIA will tag this handle on any posts related to your term.

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**OTHER**  
**INFORMATION**

Anything else we should know before we publish your entry?

59. Notes on your definition

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60. Notes on author(s) - that's you!

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61. Notes on credible sources

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62. Notes on anything else

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