



*United Nations*

POLICY

MANUAL *for*

PUBLICATIONS

# INTRODUCTION

1. This administrative instruction replaces the ST/AIs listed in [Annex 1](#) with regard to policy for United Nations publications in all formats and media.
2. The publications' policy outlined in this administrative instruction applies to all Secretariat offices, including offices away from headquarters and regional commissions, as per listing in [Annex 2](#).
3. This administrative instruction is intended to be a user-friendly online Policy Manual.
4. Prepared by the Publications Board Secretariat and approved by the Publications Board, the Policy Manual consolidates policy on publications and, in the annexes, provides relevant examples, detailed guidelines, and practical information. Policy is outlined in part 1. Annexes are in part 2.
5. Any change to the policy (part 1) requires an amendment to the administrative instruction. Changes to the annexes (part 2) require the approval of the Publications Board.
6. No departure may be made from the policy, templates, and procedures set forth in this Policy Manual (part 1 and 2) without the express authorization of the Publications Board. Notwithstanding, it is understood that Author Departments will comply with the best practices in chapter two - "Selection of material to be issued as a publication" - within the constraints of their budget and mandate.
7. Any doubt or dispute regarding the interpretation or meaning of this administrative instruction will be handled by the Office of Legal Affairs (OLA) in New York.
8. The present administrative instruction will enter into force on XXXXXXXX. The ST/AIs listed in [Annex 1](#) are hereby abolished.

(Signed) XXXXXXXX  
Under-Secretary-General for Management

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# ACRONYMS



# ACRONYMS



The following acronyms are used in the Policy Manual:

DESA	Department of Economic and Social Affairs
DGACM	Department for General Assembly and Conference Management
ECA	Economic Commission for Africa
ECLAC	Economic Commission for Latin America and the Caribbean
ECE	Economic Commission for Europe
ESCAP	Economic Commission for Asia and the Pacific
ESCWA	Economic and Social Commission for Western Asia
IAEA	International Atomic Energy Agency
IGOs	Intergovernmental organizations
OCHA	Office for the Coordination of Humanitarian Affairs
OLA	Office of Legal Affairs (New York)
UNP/Sales	UN Publications Sales Section (it includes the Licensing office)
UNCTAD	United Nations Conference on Trade and Development
UNEP	United Nations Environment Programme
UNIC(s)	United Nations Information Centres
UNODC	United Nations Office on Drugs and Crime

# 1

## ■ DEFINITIONS

# DEFINITIONS

## PUBLICATIONS

**1.1** The term “United Nations publication” refers to any written material issued by or for the United Nations to a defined external audience under the authorization of the Publications Board in New York as per its mandate outlined in [ST/SGB/2012/2](#).

**1.2** Publications are issued in response to legislative mandates or requests by intergovernmental bodies or expert bodies, or when Author Departments deem them necessary to fulfil their office’s work or mandate.

**1.3** All publications should be included in the publications programme – annual and biennial – of each Author Department.

**1.4** Publications are copyrighted and bear a copyright notice.

**1.5** Publications may be distributed free of charge or for a price. If sold, United Nations publications are assigned an International Standard Book Number (ISBN/eISBN) or, for serials and periodicals, an International Standard Serial Number (ISSN/eISSN).

**1.6** Publications may be published in print or electronic form, including as

mobile applications, and in any other format or media presently known and later devised.

**1.7** Examples of United Nations publications include:

Major Studies and Reports (Flagships)

Technical Reports

Statistical Compilations

Statistical Databases

Legal publications and normative materials

United Nations Treaty Collection

Handbooks, Guidelines, Manuals, Toolkits

Teaching materials

Maps and Atlases

Proceedings

Edited volumes, Scholarly papers

Serial publications (such as Yearbooks, Annual and Biennial Reports)

Periodicals (Journals, Reviews, Bulletins, Magazines)

Working Papers (see 1.8)

[Details in [Annex 3](#)]

## WORKING PAPERS

**1.8** Working Papers are a special category of publications. Working Papers (1) present the findings/analyses of an ongoing research, and/or (2) are titles with a very limited audience.

Working Papers do not go through a “formal” editing process by in-house services or by external professionals. They are edited and formatted by the editor responsible for the content in the Author Department, have a minimal layout and no cover (only a black and white title page). Working Papers are only digital, in the original language, and are uploaded on the Author Department’s website. They bear UN copyright and the mention “Working Paper.”

**1.9** Examples of content that is not a publication include:

Information and promotional material such as brochures, flyers, newsletters, posters, calendars, catalogues.

Press releases

Internal issuances such as official bulletins, instructions or circulars addressed to members of the staff; preparatory documentation, working papers and conference room papers consisting of background and technical documentation for meeting and seminars.

United Nations documents (1.10-1.12) except those that are also issued as publications.

## DOCUMENTS

**1.10** A United Nations document is a text submitted to a principal organ or subsidiary organ of the United Nations for consideration by it, usually in connection with item(s) on its agenda. United Nations documents are issued for or under the authority of intergovernmental bodies under a United Nations document symbol.

**1.11** Official Records of the principal organs or conferences of the United Nations are documents and bear a United Nations document symbol. Official Records include meeting records - verbatim and summary records- annexes and supplements.

**1.12** United Nations documents are issued by DGACM in New York and its counterpart at other duty stations.

**1.13** If a United Nations document is also issued as a publication – usually for sale- it retains its document symbol in addition to the sales number.

## PUBLICATIONS PROGRAMME

**1.14** The term “publications programme” refers to a body of works planned for publication by an Author Department over a year or a biennium, generally in response to legislative mandates or other requests by intergovernmental bodies or other expert bodies, or to fulfill an Author Department’s mandate. All United Nations publications (as per 1.7 and 1.8) should be included in publications programmes. All other written content (as per 1.9, 1.10, and 1.11) is not to be included.

**1.15** Notwithstanding, documents that are also issued as publications – usually for sale- should be included in publications programmes.

## MANDATE *and* FUNDING

**1.16** As per [ST/SGB/2012/2](#), a “publication has a specific mandate when it is requested by a principal organ of the United Nations, by an intergovernmental body or by an expert body.”

**1.17** Specifically mandated publications are requested under their own title or the wording of the request clearly points to a specific publication in one or more official languages.

### **1.18** [Geneva, Nairobi, New York, and Vienna](#)

At duty stations with in-house production services, costs of specifically mandated publications are usually covered by the in-house production services. Details and exceptions are in [Annex 4](#).

**1.19** It should however be noted that DGACM budget only covers costs of publications specifically mandated by a GA resolution or an ECOSOC resolution. As a result, Author Departments relying on DGACM’s services need to request funds in their own budget to cover the production costs of all other specifically mandated titles.

**1.20** Publications without a specific mandate are published when an Author Department deems them necessary to fulfil the department’s work or mandate. Author Departments need to request funds in their own budget to cover the production costs of non-specifically mandated titles.

**1.21** Author Departments that do not have their own budget and depend on DGACM budget should hold bi-lateral discussions with DGACM to assess the number of specifically mandated as well as non-specifically mandated titles that DGACM can produce for them in any given biennium. [See [Annex 4](#)]

### **1.22** [Regional commissions](#)

Publications are produced and costs covered as per details in [Annex 4](#).

## AUTHOR DEPARTMENT

**1.23** At UNHQ in New York, Geneva, Vienna, and Nairobi, the wording “Author Department” refers to each department/office that issues publications (e.g., DESA, OCHA, UNCTAD, UNODC, UNEP, etc). As for Regional Commissions, the wording “Author Department” applies to the publications’ output of each Regional Commission as a whole.

## *United Nations* BODIES

**1.24** The term designates organs established by the General-Assembly [**OLA to complete**] as autonomous or semi-autonomous entities.

## COPUBLICATION/COEDITION

**1.25** The two words are used interchangeably in this policy manual. They refer to the first edition of a new title that is copublished by several partners (the UN and other UN system entities and/or external partners, *i.e.* trade publishers or major international organizations and/or research institutes with a relevant publishing programme.)

2

SELECTION

*of* MATERIAL *to be*

ISSUED *as a*

PUBLICATION

# SELECTION *of* MATERIAL *to be* ISSUED *as a* PUBLICATION

**2.1** The criteria outlined below apply to non-specifically mandated publications – such as studies, reports, statistical compilations, and handbooks - that are issued for a defined external audience. Manuscripts that do not meet the criteria at the planning stage and/or at the peer review stage should not be published (no matter the format and whether they would be distributed for free or for a price).

**2.2** With regards to specifically “mandated” publications, *i.e.* treaties and other international law titles, or publications requested under their own title by a principal organ of the United Nations, by an intergovernmental body, or by an expert body - such as the *UN Yearbook* and the *UN Chronicle* - adherence to the criteria outlined below is recommended whenever possible.

## CRITERIA

**2.3** A publication should be:

- (a) Original and substantive (content)
- (b) In line with a legislative mandate and/or a departmental mandate (objective)
- (c) Geared towards a well defined audience (target)
- (d) Relevant
- (e) Timely
- (f) Well structured, well written, and professionally laid out (a book rather than an institutional report)
- (g) Published in the appropriate language(s) and format(s)
- (h) Marketable (see 2.4)
- (i) Funded

## 2.4 Sales

While the prospect of sales revenue is not the main determining criterion, publications that are sold through UNP/Sales and included in third parties redistribution agreements reach a wider audience than publications that are not included in in-house and external distribution networks. Marketability is therefore an important factor.

## 2.5 Audience

(a) It is not possible to determine what a “large enough audience” is via a figure applicable to all publications. Thus said, and given the cost to produce each book, the benchmark should be at least five-hundred copies (all formats) in the original language, and one-thousand copies (all formats) for a translated edition. Author Departments should consider exceptions on a case-by-case basis.

(b) When costs, including translation costs, are funded by a donor (as per [5.14-5.18](#)), the benchmark figures can be lower. However, Author Departments should seek donors for publications susceptible to interest a large audience, including publications that would benefit from wider distribution via sales channels and licensing agreements with third parties.

## 2.6 Working Papers

When the content warrants publication but the audience is too limited to justify the cost of a full-fledged publication and/or funding is not available, the manuscript should be published as a Working Paper. Working Papers are less costly because they are edited and formatted within the Author Department and, therefore, do not go through a “formal”

editing process by in-house services or by external professionals; they have a minimal layout and no cover (only a black and white title page). Working Papers are only digital, in the original language, and are uploaded on the Author Department’s website. They bear UN copyright and the mention “Working Paper.”

## PLANNING *and* PROJECT DEFINITION

**2.7** At the planning stage, the tentative inclusion of a non-specifically mandated title in the Author Department’s publications programme should be based on the successful outcome of three conditions:

- (1) Compliance with the criteria listed in [2.3](#)
- (2) Approval of the project as per mechanism in place within each Author Department
- (3) Allocation of resources to produce it.

**2.8** For each title, the objectives, target audience, content and structure of the book, the language(s), distribution plan, impact indicators, and the overall budget should be defined and assessed with reference to the Checklist in [Annex 5](#).

**2.9** At the planning stage, it is important to determine why the publication is needed; how it is different from others on the same topic; how it contributes to achieving the overall goals of the Author Department and the specific goals of a programme; who and how large the audience is; why users should find it useful; and how best it would reach its audience (as a UN publication; as a coedition among



UN entities, as a coedition with external partners, or as a UN authored title published by an external publisher).

**2.10** At the planning stage, Author Departments should review publications on similar topics already on the market, and contact relevant Secretariat offices and offices in the UN system about their future publications projects to avoid duplication of similar titles.

### **2.11 Copublications (Coeditions)**

(a) Copublications projects within the UN system are encouraged as they reduce the risk of duplication and are cost-effective.

(b) Copublications with external partners (trade publishers, major international organizations, and/or research institutes with a relevant publishing programme) are encouraged if increased dissemination of United Nations content is the anticipated outcome.

(c) Copublications are particularly valuable for a series of titles as partners commit themselves to copublish a complete and coherent editorial programme.

(d) For details on copublications, see [5.5-5.18](#), and [5.21](#).

### **2.12 Inputs from UNP/Sales**

(a) Author Departments should consult with UNP/Sales at the planning stage and receive initial feedback on marketability and format(s), including for publications funded by donors (as per [5.14-5.18](#)).

(b) For recurrent titles or titles in a series, Author Departments should review sales figures of previous titles in all languages to assess continued relevance.

(c) The number and type of licensing contracts, if any, signed for recurrent titles and titles in a series are another indicator of impact and relevance to be considered.

(d) To best represent multilingual titles in external publications' databases, UNP/Sales recommends that, whenever possible, Author Departments produce separate monolingual files, one file per language. Furthermore, it should be noted that electronic retailers do not sell bilingual and multilingual titles.

### **2.13 Stock and Pulping**

When planning a recurrent publication available in print format, Author Departments should assess its continued relevance by reviewing stock quantity of previous titles in all languages and whether copies were pulped.

### **2.14 Formats**

(a) Bearing in mind the need for print for the external distribution of certain titles (such as reference titles, legal texts, and titles used in the field) and in developing countries where the internet may not be widely available, Author Departments are required to privilege electronic formats and localized printing (*i.e.* print-on-demand) in an effort to reduce carbon footprint and costs, namely printing and shipping costs.

(b) Author Departments should make an effort to ensure that at least flagship publications are accessible to persons with disabilities. The preferred format for titles accessible to persons with disabilities is digital. More investments should be considered in this area to ensure that

publications are issued in the appropriate digital format and are available on major electronic devices.

(c) Multimedia titles should be considered as appropriate.

### **2.15 Internal Distribution**

(a) Internal distribution (such as official distribution to Permanent Missions) of publications is only digital, except for one hard copy, if available, for the New York Library, Geneva Library, Vienna Library, and selected Depository Libraries and UNICs. Details are included in [Annex 6](#).

(b) Internal distribution is handled by in-house production services, when available. It is handled by the Author Department at locations without in-house production services.

(c) Author Departments are required to keep the number of hard copies for their own use at a minimum - except if print copies are to be distributed in the field.

### **2.16 Language (original edition)**

When considering the language for the original edition, the factors listed below should be taken into account at the planning stage:

(a) Geographical location of the Author Department.

(b) Primary and secondary target audiences.

(c) Existence of adequate distribution opportunities for the language chosen.

(d) Number of copies in stock for a recurrent title, for titles in a series, and for titles on a similar topic.

(e) Number of copies sold for a recurrent title, for titles in a series, and for titles on a similar topic.

See also the checklist in [Annex 7](#).

### **2.17 Language Versions (UN official languages)**

When considering translating the original edition in one or more UN official languages (Arabic, Chinese, English, French, Spanish, and Russian), the factors listed below should be taken into account at the planning stage:

(a) Expected delay between the publication of the original edition and the publication of each translated edition (a similar comparison with previously translated titles should be conducted).

(b) Existence of adequate distribution opportunities and/or field use of the language(s) chosen (the expected distribution of a translated edition should be at least one thousand copies - all formats combined.)

(c) Number of copies in stock in each language for a recurrent title, for titles in a series, and for titles on a similar topic.

(d) Number of copies sold in each language for a recurrent title, for titles in a series, and for titles on a similar topic.

(e) Expectation of translation and publication by external publishers in one or more UN official languages.

(f) Resources available for translations (including extra-budgetary resources).

See also the checklist in [Annex 7](#).

**2.18** The maximum time gap between the original edition and a language version should be no more than:

(a) One year for time/data sensitive titles

(b) Two years for most titles

(c) Three years for titles with a shelf life of ten years or more

**2.19** The criteria outlined above ([2.17](#) and [2.18](#)) apply to all non-specifically mandated titles and, whenever possible, to specifically mandated titles as well.

**2.20** Because translation costs are very high, the decision to translate an entire publication in one or more official languages should be made further to a thorough assessment of the need, audience, and timeliness. As a result, only a selected number/category of publications should be available as language editions.

### **2.21 Executive Summary**

(a) To ensure that the gist of all Secretariat publications is available in all six official languages in a timely manner and, at the same time, to control translation costs, the Executive Summary of all publications should be translated in the official languages whenever the whole publication is not translated.

(b) The translations of the Executive Summary should be made available in electronic format no later than three months after the original edition is published.

(c) The text of the Executive Summary in the original language should not exceed thirty pages (330 words per page).

(d) It is understood that:

(1) The Executive Summary of the original edition will not be published separately (this would undercut the distribution and/or sale of the publication as a whole), and

(2) If a language version is published in its entirety, the Executive Summary will not be published separately.

In short, the Executive Summary will be published separately whenever the entire publication is not going to be available in a given official language.

### **2.22 Distribution, Promotion and Impact**

(a) For titles to be distributed for free, promotion and distribution plans should be devised by the Author Department at the planning stage along with indicators of impact (*i.e.*, post-publication assessment and monitoring via media coverage, citations, readers' surveys, web analytics, social media tracking, and the like). It is understood that the mere inclusion of a free publication in an Author Department's website is sufficient for a Working Paper, but not for all other publications as it does not justify the staff time and resources required to produce them.

(b) For sales titles, UNP/Sales should be contacted at the planning stage. UNP/Sales will include the title in its listing of upcoming publications requiring promotion and distribution. UNP/Sales will also prepare surveys and other marketing tools to assess both impact and readers' interest in United Nations publications.

### **2.23 Funding**

(a) The budget for each publication should be initiated at the planning stage as per the break-down of costs in [Annex 8](#). Costs to produce promotional materials should be included.

(b) The funding source(s) needs to be identified at the planning stage.

(c) **Geneva, Nairobi, New York, and Vienna**

At duty stations with in-house production services, costs of specifically mandated publications are usually covered by the in-house production services. Details and exceptions are in [Annex 4](#).

(d) It should however be noted that DGACM budget only covers costs of publications specifically mandated by a GA resolution or an ECOSOC resolution. As a result, Author Departments relying on DGACM's services need to request funds in their own budget to cover the production costs of all other specifically mandated titles.

(e) For titles without a specific mandate, Author Departments need to request funds in their own budget to cover the production costs of non-specifically mandated titles.

(f) If excess resources are available, DGACM will cover production costs for additional titles selected in consultation with Author Departments.

(g) Author Departments that do not have their own budget and depend on DGACM budget should hold bi-lateral discussions with DGACM to assess the number of specifically mandated as well as non-specifically mandated titles that DGACM will produce for them in any given biennium. [See [Annex 4](#)]

(h) **Regional commissions**  
Publications are produced and costs covered as per details in [Annex 4](#).

**2.24** If the outcome of the overall assessment at the planning stage is not positive, the publication project should be revised or cancelled.

**2.25** If the outcome of the overall assessment at the planning stage is positive, and the project is approved per procedures in place at each location, the publication should be tentatively included in an Author Department's biennial publications programme.

## **CONTENT PREPARATION**

**2.26** Detailed steps are listed in [Annex 9](#).

### **2.27 Authors**

(a) **Staff members:** Most United Nations publications are drafted by staff members. They are knowledgeable about the topic but, usually, they are not professional editors.

(b) **External authors:** When Author Departments select external authors,

contributors, or consultants, proven writing skills are a requirement as essential as their eminence in the relevant field.

## 2.28 Substantive Editing

(a) Substantive editing is a major step in content preparation. It is at this stage that a manuscript has the opportunity to be transformed from report to book. A book is supposed to be well structured and pleasant to read.

(b) Substantive editing is a specialized task that requires subject knowledge and writing skills. It should be contracted out to professional editors, unless staff members with the required specialized skills are available in-house.

(c) Professional editors review the structure, presentation, length, and, if required, might redraft the content. They make sure that the author's argumentation is logical, ensure balance between the different parts of the manuscript, delete redundant passages, and add or recommend pertinent missing material.

(d) Professional editors can also provide fact checking; review quotations for accuracy; address rights issues; make sure that bibliographical references are correct, complete, and in the right order; ensure compliance with the [United Nations Editorial Manual](#); verify that [country names](#), if any, are used according to UN policy and terminology; and ensure use of gender inclusive language. However, this type of editing is usually done in-house if an internal production service is available. (French version: [Manuel de rédaction et d'édition](#))

(e) The cost of substantive editing should be budgeted for at the planning stage.

## 2.29 Peer Review

(a) Peer review (external and/or internal) is an important part of the quality control process and ensures professional credibility. All manuscripts should therefore be reviewed by parties other than the author(s) prior to publication.

(b) In the case of scientific publications and flagship titles, an external peer review by at least two reviewers is recommended.

(c) Depending on the content, and the availability of resources, the type of review should be as follows:

### BOOKS

Flagship titles (Major Studies and Reports)	External peer review / internal review
Titles for specialized audiences (Monographs, Technical Reports)	External peer review
Legal texts	Internal review
Statistical compilations	External peer review / internal expert review
Proceedings	Internal review
Handbooks, Guidelines, Manuals, Toolkits	Testing and external peer review
Teaching materials	Testing and external peer review
Dictionaries, Glossaries, Thesauruses	Testing and external peer review

Indexes, Encyclopaedias Editorial Board

Yearbooks Editorial Board

Working Papers External peer review

## PERIODICALS

Reviews Editorial Board

Journals, Bulletins Editorial Board

Magazines Editorial Board

(d) The reviewer is expected to read the manuscript thoroughly and provide detailed feedback on the substance. In case of potential conflict of interest or if the scientific community is very small, blind reviewing is necessary (*i.e.* the name of the author is not disclosed to the reviewer).

(e) Manuals, training kits and other educational materials should be tested by users identified within the target audience, and feedback taken into account.

(f) In general, it is preferable to have the manuscript reviewed before copy-editing, as the review may result in substantial changes.

(g) It is recommended that each Author Department sets up a centralized system to manage the peer review process and creates and maintains a centralized listing of reviewers (external and internal) by disciplines.

(h) It is recommended that Secretariat Author Departments publishing in the same fields share their listing of reviewers (external and internal).

(i) Many external reviewers carry out a review without payment. However, because peer-review is labour-intensive, payment is also practised. Author Departments should therefore make a provision for peer review costs in their budget.

**2.30** The manuscript should be amended as per feedback received through the critical review process (substantive editing and peer review). Should the outcome of the critical review be overall negative, Author Departments should rework the manuscript or cancel the project (*i.e.* remove it from their publications programme) because poor-quality material should not be published in any form.

**2.31** Once the manuscript is finalized, and after cost estimates are updated and provisions for funding are confirmed, the publication should be signed off as per procedures in place at each location.

**2.32** The final decision on the appropriate formats and commercial viability should be made at this stage. Promotion plans should be finalized accordingly.

**2.33** Inclusion of the title in an Author Department's publication programme is confirmed at this stage.

**2.34** During the biennium, Author Departments should notify the Secretariat of the Publications Board and, if applicable, in-house production services of any approved title that may have been cancelled. If the title is a sales publication, UNP/Sales should also be notified.



# 3

BIENNIAL  
PUBLICATIONS  
PROGRAMME *and*  
ANNUAL  
ASSESSMENT

# BIENNIAL PUBLICATIONS PROGRAMME *and* ANNUAL ASSESSMENT

## PUBLICATIONS BOARD'S REVIEW *and* APPROVAL PROCESS

**3.1** The mandate of the Publications Board is set forth in [ST/SGB/2012/2](#). The Publications Board is to ensure that Secretariat publishing activities are in line with best practices and with the overall goals of the Organization with regards to publications. Hence, the Publications Board exercises general authority over the preparation, review, and execution of Secretariat Author Departments' publications programmes. Notwithstanding, specifically mandated publications are endorsed by the Board without further review. Their funding source should be clearly stated.

**3.2** The Publications Board is tasked to ensure that (1) all non-specifically mandated publications – including recurrent [publications](#) and [Working Papers](#) - meet the criteria for publication outlined in section [2.3 - 2.25](#) whenever possible and continue to be relevant and timely for key constituencies, and

(2) proposed new titles and new series meet the criteria for publication outlined in section [2.3 - 2.25](#) whenever possible. ("Mandate" for a publication is defined in [1.16 - 1.22](#)).

**3.3** Non-specifically mandated publications that meet the [criteria](#) are provisionally approved by the Publications Board pending a positive outcome of the [peer review](#) process (section [2.29](#)) and pending confirmation of funding availability at the end of the budget review for the upcoming biennium.

**3.4** The results of the Publications Board's review are communicated to the Controller by the Board's Secretariat for incorporation into the Secretary-General's proposed programme budget.

**3.5** When budget estimates are approved by the General Assembly, Author Departments should adjust their publications programme to the approved resources for the biennium and resubmit it to the Publications Board for endorsement.



**3.6** If, as a result of the approved budget estimates, in-house production services need to reduce the number of publications that they had planned to produce at no costs for Author Departments, in-house production services should alert Author Departments promptly so that the latter may take this information into account prior to resubmitting their revised publications programmes to the Publications Board for final endorsement.

**3.7** Once a publications programme is approved (pending a positive outcome of the [peer review](#) process), changes should be made as per the following procedure:

a) During the biennium, if Author Departments need to delete a title, they should inform the Secretariat of the Publications Board and, if applicable, UNP/Sales and the relevant in-house production services.

b) If Author Departments need to add a recurrent title, they should inform the Secretariat of the Publications Board, UNP/Sales and, if applicable, the relevant in-house production services. Recurrent titles that meet the criteria are automatically approved.

c) If Author Departments need to add a new title / series, they should submit a detailed request to the Secretariat of the Publications Board for the Board's review.

d) All titles should be added to or removed from the ad hoc database (details in [Annex 10](#)).

**3.8** Only [publications](#) – including [Working Papers](#) – should be included in a publications programme. Promotional materials (such as catalogues, leaflets, brochures, etc.) produced to advertise publications are not to be included in the publications programme submitted to the Publications Board. Their costs should however be budgeted for as part of this process. The Publications Board does not review other published items, such as newsletters and calendars.

## PREPARATION *and* SUBMISSION *of the* BIENNIAL PUBLICATIONS PROGRAMME

**3.9** To assist Author Departments in aligning the planning process for publications with budget submissions, the Publications Board issues instructions for the preparation of publications programmes in April of each even-numbered year.

**3.10** The overall requirement for Author Departments is to ensure that non-specifically mandated titles included in their publications programme comply as much as possible with (1) the [criteria](#) outlined in [2.3](#); (2) publications are relevant, timely, and funded, and (3) due consideration is given to formats (digital whenever possible); language edition vs Executive Summary; marketability, and distribution prospects. Detailed guidelines are in section [2.3 – 2.25](#) and in [Annex 5, 7, and 8](#).

**3.11** Each proposed title and supporting documentation should be reviewed and approved internally as per mechanism in place within each Author Department

prior to being included in the proposed publications programme, which is to be submitted to the Publications Board via an ad hoc database (details in [Annex 10](#)).

**3.12** The first step in the preparation of a biennial publications programme is the review of all recurrent titles, including language versions, in order to assess their continued relevance. Obsolete titles and language versions that have sat in a translation queue for over two years should be cancelled. Original editions whose publication is over one year late should be maintained only if the content is still relevant and/or a revision of the manuscript is scheduled, and if funds are still available or were carried over from the previous biennium.

**3.13** Titles carried over from the preceding biennium should be included in the upcoming publications programme with a comment stating that they are carried over. Unpublished manuscripts that are older than one biennium should not be carried over and should be cancelled.

**3.14** To review the status of their current titles, Author Departments should rely on objective indicators such as the number of copies distributed for free in all formats, the number of copies sold in all formats, the number of licensing contracts where the titles were included, the number of copies still in stock, and the number of copies pulped. Other indicators measuring impact (such as surveys, media coverage, citations, etc.) should also be used. UNP/Sales should provide this information for sales titles.

**3.15** For each proposed new title that is not specifically mandated, Author Departments should provide a report justifying the need of such new publication.

**3.16** During the preparation phase, Author Departments should gather data and inputs by consulting internally and liaising with in-house production services, external service providers, and UNP/Sales as required.

## TIMELINE

**3.17** The timeline for the preparation and submission of a biennial publications programme is as follows:

(a) By the **end of June** of each **even-numbered-year**, Author Departments will have uploaded their proposed biennial publications programme in the database.

(b) Between **1 July** and **31 July**, UNP/Sales accesses the database, selects titles with sales potential, and, if possible, specifies format.

(c) Between **1 August** and **30 September**, DGACM and/or in-house services at relevant duty stations review publications programmes and:

(1) Mark the “specifically mandated” titles that will be produced and translated at no cost to Author Departments,

(2) Input cost estimates for non-specifically mandated titles, unless Author Departments

were previously provided formulas to estimate costs and have included costs in the database.

(3) Input the number of copies for internal distribution (this includes copies for UN Libraries and Depository Libraries).

(4) If applicable, in-house production services at Regional Commissions conduct a similar review.

(d) Between **1 October** and **31 October**, Author Departments access the database to:

(1) Review which of their proposed titles will be paid for by in-house services,

(2) Review cost estimates for their non-specifically mandated titles as required

(3) Make changes, if necessary, to their initial listing of proposed publications.

(e) By **mid- November**, all finalized Publications Programmes should be available in the database for the Publications Board's review.

**3.18** Internal distribution should be digital. Copies in print, if any, should be kept at a minimum (details in [Annex 6](#)). It is understood that internal distribution in print does not include "departmental copies," *i.e.* copies that departments need to distribute in the field.

**3.19** DGACM and in-house production services where available should serve as focal point for non-specifically mandated titles. In addition to including costs estimates for these titles in the database (unless Author Departments estimated costs using formulas previously received by in-house production services), in-house production services should manage the production process at no cost to Author Departments. Specifically, they should coordinate the work of printers selected through system contracts and procure outside translators and editors as required. Rather than contract out non-specifically mandated titles, in-house production services should produce/translate in-house non-specifically mandated titles if manpower is available, pricing is competitive, and titles can be produced timely.

**3.20** Author Departments pay all production and translation costs for non-specifically mandated titles as per details in [Annex 4](#). (It is understood that Author Departments that do not have their own budget and depend on DGACM budget will hold bi-lateral discussions with DGACM to assess the number of specifically mandated as well as non-specifically mandated titles that DGACM will produce for them in any given biennium. See [Annex 4](#)).

**3.21** Author Departments request funds in their own budget to cover the production and translation costs of non-specifically mandated titles.

## EXECUTION *of the* BIENNIAL PUBLICATIONS PROGRAMME

**3.22** Author Departments should submit manuscripts for production as per details in [Annex 11](#) in accordance with the dates and specifications set forth in their publications programme.

**3.23** Precise scheduling is of primary importance for proper planning, production and distribution, and for the placement of external processing orders under the most favourable conditions. Furthermore, meeting the deadline ensures that funds are obligated and, as applicable, internal capacity provided during the financial period for which services are requested. For these reasons, missing a deadline may result in the funding and manpower being allocated to other titles.

**3.24** In-house production services and/or external service providers should ensure that their work is completed by the scheduled dates – original edition and translations alike – and that publication dates are met as planned. Any significant delay impacts negatively the relevance of the publication and the distribution and sales prospects, and results in non efficient use of resources.

**3.25** Upon submission of a manuscript for external or internal production (pre-press, printing, and translation), costs figures may need to be adjusted. Author Departments should be notified promptly.

**3.26** Author Departments include the copyright notice and any required [disclaimers](#) on the copyright page of all their manuscripts, *i.e.* for sale titles and titles distributed at no cost, including Working Papers.

**3.27** UNP/Sales assigns the ISBN/ISSN and barcode to all sales publications (Non sales titles published by the UN Secretariat do not carry an ISBN/ISSN number).

## ANNUAL ASSESSMENT

**3.28** Every year, Author Departments submit a report to the Publications Board via the Board Secretariat. The report should summarize their annual publishing activities (number of titles published, delayed, cancelled, distributed at no cost, etc.)

**3.29** The summary report should be submitted by the end of January of the following year to ensure that all the relevant data is available and included as per Checklist in [Annex 12](#).

**3.30** Every year, UNP/Sales submits a report to the Publications Board via the Board Secretariat. The report should list the number of titles sold with quantity, format, and price for each title. The report should also include information on licensing activities (number of contracts and type, number of languages; revenues; print runs, etc.) and a summary of marketing campaigns.

**3.31** The summary report should be submitted by the end of January of the following year to ensure that all the relevant data is available and included as per Checklist in [Annex 12](#).

**3.32** Every year, in-house production services at each location submit a report to the Publications Board via the Board Secretariat. The report should summarize the total number of publications produced, with a break-down by offices/departments and languages. The report should include details on the work provided (pre-press, printing, translation) and the costs charged, if any.

**3.33** The summary report should be submitted by the end of January of the following year to ensure that all the relevant data is available and included as per Checklist in [Annex 12](#).

## FOCAL POINT *for* PUBLICATIONS

**3.34** Each Author Department should designate one focal point for publications whose role is to liaise with the Secretariat of the Board, with Board member(s) at his/her location, with the in-house focal points for publications, and with the executive/administrative office, as required.

**3.35** Author Departments should communicate the name of their focal point to the Secretariat of the Publications Board.

**3.36** Each Author Department should also designate focal points for publications in each publishing office within the Author Department as

required. Their role is to inform colleagues about publications policy and to liaise with the Author Department's focal point and with the executive/administrative office, as required.

## PUBLICATIONS BOARD SECRETARIAT

**3.37** The Secretariat of the Publications Board liaises with Board members and with Author Departments, primarily through the focal points for publications and the Board's representatives at each location, and through the Publications Board website that it maintains.

**3.38** The Board Secretariat advises the Chair and initiates policy revisions and updates as required.

**3.39** The Board Secretariat drafts coeditions contracts and contracts for the external publication of Secretariat content. (External publication refers to original UN titles published externally rather than as UN publications).

**3.40** The Board Secretariat organises Board meetings, issues the Board Instructions for the preparation of the biennial publications programmes, answers queries regarding policy on publications – including the use of special emblems and the use of the UN emblem on publications – reviews special emblems' design and guidelines, and subsidiary rights contracts prepared by the Licensing office.

4

■ COPYRIGHT



# COPYRIGHT

## COPYRIGHT, PUBLIC DOMAIN, and OPEN ACCESS

**4.1** Copyright is a legal concept giving the author of an original work exclusive rights to it for a limited period of time. The intent of copyright is to promote the creation of new works by giving authors control of and profit from them.

**4.2** Copyright protects original works of authorship that are fixed in a tangible form of expression. The fixation need not be directly perceptible as long as it may be communicated with the aid of a machine or device.

**4.3** Public domain refers to works not protected by copyright. These are works whose intellectual property rights have expired, have been forfeited, or are inapplicable. In practical terms, public domain consists of works that are publicly available and can, for example, be reproduced, sold, translated, and modified without prior permission.

**4.4** Open access (OA) refers to works protected by copyright but made publicly available by the author via the internet subject to proper attribution of authorship. Open access is more than the right to read a work for free online without prior permission. Open access includes a range of additional rights – such as the right to copy, distribute, sell, adapt, make derivative works, etc. To make explicit which uses authors allow when they make their work open access, [Creative Commons](#) has released several copyright licenses known as [Creative Commons licenses](#) that authors use to indicate which rights are reserved

and which are waived. Open access does not replace copyright. It replaces individual negotiations for specific rights between copyright owner (licensor) and licensee via standardized licenses for re-use cases where no commercial compensation is sought by the copyright owner.

## COPYRIGHT *in* UNITED NATIONS' PUBLICATIONS

**4.5** [Protocol 2 to the Universal Copyright Convention](#) as revised at Paris on 24 July 1971 provides that works published for the first time by the United Nations and its Specialized Agencies are protected by the laws of the State in which they are published as well as the laws of all States that are a party to the Convention subject to the copyright laws in force in each State.

**4.6** [Section 104 \(b\) \(5\) of the Copyright Law of the United States of America](#) states that works first published by the United Nations and its Specialized Agencies are eligible for copyright protection in the United States (and, by extension, in all countries that are a party to international agreements signed by the United States, such as the [Universal Copyright Convention](#) and the [Berne Convention](#)).

**4.7** The United Nations retains copyright on all the publications issued by the Secretariat in any format and medium presently known or later devised.

**4.8** Assertion of copyright allows the United Nations to retain control over the use of its intellectual property content, and to protect the revenue that might accrue from the sale of its publications. Such revenue would be adversely affected by competitive commercial publications.

**4.9** Assertion of copyright does not limit the dissemination of publications because the United Nations has adopted a Creative Commons license developed specifically for IGOs that facilitates the reuse of non-sales publications (the full text of the license is included in [Annex 13](#)). Furthermore, the United Nations may, on a case-by-case basis, grant the reuse of sales publications at no charge as per details in [5.30](#).

**4.10** United Nations publications are work-made-for-hire, *i.e.* they are prepared by an employee and/or a consultant within the scope of his/her employment. As such, the employer (the United Nations) and not the employee/consultant is considered to be the author and, therefore, the copyright owner.

**4.11** For works made-for-hire, the duration of copyright is 95 years from the year of first publication, or 120 years from the year of creation, whichever expires first.

**4.12** Copyright protection is automatic upon creation. The copyright notice and copyright registration are no longer required to secure copyright protection. However, there are advantages to registration – for example, the right to sue in case of copyright infringement.

**4.13** The United Nations requires that publications issued by the Secretariat bear the copyright notice. Because of the high fee for copyright registration (USD 55.00 as of 1 May 2014 for each work

made-for-hire), copyright registration is not required. Author Departments should determine which, if any, of their publications they wish to register.

## COPYRIGHT NOTICE

**4.14** United Nations publications bear the copyright notice as follows:

(a) First edition:

© [year] United Nations  
All rights reserved worldwide

as in:

© 2015 United Nations  
All rights reserved worldwide

“All rights reserved worldwide” is included only in sales publications. It is omitted from the copyright notice of publications distributed at no cost because the latter are available open access (see [4.4](#)).

When a sales publication is issued towards the end of any given year (between September and December), it would be preferable to use the copyright year of the following year to avoid the perception that the book is old soon after it is published.

(b) Reprint(s): The copyright notice on reprints is the same as for the first edition because, other than correcting typos, reprints are essentially identical to the first edition.

(c) New edition(s): The date of each new edition follows the original date as in this example:

© 2010, 2012 United Nations

If a new edition is so extensive as to constitute a new publication, all previous copyright dates may be omitted. In this case, the copyright notice bears the date of the newest edition only.



(d) The name or acronym of the Secretariat office/department responsible for the publication does not appear in the copyright notice, which only bears the wording “United Nations.”

(e) The United Nations is the Publisher of record and the copyright owner of all Secretariat publications.

## COPYRIGHT PAGE

**4.15** In a book, the copyright page either follows the title page or is the verso of the title page.

**4.16** For journals and magazines, the copyright page is usually the verso of the cover or the verso of the title page.

**4.17** United Nations books bear the copyright notice at the top of the copyright page.

**4.18** United Nations journals and magazines bear the copyright notice on the verso of the cover or on the title page.

**4.19** In addition to the copyright notice, the copyright page includes:

(a) A statement on permission requests and licensing

(b) Reference and link to Creative Commons license (non-sales publications only)

(c) The mention “United Nations publication issued by [Author Department’s name]”. If required, Author Department’s contact details.

Author Departments should be acknowledged as per examples below:

United Nations publication issued by the Department of Economic and Social Affairs (DESA)

United Nations publication issued by the Economic and Social Commission for Asia and the Pacific (ESCAP)

The permission/licensing statement and the text regarding open access are in [Annex 14](#).

**4.20** The copyright page of sales publications also includes:

(a) ISBN / ISSN number as required (assigned by UNP/Sales)

(b) eISBN / eISSN numbers as required (assigned by UNP/Sales)

(c) Sales number (assigned by UNP/Sales)

**4.21** If required, the copyright page of all publications will include any and/or all of the following:

(a) Disclaimer(s)

(b) Acknowledgments (for example, for a financial contribution)

(c) Credits for the front cover image and other images

The text of the disclaimers, acknowledgments, and credits is in [Annex 15](#).

**4.22** Mention of the country where the book is printed is no longer required and will be omitted from publications in electronic formats and from print-on-demand copies. However, if the printing includes a substantial number of hard copies, the mention “Printed in [country name]” may be displayed on the copyright page and also on the jacket, if available.

**4.23** Samples of copyright pages are in [Annex 16](#).

## COPYRIGHT REGISTRATION

**4.24** Should an Author Department choose to register a publication, the publication should be registered via the United States copyright office. Detailed information and forms are available on the [U.S. Copyright Office website](#).

**4.25** Publications selected for registration should be registered online through the [electronic Copyright Office \(eCO\)](#) developed by the U.S. Copyright Office.

**4.26** Author Departments should register publications of their choice as soon as they are published and, in any case, within three months after publication.

**4.27** The registration procedure with the U.S. Copyright Office contains three elements:

(a) A completed application form (one form per title).

(b) A non-refundable filing fee (per each title).

(c) A non returnable “deposit” – *i.e.* a copy or copies of the work being registered and “deposited” with the Copyright Office, or the electronic file if copies in print are not available.

It should be noted that copyright registration is optional rather than mandatory because it is a costly procedure (USD 55.00 as of 1 May 2014 for each work made-for-hire).

## JOINT COPYRIGHT

### *within the UN System*

**4.28** Joint copyright is allowed between the United Nations and an entity of the UN System (such as a specialized agency or a fund or programme) provided that all parties sign a coedition contract outlining the contribution(s) and obligations of each partner.

(a) When the United Nations jointly owns the copyright with another entity within the UN system, the copyright notice reads as follows:

© [year] **United Nations and**  
[name of the other UN entity/  
entities]

(b) In the copyright notice, the wording “United Nations” is placed immediately after the year and is followed by the other UN entities’ name and/or acronym - as per their standard practice. The order in which the other UN entities are listed in the copyright notice is to be agreed upon among the parties. If an agreement cannot be reached, the alphabetical order is adopted. In any case, the full name “United Nations” is the first one.

(c) The lead of the coedition handles the joint copyright registration, if registration is desired.

(d) In coeditions among entities of the UN system, the lead is the partner that contributes the most – in terms of content and/or production or costs. The lead establishes the coedition contract, handles subsidiary rights, and, if so decided, registers the copyright.

(e) When a Secretariat office is the lead, the coedition contract is established by the Secretariat of the Publications Board.

(f) The Chairman of the Publications Board is the signatory of all licensing contracts on behalf of the Secretariat.

## JOINT COPYRIGHT

### *with external entities/publishers*

**4.29** Because of the United Nations' privileges and immunities, joint copyright between the United Nations and external partners (*i.e.* trade publishers or major international organizations and/or research institutes with a relevant publishing programme) is usually not allowed.

**4.30** Exceptions, if any, may only be granted on a case-by-case basis by OLA in New York.

**4.31** In coeditions with external partners, the United Nations Secretariat should be the lead because the United Nations holds the copyright, provides most of the content, and handles subsidiary rights. Exceptions may be considered only if joint copyright is allowed.

## USE OF COPYRIGHTED MATERIALS *in* PUBLICATIONS

**4.32** Authors of Secretariat publications should ensure that complete references and acknowledgements for all material obtained from other sources are made, whether the material is quoted directly, paraphrased, or modified.

**4.33** If the author is a consultant, the staff member in charge of the project should ensure that all copyrighted material is used appropriately.

**4.34** Written permission to use and/or modify a copyrighted material (for example, shorten a text or compile data in a chart) should be obtained prior to publication. If a fee is charged by the copyright owner, it should be paid prior to publication. Proof that permission was granted and that a fee, if any, was paid should be kept electronically by the Author Department.

**4.35** When requesting permission to reproduce a copyrighted material, Author Departments should specify the use and the territory. For publications that might be reprinted, revised, translated and/or redistributed (including by third parties), it is recommended to request permission "for the upcoming and subsequent editions – including third parties' editions- in any and all languages, in any medium currently known or later devised, and for distribution worldwide."

**4.36** Examples of materials for which permission is required include text, data, graphic presentations, and maps.

**4.37** Any reproduction or direct quotation should be identical to the original (unless permission to amend it was granted), and a copy of the original should be submitted to the in-house production services along with the manuscript. If a translation is quoted, both the translation and the original language text should be submitted to the in-house production services whenever possible.

**4.38** Failure to obtain appropriate permission and to give references and acknowledgements may entail liability on the part of the Organization and of the individuals concerned.

## ARTICLES *and* PAPERS CONTRIBUTED *by* EXTERNAL AUTHORS

**4.39** When Author Departments wish to include in a publication (1) article(s) contributed by external authors, or (2) paper(s) presented at seminars or other meetings by external authors, Author Departments should keep on file a document, signed and dated by each author, that grants permission to the United Nations to include the content in all editions, in all languages and formats for the duration of the copyright, including in all editions prepared by third parties.

**4.40** The signed document should also specify if and when the authors may publish elsewhere the content prepared for the United Nations. As a general rule, if the United Nations does not pay the authors, the United Nations cannot withhold permission for them to publish elsewhere the same content. However, Author Departments should request exclusivity for twelve months after publication if the content is included in a sales publication and for six months after publication if the content is included in a non-sales publication.

**4.41** If the authors wish to publish elsewhere the content before the United Nations publication is issued, Author Departments should only agree to the inclusion of an overview on the authors' website.

**4.42** If the authors of the articles or papers transfer the copyright to the United Nations, Author Departments should keep the written, signed, and dated proof of copyright transfer in their files.

**4.43** If an external author (*i.e.* an individual) is the co-author of a United Nations publication, the author should transfer in writing the copyright to the United Nations, or allow the United Nations to use and sublicense the content for the duration of the copyright in all languages, media, and formats. Author Departments should keep in their files the written, signed and dated contract and/or memorandum of agreement (MOU) with the external author(s).

**4.44** If the external co-author is an entity, the first step is to determine whether the entity is simply a co-author of a United Nations publication or whether the entity could also be a copublisher of the publication (in this case, the external entity would have to be a trade publisher or major international organization and/or a research institute with a relevant publishing programme).

**4.45** Upon determination that the external entity is a co-author of a United Nations publication, the entity would have to transfer the copyright to the United Nations as outlined in 4.43. The entity would be acknowledged in the publication as per 8.11.

**4.46** Upon determination that the external entity is a copublisher, the publication is jointly published (*i.e.* a coedition contract is required as well as UN copyright. For details, see 8.10).

## ARTICLES, PAPERS *and* BOOKS PREPARED *by* CONSULTANTS

**4.47** The special service agreement consultants must sign should state, *inter alia*, that the United Nations is the copyright owner of any content that consultants draft for the United Nations.

## ARTICLES, PAPERS *and* BOOKS PREPARED *by* STAFF MEMBERS

**4.48** Articles or papers prepared by staff members for inclusion in a United Nations publication, or as a contribution to a conference or seminar, or entire manuscripts drafted by staff members as part of their official duties are work made-for-hire. The United Nations holds the copyright to such content.

## ARTICLES, PAPERS *and* BOOKS PREPARED *by* STAFF MEMBERS *for external* *publication (Outside Activities)*

**4.49** If staff members wish to submit outside articles, papers, or books for publication in their own personal capacity, prior permission is required only if the content relates or may be perceived to relate to the purpose, activities or interests of the United Nations.

**4.50** When permission is required, staff members should submit their request in writing to their supervisor who will handle it as per procedure in place. Ultimately, the decision should be made by the Head of the Department/Office.

**4.51** It is understood that a staff member should not seek outside publication for content that is substantially similar to an upcoming or existing United Nations' publication.

**4.52** Reference to official Secretariat instructions on outside activities is included in [Annex 17](#).

# 5

LICENSING *of*  
PUBLICATIONS *and*  
OTHER CONTENT

# LICENSING *of* PUBLICATIONS *and* OTHER CONTENT

**5.1** Licensing enhances the dissemination of publications and other UN intellectual property content through contractual arrangements with third parties.

**5.2** Three main types of licensing options are available:

(a) The rights for a third party to re-use, in whole or in part, content that the UN has previously published.

(b) The rights for a third party to coedit with the United Nations the first edition of a manuscript.

(c) The rights for a third party to publish the first edition of a United Nations manuscript.

## SUBSIDIARY RIGHTS

**5.3** The rights to re-use and distribute for free or sell content that the United Nations has previously published in its original form are called “subsidiary rights.” They allow third parties to re-use UN content in a given manner and format, in a given territory, and for a given period of time.

**5.4** Subsidiary rights include, *inter alia*, the rights to translate the original edition in a given language; the rights

to reprint an existing edition in a given territory; digital rights, namely the rights to include electronic copies in digital platforms and the rights to distribute to subscribers content from United Nations databases (primarily, legal and statistical databases); and the rights to reproduce excerpts, *i.e.* to reproduce a portion rather than an entire publication in print and/or online.

## COPUBLICATIONS

**5.5** Copublishing the first edition of a publication with other publishers (entities of the UN system and/or external partners) is encouraged because it fosters a wider dissemination, reduces the risk of duplication of similar titles, and is cost-effective as production and translation costs should be shared among partners.

**5.6** An external partner qualifies as a copublisher if it is a trade publisher or a major international organization and/ or a research institute with a relevant publishing programme. In all other cases, the external partner contributing text or funds to a UN publication is acknowledged as an author or as a donor, as appropriate (see [5.14](#) and [5.15](#)).



## 5.7 Copublication contract

All copublications require a contract (including copublications between Secretariat offices and departments). Such a contract outlines the contribution and obligations of each partner. The contract should be established by the lead (see 4.28(d) and 4.31) before any substantive work begins on the publication. When the UN Secretariat is the lead, contracts are prepared by the Board Secretariat. In the early stages of the project, Author Departments should determine:

- (a) Who the lead of the coedition is
- (b) What each partner contributes to the publication (*i.e.* research, drafting, pre-press, translation, printing, distribution)
- (c) What the language(s) and format(s) are, and, if bulk print quantities are required, the break down among partners
- (d) In consultation with UNP/Sales, whether the publication has sales potential
- (e) Who pays for each of the costs associated with creating and producing a publication. Author Departments should be mindful that cost sharing is an important element in a coedition.

Annex 18 includes a complete checklist.

**5.8** In copublications, it is common practice to use the editorial style and naming conventions (including country names) of the lead publisher, and to acknowledge this in a [disclaimer](#). Should there be any significant discrepancy between the UN and the copublisher(s)' terminology, the matter should be referred to OLA for advice.

**5.9** If copies in print are available, the copublication contract should state, *inter alia*, that one free copy will be shipped to the United Nations library in New York, Geneva, and Vienna (including one copy of each reprint), and one copy of the first edition to the Secretariat of the Publications Board for further distribution to the Author Department. Bulk print copies for the Author Department and for UNP/Sales, if any, are separate and additional.

**5.10** The Author Department will receive the electronic file of the copublished title. Such a file will be uploaded upon publication on the Author Department website if the title is not for sale. If the title is sold, the file should be uploaded twelve months after publication and further to a consultation with UNP/Sales and with the lead copublisher.

### 5.11 Role of the Author Department in copublications with entities of the UN system

The role of the UN Secretariat may be any of the following:

- (a) The Author Department may be a co-author and produce the book in whole or in part (pre-press, translation, printing).
- (b) The Author Department may be a co-author and fund some of the costs.
- (c) The Author Department may be a co-author, produce the book, and contribute to some of the costs.

The partner that contributes the most is the lead of the coedition (*i.e.* it establishes the contract, handles subsidiary rights, and uses its terminology in the book).

It is understood that all the partners should contribute to the costs of a coedition.



## 5.12 Role of the Author Department in copublications with external partners (trade publishers, international organizations, or research institutes)

The role of the UN Secretariat may be any of the following:

- (a) The Author Department may be the sole author of the manuscript.
- (b) The Author Department may be one of the authors of the manuscript.
- (c) The Author Department may be the author or co-author and contribute pre-press and translation services as well as cover some costs.

If the partner is a trade publisher, the latter usually funds production costs. Trade publishers sell the copublished book via their trade network worldwide; UNP/Sales sells it via its specialized network.

## 5.13 Copyright in copublications

- (a) When a publication is copublished between entities of the UN system, the United Nations holds the copyright or the copyright is shared (joint copyright).
- (b) When a publication is copublished between the UN Secretariat and one or more external partners (trade publishers, international organizations and/or research institutes with a relevant publishing programme), the United Nations holds the copyright. (Joint copyright requests are considered on a case-by-case basis by OLA).

## COPUBLISHERS vs DONORS

**5.14** It is important to distinguish between a “donor” and a copublisher. A copublisher is either a trade publisher that increases the dissemination and visibility of UN content, or a major international organization or research institute with a relevant publishing programme in areas aligned with the Author Department’s work. A copublisher is a party to the copublication contract and its logo appears on the cover, if all required UN policy is complied with.

**5.15** In general, a donor is not a publisher and its area of work may be quite different from the Author Department’s. Examples of donors include Member States and private companies. Donors are not a party to the copublication contract, and their emblem does not appear on the cover.

**5.16** Donors’ financial contribution is acknowledged on the copyright page and /or foreword. If requested, donors’ emblem – small – may be included on the copyright page below the acknowledgements.

**5.17** When a donor provides the translation, the language edition published by the United Nations bears United Nations copyright and includes the following acknowledgement/disclaimer on the copyright page:

The [language] translation was funded by [name of entity/Member State]. The text was translated by [name of translator]. Any queries will be handled by the translator who accepts responsibility for the accuracy of the translation.

The inclusion of the translator's name has a dual function: it acknowledges his/her work and makes it clear that the translation is not official and the United Nations is not liable.

**5.18** Author Departments should keep on file a document, signed and dated by the donor, that grants the United Nations the rights to publish, distribute, and sublicense the translation in all editions and in all formats for the duration of the copyright. Whenever possible, the document signed by the donor should also include the rights for the United Nations to sell the title through UNP/Sales' channels. Author Departments should remind donors that sales publications have a greater distribution and visibility.

## EXTERNAL PUBLICATION *of* ORIGINAL UN CONTENT

**5.19** The United Nations usually publishes under its own imprint or via coeditions. However, the United Nations may occasionally grant a trade publisher the rights to publish and sell the original edition of a manuscript, or the rights to publish several manuscripts as part of a series.

(a) Author Departments may consider the external publication's option if it is expected that it will give greater visibility to the publication, achieve wider dissemination, or an economy of resources. It is understood that this choice should not undermine the overall financial self-sufficiency of UNP/Sales.

(b) Only the trade publisher's logo can appear on the publisher's edition, *i.e.* the United Nations emblem cannot appear anywhere in the book. The following should however be printed on the front cover:

### In collaboration with the United Nations

(c) The United Nations holds the copyright to the text. The external publisher holds the copyright to its own edition where the text is included.

(d) The copyright notice must state that the publisher is the copyright owner "for the present edition."

(e) The copyright page must also bear the following statement:

### The United Nations is the author and copyright owner of the content

(f) The contract between the United Nations and the trade publisher should state, *inter alia*, that the United Nations has the rights to re-use the text upon expiration of the contract, and that the publisher is granted exclusive rights to publish the text during the term of the contract.

(g) Upon publication, the trade publisher will provide the following copies free of charge:

(1) Three copies (and one copy of each reprint) to the Author Department.

(2) One copy to the United Nations library in New York, Geneva, and Vienna (including one copy of each reprint), and one copy of the first edition to the Secretariat of the Publications Board.

**5.20** Whenever possible, Author Departments should determine at the planning stage how a publication will be published, *i.e.* as a United Nations publication, which is the most common case; as a coedition with other

publishers; or as an external publication. In the latter case, the decision should be made in consultation with UNP/Sales and subject to the approval of the Publications Board.

**5.21** Author Departments do not handle licensing requests, copyright and policy issues (such as contractual terms, wording in contractual clauses, ownership of copyright, and use of the UN emblem and other emblems in publications). Whenever an Author Department signs a memorandum of agreement (MOU) with another entity outlining the objectives and outputs of a given collaborative project, the MOU should not include any specifics regarding the publication(s) that may be part of the outputs. The MOU should state that “details regarding the publication(s) will be included in separate publishing contracts.” Prior to being signed, the MOU should be reviewed by OLA and, if there are financial implications, by the Controller as well.

## LICENSING OFFICE

**5.22** Licensing requests, contracts, and copyright and policy queries are handled as follows:

(a) The Secretariat of the Publications Board is responsible for copyright and policy queries.

(b) The Secretariat of the Publications Board drafts coedition contracts and contracts for the external publication of original UN content.

(c) The Licensing office in New York handles subsidiary rights, *i.e.* requests to re-use and/or translate Secretariat content in whole or in part in any medium and format.

(d) The Licensing office in New York is tasked to actively seek third parties for further dissemination of Secretariat publications via subsidiary rights.

**5.23** Author Departments should forward requests for contracts, and queries on copyright and policy issues to the relevant office as per 5.22.

**5.24** If Author Departments do not wish that a given publication be licensed to a third party and/or when the United Nations does not handle subsidiary rights in a copublication, Author Departments should inform the Licensing office promptly.

**5.25** Prior to initiating a negotiation for subsidiary rights, the Licensing office should ensure that the Author Department has no objections and the United Nations handles subsidiary rights.

**5.26** All licensing contracts should be negotiated and signed at the very start of the project and before any substantive work begins.

**5.27** The Chairman of the Publications Board is the signatory of all licensing contracts on behalf of the United Nations' Secretariat.

## CONTRACTS *for* SUBSIDIARY RIGHTS

### 5.28 UN sales publications to be sold by external publishers

When the external publisher intends to sell its edition - in the original language or as a translated version - of a Secretariat sales publication, the Licensing office prepares a contract, which *inter alia* includes the following:

(a) The rights granted to the external publisher may be exclusive.

(b) The external publisher's logo replaces the United Nations emblem, which cannot be reproduced anywhere in the book.

(c) The cover design should be different from the cover of the UN publication (unless the United Nations suggests that the same cover, without the UN emblem, be reproduced to maintain the look of a flagship title or series).

(d) The external publisher must secure copyright to the Work in the name of the United Nations. The copyright notice should bear the date of the publisher's edition as well as the original copyright notice (the one printed in the United Nations' own edition).

(e) In case of a translation, the copyright page must bear the following disclaimer:

"The present work is an unofficial translation for which the publisher accepts full responsibility."

(f) External publishers should pay an advance against royalties (or a lump sum) for the rights to distribute and sell in their market a UN sales publication. In some cases, the Author Department may

request that free copies be provided in lieu of payment – if copies in print are available.

(g) If copies in print are available, the external publisher will provide the following copies free of charge upon publication: (1) three copies (and one copy of each reprint) to the Author Department, (2) one copy to the United Nations library in New York, Geneva, and Vienna (including one copy of each reprint), and (3) one copy of the first edition and one copy of each reprint to the Licensing office. All the above mentioned copies will be sent to the Licensing office for distribution.

(h) The external publisher will provide the Licensing office with the electronic file of the first edition and of each reprint. As the external publisher sells its edition, the file will not be uploaded on the Author Department website and/or on any UN electronic platform during the duration of the contract with the external publisher.

### 5.29 UN non-sales publications to be distributed for free or sold by external publishers

When the external publisher intends to distribute (for free or for a price) its edition – in the original language or as a translated version - of a publication that the United Nations distributes for free, the Licensing office will not draft a specific contract but will request that the external publisher abides by the terms of the Creative Commons [license](#) developed specifically for IGOs (the full text of the license is included in [Annex 13](#)).

(a) The rights granted to the external publisher through this open access license are non-exclusive and last for the duration of the term of the copyright in

the work. The publisher cannot sublicense the work and must include the original copyright notice on the copyright page of its edition.

(b) The external publisher's logo will replace the United Nations emblem, which cannot be reproduced anywhere in the book.

(c) The cover will be different from the cover of the UN publication.

(d) In case of a translation, the copyright page must bear the following disclaimer:

*"The present work is an unofficial translation for which the publisher accepts full responsibility."*

(e) No royalties are paid to the United Nations.

(f) Upon publication, the external publisher should provide the Licensing office with the electronic file of the first edition and of each reprint. Such a file can be uploaded immediately on the Author Department website and/or other UN electronic platforms.

### **5.30 UN sales publications to be distributed for free by external publishers**

When the external publisher wishes to distribute at no cost its edition – in the original and/or as a translated version – of a UN sales publication, permission may be granted further to consultation with UNP/Sales.

(a) As a general principle, permission may be granted for fairly "old" publications with modest sale and licensing potential.

(b) If permission is granted, the external publisher should abide by the terms of the Creative Commons [license](#) developed specifically for IGOs and comply with all the requirements listed in clause [5.29](#).

## **PERMISSIONS to REPRODUCE EXCERPTS from United Nations PUBLICATIONS and to reproduce OTHER CONTENT**

### **5.31 Excerpts from a non-sales publication**

No permission is necessary to reproduce excerpts from a non-sales publication provided that proper credits be given.

### **5.32 Excerpts from a sales publication**

(a) Permission is necessary to reproduce excerpts from a sales publication. Requesters should submit their request as per instructions included in the copyright page of the publication. Should the instructions be missing, requests should be sent to the Licensing office in New York.

(b) As a general rule, requesters pay a fee unless the amount of content they wish to reproduce is very small, *i.e.* a few hundred words and/or a few simple tables/charts.

(c) Proper credits are required.

### **5.33 Excerpts from other content**

(a) No permission is necessary to reproduce excerpts from speeches delivered by UN staff in their official capacity provided that proper credits be given along with the date and context.



As for speeches delivered at the United Nations (all Secretariat locations) by non UN staff, requests should be addressed to the speaker.

(b) Unless otherwise noted, permission to reproduce excerpts from content on UN websites other than publications (such as text, audio, video, photos, maps) is granted free of charge with proper credits provided that the United Nations has the copyright. Credits should include the date the content was downloaded from a given UN website.

(c) If the United Nations requests a fee to reproduce some content on its websites, specific information in this regard should be included on the website.

(d) Author Departments should credit clearly all content on websites for which the United Nations has the copyright as well as content for which the United Nations does not have the copyright.

(e) Non UN content can be uploaded on UN websites only after permission is obtained in writing and a fee, if any, has been paid. Requests to reproduce such content should be addressed to the copyright owners.

## CONTENT *in* PUBLIC DOMAIN

**5.34** No permission is required to reproduce, translate, distribute, sell or otherwise use UN content that is in the public domain. The United Nations however recommends that only the official texts and/or translations available on United Nations websites be used.

**5.35** Content published by the United Nations that is in the public domain includes:

(a) Information and promotional material such as brochures, flyers, and newsletters

(b) Press releases

(c) United Nations documents (see 1.10-1.12) except documents that are also issued as publications.

**5.36** With regards to treaties and conventions, while each individual text is in the public domain, the online UN Treaty Collection is proprietary and cannot be reproduced, translated, distributed, sold or otherwise used without a prior written permission.

**5.37** Permission is required to reuse content from any and all United Nations' online platforms and databases (namely, legal and statistical databases).

6

SALE *of*

■ PUBLICATIONS



# SALE *of* PUBLICATIONS

**6.1** It has long been held that there is a dual mandate in the sale of Secretariat publications: to disseminate United Nations information and to generate revenue. In this regard, the General Assembly has expressly approved the principle that whenever it is possible, the sale of publications should be encouraged not only because the proceeds go to the Working Capital Fund, but also because publications that are sold rather than freely distributed often command greater respect and are more likely to be read and hence have a greater impact.

**6.2** The sale of publications issued by the Secretariat is handled by UNP/Sales located at UNHQ in New York. Specialised Agencies and Funds and Programs wishing to sell their titles through UNP/Sales sign a wholesale agreement or a licensing agreement.

**6.3** UNP/Sales liaises with Author Departments to assess which forthcoming titles have a sale potential, advises on the choice of title, cover, and formats, prints Secretariat copies that it intends to sell, develops marketing tools to promote publications and to track impact, contracts warehouse services, selects distributors and agents, and provides the Publications Board with an annual report of its activities and results.

**6.4** UNP/Sales sets the retail price of sale publications in all formats and media.

**6.5** Prices are assigned taking into account the following:

- (a) Production and delivery costs
- (b) Marketing costs
- (c) Prices of similar United Nations publications
- (d) Prices of similar titles sold by IGOs and commercial publishers

**6.6** UNP/Sales has a dual pricing system: full retail price in developed countries, and reduced retail price in developing countries.

**6.7** Distributors, agents, and wholesalers purchase copies from UNP/Sales at a wholesale price and sell their copies at a retail price.

**6.8** To best represent multilingual titles in external publications' databases, it is recommended that, whenever possible, Author Departments produce separate monolingual files, one file per language. Furthermore, it should be noted that electronic retailers do not sell bilingual and multilingual titles.

**6.9** It is recommended that, whenever possible, Author Departments make available sales publications on their websites for free twelve months after each title is published.

7

COVER, SPINE,  
TITLE PAGE,  
BACK COVER

# COVER, SPINE, TITLE PAGE, BACK COVER

**7.1** The instructions outlined below apply to all publications and, if possible, to coeditions when the Secretariat is the lead.

**7.2** The instructions provide guidelines with regard to:

(a) What should be included on the front cover, spine, title page, and back cover

(b) Where each element should be placed

(c) Sans serif typefaces for covers, title page, and spine

**7.3** The overall purpose is for Secretariat publications to achieve a “look and feel” that makes them easily recognizable and in line with industry standards, thus strengthening the image of the United Nations as a Publisher.

**7.4** Because the United Nations is the Publisher of record of all Secretariat publications, the United Nations emblem with only the words “United Nations” below the emblem is to be used on all publications and coeditions.

**7.5** Notwithstanding 7.4, semi-autonomous Secretariat offices that have their own distinct emblem (*i.e.* an emblem whose design is different from the United Nations’ emblem) will use their distinct emblem on publications and coeditions. [Specific instructions are in [9.10-9.13](#)].

**7.6** For the United Nations emblem to be displayed on books copublished with external partners, a copublication contract must be in place (see [5.5-5.14](#)) and the United Nations must hold the copyright. (Exceptions require OLA’s approval).

## COVER

*(UN as the only Publisher)*

**7.7** The front cover of a UN publication bears only the following elements:

(a) Author’s name (optional and in line with policy on [attribution of authorship](#))

*Placement: top (Author’s placement)*

(b) Title

(c) Subtitle, if any

(d) Acronym of the Author Department (optional)

*Placement: where desired but not near the UN emblem.*

*Placement should be consistent. (samples shown in [Annex 20](#))*

(e) The UN emblem with only the words “United Nations” below

*Placement: bottom portion of the cover, on the left, centered, or on the right (Publisher’s placement)*

The purpose of the acronym of the Author Department mentioned in 7.7 (d) is to acknowledge on the cover the work of the Author Department. The acronym should not be positioned next to the United Nations emblem and/or it should not be added to the UN emblem. This is because the “United Nations” (rather than a given Author Department) is the Publisher of record of all Secretariat publications.

While both the full name of the Author Department (top of the cover) and its acronym may be displayed on the front cover, it is recommended that only one of them be used to avoid a redundant effect.

Annexes 19 and 20 include examples as well as specific instructions for placement, font, and color.

For hardcover books that have a jacket, the details in 7.7 should be listed on the jacket, and the hardbound front cover would be blank or would include the title and author’s name.

## COVER (*copublications*)

**7.8** In copublications with entities of the UN system and/or with external partners, adherence to the guidelines outlined in 7.7 above is required with regard to the publishers’ emblems as follows:

(a) When the copublishers are all from the UN system, the UN emblem (with the words “United Nations” below) will be the first on the left

*Placement: bottom portion of the cover.*

(b) The UN emblem will be the same size or larger than the other emblems. It will not be smaller.

(c) The order in which the other UN entities’ emblems are listed to the right of the UN emblem is to be agreed upon among the parties. If an agreement cannot be reached, the alphabetical order will be adopted.

(d) The name of each UN entity will be printed below its emblem.

(e) When the copublishers include external partners (trade publishers or major international organizations and/or research institutes with a relevant publishing programme), no emblem will be more prominent than the others.

(f) The order in which the emblems are listed is to be agreed upon among the parties. If an agreement cannot be reached, the alphabetical order will be adopted.

Annex 21 includes an example of copublishers’ emblems placement.

**7.9** In copublications, if the Author’s name - such as the full name of the organization or its acronym; the name of a department within the organization; or the name(s) of individual author(s) - is to be printed, the Author’s name will be placed at the top of the cover.

**7.10** The font and cover design will be agreed upon by the copublishers.

## SPINE

### 7.11 The spine includes:

(a) The acronym of the Author Department (optional) or the name of an individual author, if any; the title (without the subtitle); and the words “United Nations.” If the spine is large enough, the UN emblem is also included on the spine.

(b) In copublications, the spine includes the full name of the author(s), if any; the title (without the subtitle); and the emblem of the lead publisher.

(c) If space is limited, the spine is blank.

[Annex 22](#) includes examples and specific instructions.

For hardcover books that have a jacket, the details in 7.11 should be listed on the jacket and on the hardbound spine.

(c) Title

(d) Subtitle, if any

(e) Volume number, if required

(f) The UN emblem and, below the emblem, the full name of the publisher (*i.e.* “United Nations”) and, below, the name of the city where the Author Department is located

*Placement: bottom of the page, centered.*

(g) In copublications, the publishers’ emblems and, below each emblem, the full name of the publisher. The name of the city where the Author Department is located is mentioned below each emblem.

*Placement: bottom of the page, centered (same order as on cover)*

[Annex 23](#) includes examples and specific instructions.

## TITLE PAGE

### 7.12 In a book, the title page includes:

(a) Author’s name (optional and in line with policy on [attribution of authorship](#))

*Placement: top  
(Author’s placement)  
and/or*

*Editor’s name as follows:  
Edited by [first name and last name]*

*Placement: below the title/subtitle*

(b) Document number, if required

*Placement: top right*

## COVER *and* TITLE PAGE COMBINED

**7.13** Working Papers do not have a proper cover. Their title page (as per 7.12) serves as both cover and title page. To reduce costs, other publications that are distributed for free may use their title page as cover.

[Annex 24](#) includes examples and specific instructions.

## BACK COVER

*(print format only)*

**7.14** The back cover of a paperback sales publication includes:

(a) An overview of the content (flagships and sales publications)

*Placement: top and center*

(b) If necessary, URL and Author Department's contact details. (If possible, contact details on the copyright page only).

*Placement: bottom left*

(c) The ISBN and barcode, and - if required - the job number.

*Placement: bottom right  
(ISBN, barcode)*

*bottom left, vertical  
(job number)*

*(See Annex 25)*

(d) Artwork or colour as cover background (optional).

**Annex 25** includes examples and specific instructions.

For hardcover books that have a jacket, the details in 7.14 should be listed on the jacket, and the hardbound back cover would be blank.

The ISBN and the barcode have an identification purpose for distributors and sellers.

The sale price is no longer included on publications. Sellers add it at their own discretion.

It is no longer standard practice to include the printing location.

There should not be any logo on the back cover.

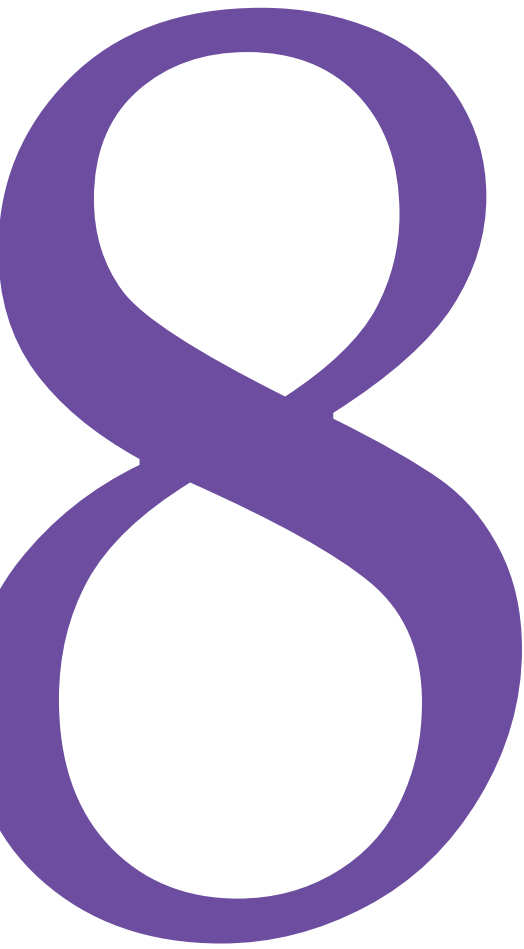
**7.15** The back cover of a paperback non-sales publication includes only the job number, if such a number is required. All other details are as per 7.14. (See **Annex 25**)

## REPRODUCTION of the UN EMBLEM

**7.16** **Annex 26** includes guidelines on the size, color, and correct reproduction of the United Nations emblem.

## GRAPHIC DESIGN SERVICES

**7.17** Cover design and layout of publications may be executed by in-house graphic design services, where available. These services may also be provided by outside designers and graphic design specialists. Costs for the creation of a cover and/or costs to use a copyrighted image on the cover should be budgeted for by Author Departments. See **Annex 27** for details.



■ **ATtribution** *of*  
**AuthorShip**



# ATTRIBUTION *of* AUTHORSHIP

**8.1** The following categories of United Nations materials do not bear any form of attribution of authorship:

(a) Publications and other content of a highly political nature or texts designed to formulate or state official United Nations policy.

(b) Public information materials: brochures, pamphlets, press releases, flyers, newsletters, and other content designed primarily to inform the public about United Nations activities.

## PUBLICATIONS

**8.2** All publications – except for the ones referred to in 8.1 (a) – may, if desired, bear the name of the Author Department (such as a specific department, regional commission, fund or programme), or other United Nations body in which the publication originated on the cover and title page.

**8.3** Attribution on the cover and title page may not be made to any given unit within the Author Department or to individual authors (except as provided for in 8.4). In general, attribution to units within the Author Department that had a major responsibility in the preparation of the publication is made on the copyright/acknowledgements page, preface, foreword, or introduction.

**8.4** For the following categories of publications:

(a) Titles for specialized audiences (*i.e.* technical reports), edited volumes, and collections of scholarly papers

(b) Periodicals

attribution to organizational units within the Author Department, or to individual authors may be made on the front cover and title page if the Author Department so decides. Details are included in [Annex 28](#).

**8.5** For the following categories of publications:

(a) Flagship and other major publications in the economic, social, and related fields

(b) Intergovernmental reports and major publications substantially edited for wider public dissemination

attribution to organizational units within the Author Department, or to individual authors may be made as appropriate but not on the front cover and title page. Details are included in [Annex 28](#).

## SIGNATURE *of* FOREWORDS (*and prefaces*)

**8.6** A foreword is a short text placed at the beginning of a publication and written by someone other than the author, often an eminent personality who may help attract interest for the publication. A foreword is always signed. Consistent with the perspective of someone who has not been involved in elaborating the work, the text of the foreword usually places the publication in a broader context and, therefore, does not generally provide the reader any additional information about the book's subject. Instead, the foreword serves as a reminder of why the reader should read the book.

**8.7** The foreword of a Secretariat publication may be signed by the Secretary-General or, as appropriate, by an Under-Secretary-General, the Head of a fund or programme or regional commission, or an official designated by the Author Department.

**8.8** A preface is usually written by the author (including if the publication does not bear an individual author's name on the cover) and explains how the book came about. A preface is not usually signed, although it is often written in a more personal tone than the subsequent material.

## ATTRIBUTION *to* THE UNITED NATIONS *and* *other* SPECIALIZED AGENCIES

**8.9** When the Secretariat and one or more specialized agencies copublish a publication, their names may appear on the cover and title page as authors. Their emblems will identify them as copublishers as per 7.8.

## ATTRIBUTION *to* THE UNITED NATIONS *and* EXTERNAL ENTITIES

**8.10** When the Secretariat and one or more external entities (trade publishers, international organizations and/or research institutes with a relevant publishing programme) copublish a publication, their names may appear on the cover and title page as authors. Their emblems will identify them as copublishers as per 7.8, provided that the United Nations holds the copyright and a coedition contract was signed.

**8.11** When an external entity is not a copublisher – as defined in 5.6 – but contributes to the preparation of a publication as an author, its contribution may be mentioned at the top of the cover and title page (Author's placement) or via the following statement on the cover and title page:

Prepared in collaboration with  
[the name of the entity,  
foundation, etc]

Prepared in collaboration with  
[the Ministry of.....of the  
Government of..... ]

**8.12** When an external entity is not a copublisher – as defined in 5.6 – but contributes to the preparation of a publication as a donor as per 5.15-5.18, its contribution is acknowledged on the copyright page and /or foreword. (If requested, the donor's emblem – small - may be included on the copyright page, below the acknowledgements.)

## ATTRIBUTION *to* CONSULTANTS

**8.13** When a consultant is engaged to draft a report or other publication, authorship is not attributed to the consultant. A reference to the consultant's contribution may be made, as appropriate, in a footnote or acknowledgement page.

**8.14** The special service agreement consultants must sign should state, *inter alia*, that the United Nations is the copyright owner, including if the work mentions the consultant's contribution. The service provided by a consultant is work-made-for-hire.

## ATTRIBUTION *to* AUTHORS OUTSIDE THE UNITED NATIONS, *including Government officials*

**8.15** Papers and articles submitted by Government representatives and external authors, and publications co-authored by Government representatives and external authors may be attributed as per policy outlined in [8.2-8.5](#).

## DISCLAIMER

**8.16** When a publication is in whole or in part attributed to individual authors (staff members and/or external authors), the following [disclaimer](#) should be included on the copyright page:

The findings, interpretations, and conclusions expressed herein are those of the author(s) and do not necessarily reflect the views of the United Nations or its officials or Member States.

or

The views expressed in this [Report, publication, etc.] do not necessarily reflect the views of the United Nations or its officials or Member States.

## ATTRIBUTION *in* PAPERS *and* CONTENT PREPARED *for* MEETINGS

**8.17** The level of attribution, if any, in papers prepared in the Secretariat in connection with meetings, seminars and technical cooperation projects is decided by the relevant office on a case-by-case basis.

**8.18** If the paper is in whole or in part attributed to individual authors, the inclusion of a disclaimer as per 8.16 should be considered.

## ATTRIBUTION *in* LETTERS *of* TRANSMITTAL

**8.19** Individual or collective authors outside the Secretariat wishing to acknowledge assistance provided by members of the Secretariat in the preparation of a report or other publication should be advised that the appropriate way of doing so is to mention the department or office concerned in a letter of transmittal addressed to the Secretary-General. They may also refer by name to relevant members of the Secretariat.



USE *of*

THE UN EMBLEM

# USE *of* THE UN EMBLEM

**9.1** The purpose of the instructions that follow is to ensure uniformity in the manner in which the United Nations emblem [UN emblem] and name are used in publications and public information materials of the Secretariat and of other organizations in the United Nations system.

**9.2** The purpose of the instructions is also to outline any exceptions to the restricted use of the UN emblem, *i.e.* explain when and by whom it may be used in conjunction with external emblems, and to state which entities are authorized to use the “modified” UN emblem and for which purpose.

## RESTRICTED USE *of* *the UN Emblem*

**9.3** In accordance with [General Assembly resolution 92\(I\) of 7 December 1946](#), the use of the United Nations emblem and name - including any abbreviation thereof - is reserved for the official purposes of the Organization. Furthermore, that resolution expressly prohibits the use of the United Nations name and emblem in any other way without the express authorization of the Secretary-General, and recommends that Member States take the necessary measures to prevent the use thereof without the authorization of the Secretary-General.

**9.4**

In addition, [Article 6 ter of the Paris Convention for the Protection of Industrial Property](#) – revised in Stockholm in 1967 (828 UNTS 305 (1 972)) – provides trademark protection in respect of the emblems and names of “international organizations” and requires states party to the Convention “to prohibit by appropriate measures the use, without authorization by competent authorities,” of the emblems and names of international organizations.

**9.5** Secretariat offices, UN bodies (*i.e.* autonomous or semi-autonomous organs established by the General Assembly [**OLA to complete**]), and specialized agencies do not need a written authorization to use the UN emblem for their official purposes. They are however requested to comply with the guidelines set out below.

**9.6** Requests to use the UN emblem submitted by persons or entities outside the United Nations should be referred to OLA unless their proposed use is addressed in these guidelines.

## *Use of the UN Emblem by* **SECRETARIAT OFFICES**

### **9.7 Public information materials**

The emblem may be used on all official public information materials issued by the Secretariat – primarily by the Department of Public Information – including catalogues, brochures, flyers, booklets, newsletters, posters, post cards, and gift items sold by the UN Bookshop.

## 9.8 United Nations publications (UN as only publisher)

(a) The use and placement of the UN emblem on publications published by the Secretariat are outlined in chapter 7, specifically in section 7.7, 7.11, and 7.12. The UN emblem (with only the words “United Nations” below) may be placed only as stated, *i.e.* in the lower portion of the cover and title page to identify the United Nations as the Publisher.

(b) If used, the acronym of the Author Department may be placed as stated in 7.7 (d), and in Annex 19 and 20. Specifically, the acronym should not be placed next to the UN emblem and/or it should not be added to the UN emblem. This is because the “United Nations” (rather than a given Author Department) is the Publisher of record of all Secretariat publications.

## 9.9 Copublications (within the UN system)

(a) The use and placement of the UN emblem on publications copublished by the Secretariat and other UN system entities (specialized agencies and UN bodies) are outlined in chapter 7, specifically in section 7.8, 7.11, and 7.12. The UN emblem and the other emblems may be placed only as stated, *i.e.* in the lower portion of the cover and title page to identify the parties as copublishers.

(b) The UN emblem (with the words “United Nations” below) will be the first one on the bottom left.

(c) The UN emblem will be the same size or larger than the other emblems. It will not be smaller.

(d) The order in which the other UN entities’ emblems are listed to the right of the UN emblem is to be agreed upon by the parties. If an agreement cannot be reached, the alphabetical order will be adopted.

(e) The name of each UN entity that copublishes the book will be printed below its emblem.

## *Use of the UN Emblem by* **UNITED NATIONS “BODIES”**

**9.10** The UN emblem should be used on publications of United Nations *bodies* (*i.e.* autonomous or semi-autonomous organs established by the General Assembly [**OLA to complete**]), unless the body has its own distinct emblem.

**9.11** The UN emblem should not be modified, whether by the addition of the name of the body or any motto within or around it or by the inclusion of any motto within or around it. However, to identify the body as the organ responsible for the publication, the body’s acronym can be placed on the cover - unless the body’s full name is included in the Author’s position (top of the cover).

**9.12** The placement of the UN emblem and of the body’s acronym are outlined in 9.8 (a) and 9.8 (b).

**9.13** If the body has its own distinct emblem, such an emblem will be displayed on publications. Its placement will comply with the guidelines in 9.8 (a). It is understood that the UN emblem will not be printed on publications that bear a body’s distinct emblem, unless the publication is copublished between the body and a Secretariat office.



## *Use of the UN Emblem by* **EXTERNAL ENTITIES**

### **9.14 Copublications** (with external partners)

(a) A signed coedition contract (see 5.5-5.18) and UN copyright are prerequisites for the UN emblem to be displayed in copublications with external partners (*i.e.* trade publishers or major international organizations and/or research institutes with a relevant publishing programme).

(b) The use and placement of the UN emblem on publications copublished by the Secretariat and external partners are outlined in chapter 7, specifically in section 7.8, 7.11, and 7.12. The UN emblem and the other emblems may be placed only as stated, *i.e.* in the lower portion of the cover and title page to identify the parties as copublishers. No emblem will be more prominent than the other emblems.

(c) The name of each partner will be printed below each emblem. The order in which the emblems are listed is to be agreed upon among the parties. If an agreement cannot be reached, the alphabetical order will be adopted.

(d) The UN emblem cannot be displayed along with donors' emblems (see 5.15-5.18 for the distinction between donors and copublishers).

### **9.15 Meetings**

When the United Nations co-organizes a meeting or conference convened by an outside entity, the UN emblem may be used, in combination with the name "United Nations," at the conference/meeting and on publications and promotional materials, including websites,

related to the conference/meeting, if the emblems of other participating entities are displayed.

## *Use of the UN Emblem with the* **INSIGNIA OF INDIVIDUAL GOVERNMENTS**

**9.16** When a Government or Member State co-organizes a meeting or conference with the United Nations, the UN emblem - in combination with the name "United Nations" - and the insignia of the Government or Member State may be used at the conference/meeting and on publications and promotional materials, including websites, related to the conference/meeting.

**9.17** When a Government or Member State contributes to the preparation of a UN publication as an author, its contribution may be mentioned as stated in 8.11, *i.e.* at the top of the cover and title page (Author's placement) or via the following statement on the cover and title page:

*Prepared in collaboration with*  
[the Ministry of.....of the  
Government of.....]

**9.18** When a Government or Member State contributes to the preparation of a UN publication as a donor as per 5.15, its contribution may be acknowledged as stated in 8.12, *i.e.* on the copyright page and /or foreword. (If requested, the donor's emblem - small - may be included on the copyright page, below the acknowledgements.)



## *Use of the UN EMBLEM in TEXTBOOKS*

**9.19** When publishers wish to include the UN emblem in the body of a textbook for educational purposes and/or in the body of a book that deals with UN-related issues, their requests should be forwarded to the Secretariat of the Publications Board.

## **UN EMBLEM: GRAPHIC SPECS**

**9.20** [Annex 26](#) includes guidelines on the size, color, and correct reproduction of the UN emblem.

## *Use of the MODIFIED UN EMBLEM*

**9.21** The “modified” UN emblem includes the words “United Nations” or “UN” set above the UN emblem and the words “We Believe” or “Our Hope for Mankind” set below the emblem.

**9.22** The modified version of the UN emblem may be used by:

(a) NGOs - including NGOs associated with ECOSOC and/or DPI - for specific projects and events of a limited duration organized in support of the United Nations.

(b) Academic institutions hosting a Model UN.

**9.23** If permission is granted, the requesting entity can use the “modified” UN emblem only for a specific purpose and for a specific time period, and as long as the modified version of the UN emblem appears separately and at some distance from the distinct logo and/or the name of the NGO and/or academic institution concerned.

**9.24** The “modified” UN emblem must be used as is, *i.e.* no words may be added and/or the colours changed.

**9.25** Requests to use the modified version of the UN emblem should be forwarded to the Secretariat of the Publications Board.

**9.26** [Annex 29](#) includes samples of the “modified” UN emblem.

10

SPECIAL  
EMBLEMS

# SPECIAL EMBLEMS

**10.1** Secretariat offices may create special emblems (also referred to as special logos) in connection with:

- (a) UN Conferences
- (b) UN International days and international years designated by the General Assembly
- (c) Official events and meetings
- (d) UN campaigns and “initiatives”

**10.2** The purpose of special emblems is to:

- (a) Provide a specific visual identity to a UN event
- (b) Promote a UN event by allowing external users and external entities to use the special emblem to advertise the event (this outreach would not be possible without the special emblem because the external entities are not allowed to use the UN emblem for the same purpose).

**10.3** Special emblems have a limited duration and a specific purpose. Therefore, special emblems are not permanent emblems and, for example, cannot become the de facto emblem of the UN office that created them and/or the emblem of a given UN programme; or be used for other purposes; or beyond their approved duration.

**10.4** The design and guidelines of all special emblems should be submitted to the Secretariat of the Publications Board for review and approval by the Board.

**10.5** Special emblems with a very long duration (several years) or with an indefinite duration of use – such as special emblems for some UN campaigns or UN “initiatives” – should be submitted to OLA for review and approval along with the guidelines for their use.

**10.6** The guidelines outlining the use of each special emblem should be modelled on the “sample special emblems guidelines” included in [Annex 30](#). The guidelines include a waiver of liability, and instructions for reproducing the special emblem (graphic guidelines).

**10.7** Upon approval by the Publications Board, the guidelines of each special emblem should be provided to whoever wishes to use the special emblem. Whenever a special emblem is uploaded on the internet or intranet, the guidelines for its use should be uploaded as well and be clearly visible.

## *USE of special emblems by* SECRETARIAT OFFICES

**10.8** Official documents, publications, and publicity materials

(a) Secretariat offices will display the United Nations emblem and the special emblem (if one has been created) on official documents (in the masthead), publications (on the cover), and publicity materials prepared in connection with the UN event.

(b) The United Nations emblem will be larger than the special emblem.

(c) The United Nations emblem will appear to the left of the special emblem. The wording “United Nations” should be placed below the UN emblem.

(d) Secretariat offices that have their own emblem will place it along with a special emblem as per (c) above.

(e) If an external publisher publishes a publication on a UN conference or other UN event, the publication will only bear the special emblem (and not the UN emblem). Attribution to the United Nations will be given on the copyright page, foreword, or preface. If appropriate, the cover may bear the following statement:

“In collaboration with the United Nations.”

### **10.9** Non-official papers

Non-official papers of United Nations conferences and other UN events will display only the special emblem (not the UN emblem).

## *USE of special emblems by UN SYSTEM ENTITIES*

**10.10** UN system entities may use a special emblem without prior authorization. However, for reporting purposes, they should inform the Secretariat office responsible for the special emblem.

**10.11** UN system entities will display the special emblem in its entirety (graphic and all accompanying wording/dates), except as provided in [10.20](#).

**10.12** If the UN entity has its own specific emblem, the latter will be displayed side-by-side with the special emblem.

## *USE of special emblems by EXTERNAL ENTITIES*

**10.13** External entities wishing to use a special emblem will return, signed, the UN waiver of liability along with the required documentation.

**10.14** External entities will display the special emblem in its entirety (graphic and all accompanying wording/dates), except as provided in [10.20](#).

**10.15** External entities will display the special emblem side-by-side with the entity’s logo. The logo of the entity must be given pre-eminence via-à-vis the special emblem and the following sentence must be included below or in the proximity of the entity’s logo: “[the name of the entity] supports the [name of the UN event].” The United Nations emblem cannot be used by the entity.

**10.16** External entities cannot sub-license or further authorize the use of the special emblem to any other entities.

**10.17** Specific details are included in [Annex 30](#).

## CRITERIA for the DESIGN of special emblems

**10.18** The design of a special emblem should comply with the following criteria:

(a) The design of the emblem should be suggestive of the topic of the conference, event, international year/day.

(b) The special emblem cannot be a modification of the UN emblem and cannot include the UN emblem as part of its design.

(c) The design of a special emblem should be of universal significance and readily understandable to the general public worldwide.

(d) The design should be simple and should not include a motto or slogan that would have to be translated into various languages.

(e) The design should not include a symbol that has different meanings in different cultures.

(f) The design should include the purpose/duration for which it is created.

(g) The design should include the words "UN" or "United Nations" to assert UN copyright on the design of the special emblem.

(h) The design should be compatible with the United Nations emblem so that, when used together, they form a harmonious ensemble. When used together, the UN emblem should be larger and placed to the left of the special emblem.

(i) The design should be reproducible in various sizes, black and white (greyscale) or in colour. For each special emblem,

technical specifications - *i.e.* graphic guidelines - should be prepared as per details in Annex 30.

(i) The special emblem should be available in the six UN official languages.


**10.19** The design of a special emblem includes the graphic and all accompanying wording/dates.

**10.20** Notwithstanding, with regard to 10.19, 10.18(e), and 10.18(f), when the special emblem is reproduced along with detailed information on the specific UN event – such as on a brochure advertising a UN Conference or on a UN document, – the graphic only without the accompanying wording/dates should be used to avoid a redundant effect. At the UN event itself, the graphic only may be used as a backdrop to the speakers, if preferred. The design alone may be reproduced on small items promoting the event (such as pencils, pins, key chains, etc.) In all other instances, the special emblem should be displayed in its entirety.

## COPYRIGHT on the DESIGN of special emblems

**10.21** Special emblems may be designed by in-house graphic design offices where available and/or they may be commissioned to external designers or design firms. In both cases, the design office should ensure that the design is original and should provide a written statement to this effect.

**10.22** Mention of the in-house graphic design unit may be made in the graphic portion of the guidelines.



**10.23** If the design is prepared by an external designer and/or external design firm, the requesting Secretariat office should include costs, if any, related to the creation of the special emblem in the budget of the UN event for which the special emblem is prepared.

**10.24** Special emblems' designs prepared by external designers/firms are work made-for-hire. Therefore, the copyright on the logo design belongs to the United Nations, but attribution to the designer/firm may be included in the special emblem's guidelines if requested.

**10.25** If a Government or Member State provides the design of a special emblem – such as the design for the special emblem of a UN Conference that a Member State hosts - the Government/Member State should transfer in writing the copyright of the special emblem's design to the United Nations. Attribution to the Government/Member State and to the designer/firm may be included in the special emblem's guidelines if requested.

11

■ MAPS



**11.1** The instructions outlined below apply to the use of maps in publications, documents, and other papers, either in hard copy or in electronic format. The instructions do not apply to maps annexed to communications prepared by Member States and circulated at their request.

**11.2** Many maps are prepared by the Cartographic Section at UNHQ in New York. Others are done by outside firms, or prepared in the field, or taken from non-United Nations sources. A map or maps may form the principal part of a United Nations publication or be ancillary to other materials.

**11.3** In view of the sensitive nature of cartographic documents, prior to the publication of any map at any duty station, including dissemination via the Internet, clearance should be sought from the Cartographic Section in order to ensure that maps meet publication standards and that they are in line with existing United Nations policies. As necessary, the Cartographic Section will confer with the Executive Office of the Secretary-General and OLA.

**11.4** Maps that have been reviewed previously by the Cartographic Section and are to be reproduced in unaltered form need not be resubmitted to that Section prior to publication. However, Author Departments should resubmit their maps, if political or policy changes in the interim suggest that a review might be necessary.

**11.5** When maps are taken from non-United Nations sources, Author Departments should obtain a written permission for reproduction prior to publication and pay any required fee. Proof that permission was granted and that a fee, if any, was paid should be kept on file electronically.

**11.6** Each non-United Nations map should bear the appropriate copyright notice. All maps belonging to the Secretariat should bear the United Nations' [copyright notice](#) as per [4.14](#).

### **11.7** [Disclaimer](#)

Whenever a map is included in a publication or other document, a disclaimer is required on the copyright page. The standard text of the disclaimer used for maps is in [Annex 15](#). If a different text is needed, Author Departments should consult with the Cartographic Section and OLA.

12

MENTION *of*  
NAMES *of*  
COMMERCIAL  
FIRMS

# MENTION *of* NAMES *of* COMMERCIAL FIRMS

**12.1** The names of commercial firms and industrial enterprises (hereinafter referred to as “firms”) other than research organizations and government-operated entities may not be mentioned in publications, unless:

(a) The author of a paper or article reproduced in a publication is affiliated with a firm. Where appropriate, he/she may be so identified in the note or footnote designating the author.

(b) A firm may be identified by name where it is given credit for a photograph or figure used with its permission. It is understood that the photograph or figure may not be used if it implies endorsement or criticism of the firm by the United Nations.

(c) When reference is made to a process that bears a firm’s name, the process may be designated by name.

(d) When a legislative body requests the Secretary-General to prepare a study on

a specific question (such as transnational corporations) that must by its nature involve reference to specific firms, the names may be mentioned.

(e) When an Author Department prepares a publication whose topic requires reference to specific firms, the names may be mentioned.

**12.2** When a photograph or other artwork reproduced in a publication includes the name of a firm, the name is maintained in the caption with the firm’s written permission under the exceptions in paragraph 12.1 (b).

**12.3** When, for any acceptable reason, the name of a firm is given in a publication, the Author Department should weigh the need to include a disclaimer stating that mention of any firm or licensed process does not imply endorsement by the United Nations. The disclaimer should be printed on the copyright page of the publication.





# ANNEXES

## ANNEX 1

The Administrative Instructions (ST/AIs) listed below are abolished:

ST/AI/189/Add.2/Amend.2

ST/AI/189/Add.2

ST/AI/189/Add.5/Rev.2

ST/AI/189/Add.6/Rev.5

ST/AI/189/Add.9/Rev.2/Add.2

ST/AI/189/Add.9/Rev.2

ST/AI/189/Add.9/Rev.1

ST/AI/189/Add.13/Rev.1

ST/AI/189/Add.14/Rev.1

ST/AI/189/Add.15/Rev.1

ST/AI/189/Add.17

ST/AI/189/Add.18

ST/AI/189/Add.21/Amend.1

ST/AI/189/Add.21

ST/AI/189/Add.24

ST/AI/189/Add.25/Rev.1

ST/AI/189/Add.27

The listing of Secretariat offices is provided at this **[LINK]: PENDING**  
**[The listing in ST/SGB/2002/11 is currently being updated.]**



The main categories of Secretariat publications are listed below.

## MAJOR STUDIES *and* REPORTS (FLAGSHIP PUBLICATIONS)

Definition: Widely recognized publications that reflect the strategic priorities and expertise of an Author Department in the areas in which it wishes to achieve or sustain leadership.

Example: *Economic and Social Survey of Asia and the Pacific 2014* (ESCAP) 260pp

*World Drug Report 2014* (UNODC) 126pp

*World Economic Situation and Prospects 2014* (DESA, UNCTAD, Regional Commissions) 197pp

*World Investment Report 2014* (UNCTAD) 264pp

*Economic Report on Africa 2014* (ECA) 148pp

*Survey of Economic and Social Developments in the Arab Region 2012-2013* (ESCWA) 114pp

*1st Environmental Performance Review of Turkmenistan* (UNECE) 226 pp

*GEO 5 for Business* (UNEP)

*The State of African Cities 2014* (UN-Habitat) 273pp

## TECHNICAL REPORTS

Definition: Specialized, in-depth studies on a range of different subjects

Example: *Preliminary Overview of the Economies of Latin America and the Caribbean 2013* (ECLAC) 92pp

## STATISTICAL COMPILATIONS

Definition: Publications that disseminate quantitative data in the economic, social or technical fields. Compilations of technical data relating to one area

Example: *World Statistics Pocketbook 2014 (DESA)* 254pp

*Statistical Yearbook for Asia and the Pacific 2013 (ESCAP)* 324pp

*UNCTAD Handbook of Statistics 2013* 520pp

*Statistical Yearbook for Latin America and the Caribbean 2013 (ECLAC)* 226pp

*UNECE Countries in Figures (UNECE)* 159 pp

## STATISTICAL DATABASES

Example: UN Comtrade

## LEGAL PUBLICATIONS *and* NORMATIVE MATERIALS

Definition: Publications on legal topics, or guides to enactment of legislation

Example: UNCITRAL publications

*Selected Decisions of the Committee on the Elimination of Racial Discrimination (vol. I) (OHCHR)* 220pp

## UNITED NATIONS TREATY COLLECTION

Definition: Collection of conventions and treaties (also available in a database)

## HANDBOOKS, GUIDELINES, MANUALS, TOOLKITS

Definition: Guides, manuals, and/or technical materials on specific subjects

Example: *Handbook on Prisoners with Special Needs* (UNODC) 190pp

*Minority Rights: International Standards and Guidance for Implementation* (OHCHR) 54pp

*National Innovation Systems and Policies* (UNECE) 46 pp

*Women in Post-Conflict Settlement Planning* (UNHabitat) 44pp

## TEACHING MATERIALS

Definition: Publications used in teaching or training

Example: *Training Manual on Policing Urban Space* (UNODC) 88pp

*Good Practices for Energy-Efficient Housing in the UNECE Region* (UNECE) 160 pp

## MAPS *and* ATLASES

Example: <http://www.unescap.org/sites/default/files/AH-TAR-DryPorts-Map.pdf>

## PROCEEDINGS

Definition: Publications that include the papers presented at major UN conferences and meetings

Example: *Internet Governance for Sustainable Human, Economic, and Social Development (IGF)* 534pp

## EDITED VOLUMES, SCHOLARLY PAPERS

Definition: Collection of scholarly or scientific chapters written by different authors. (Original content. Not reproduced from previous books)  
Collection of edited scholarly papers relating to one overall category

Example: *The Twin Challenges of Reducing Poverty and Creating Employment (DESA)* 232pp

*Bulletin on Narcotics (UNODC)*

## WORKING PAPERS

Definition: Initial studies by one or more experts or by an expert group in a specific area. Initial studies that present the findings/analyses of an ongoing research. Often called “grey literature,” they may later become a full-fledged publication

Example:

In the Policy Manual, the term Working Papers is also used to identify full-fledged specialized publications for a very limited audience (see [1.8](#) and [2.6](#))

## SERIAL PUBLICATIONS *such as* YEARBOOKS, ANNUAL *and* BIENNIAL REPORTS

Definition: Collections of publications with inter-related themes or programmes

Example: *Yearbook of the United Nations*  
*Yearbook of the International Law Commission*  
*Annual Report 2013 (UNECE)*  
*UNEP Year Book 2014*  
*Global Environment Outlook series (UNEP)*

## PERIODICALS

Definition: Journals, reviews, bulletins, and magazines published on a regular basis (usually, monthly or quarterly)

Example: *UN Chronicle*  
*Law of the Sea Bulletin*  
*Our Planet*

## GENEVA-UNOG *and* NEW YORK (DGACM/DPI)

**Geneva:** pre-press (graphic design, layout), translation, printing

**New York:** pre-press (graphic design, layout, editing, copy-editing, proofreading), translation

DGACM provides services at no cost to Author Departments for publications specifically mandated by a GA resolution or an ECOSOC resolution. If excess resources are available, DGACM covers production costs for additional titles selected in consultation with Author Departments.

Author Departments cover the production costs of non-specifically mandated publications.

DGACM serves as focal point for non-specifically mandated titles (*i.e.* it coordinates the work of external printers and translators). When manpower is available, non-specifically mandated titles are produced and translated in-house and Author Departments are charged back.

In New York, graphic design is part of DPI. Graphic design and layout services are provided for free to all Author Departments.

In Geneva, graphic design and layout services are free for all regular budget (RB) publications and chargeable for extra-budgetary (XB) publications.

Author Departments such as ECE, OHCHR, and UNCTAD that do not have their own budget and depend on DGACM budget should hold bilateral meetings with DGACM.

## NAIROBI-UNON (DGACM)

Pre-press (graphic design, editing, copy-editing, proofreading, multimedia), translation, printing

All services are provided at a cost for any and all publications.

## VIENNA-UNOV (DGACM)

Pre-press (graphic design, editing, copy-editing, proofreading, multimedia), translation, website design.

Services are provided at no cost to Author Departments for publications specifically mandated by GA and ECOSOC bodies.

Author Departments cover the production costs of non-specifically mandated publications.

No in-house printing services for publications. Author Departments print via IAEA and pay IAEA for all the publications they print (specifically mandated and non-specifically mandated).

UNOV however prepares PDF versions of all titles produced and when requested e-Pub versions of titles.

## REGIONAL COMMISSIONS

### **ECA**

Full in-house services: pre-press (graphic design, editing, copy-editing, proofreading in English, French, and Arabic), printing (offset and digital), translation.

Print-on-demand for flagship publications as of spring 2015.

ECA provides services for free for regular budget publications.

ECA coordinates outsourcing services for extra-budgetary publications. Charge-back to requesting offices.

Printing services also provided to other Addis Ababa-based UN agencies and international organizations with income generated sent to UNHQ.

### **ECE**

No in-house production services.

ECE relies on the services of DGACM-Geneva.

ECE resources for conference services, including publications, are consolidated under section 2, General Assembly and Economic and Social Council affairs and conference management. The 2014-2015 budget approved for the ECE conference services, including publications, is USD 36.1 million.



**ECLAC**

Full in-house services: pre-press (graphic design, editing, copy-editing, proofreading, multimedia), printing, translation.

ECLAC covers the costs of all services related to publications submitted by its Author Departments.

**ESCAP**

No in-house production services.

Author Departments pay for all services, and they are mostly external.

**ESCWA**

Pre-press (graphic design, editing, copy-editing, proofreading), translation, printing.

ESCWA covers the costs of all services related to publications submitted by Author Departments. However, Author Departments cover the production costs of extra-budgetary publications.

## PLANNING, PROJECT DEFINITION *and* ASSESSMENT PHASE

At this stage, costs are initial estimates to be confirmed later.

1. **Type** of publication (as per 1.7) \_\_\_\_\_  
\_\_\_\_\_
2. Type of **mandate**
  - a. Specific legislative mandate (include res. number and relevant quote)  
\_\_\_\_\_  
\_\_\_\_\_
  - b. Departmental mandate \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Proposed **title** of publication \_\_\_\_\_  
\_\_\_\_\_
4. This publication is:  
 a. Recurrent  
 b. New  
 c. Working Paper
5. Name of **series**, if any, and volume in the series \_\_\_\_\_  
\_\_\_\_\_
6. Name of **author** and/or **volume editor** (if applicable) \_\_\_\_\_  
\_\_\_\_\_
7. Is this a **first edition**, an **update** (new edition) or a simple **reprint**?  
Include year of publication, Author Department, ISBN (for sales titles),  
volume, editor/author - if any - of previous edition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. **Copublication** (the first edition of a new publication that is copublished)

- a. Is this a copublication within the Secretariat and/or within the UN system?
- b. Is this a copublication with external partner(s)?
- c. Is this a copublication with internal and external partners?

Provide name of partners and role of each (drafting, producing, distributing, funding)

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(Note: All coedition contracts are prepared by the PubBoard Secretariat when the Secretariat is the lead)

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9. **Languages**

- a. Original edition \_\_\_\_\_
- b. Executive Summaries \_\_\_\_\_
- c. List any language version the UN plans to publish \_\_\_\_\_
- d. List any language versions foreseen through external publishers \_\_\_\_\_

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10. **Objectives** (short explanation)

- a. overall goals (as per legislative mandate and/or a departmental mandate)
- b. programme objectives
- c. audience needs

11. **Added value:** In one paragraph, compare the proposed publication to any others available on the same topic addressing the same audience. Mention similarities and differences in subject coverage, organization, writing style. Why is this publication project relevant? \_\_\_\_\_

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12. **Target audience** (nature and size)

- a. Main target audience \_\_\_\_\_
- b. Secondary target audience(s) \_\_\_\_\_
- c. Where are the readers situated? What language(s) do they speak?



16. **Impact:** how do you plan to monitor impact? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**17. Resources required**

a. Proposed overall budget for the project (details in [Annex 8](#))

\_\_\_\_\_  
b. Human resources needed (staff and external) \_\_\_\_\_  
\_\_\_\_\_

**18. Timetables and deadlines**

a. Expected date of completion of the first draft for peer review \_\_\_\_\_

b. Expected date for the finalized manuscript \_\_\_\_\_

c. Expected date of publication \_\_\_\_\_

**19. Assessment**

For recurrent titles, titles in a series, and titles that can be compared to others already published on a similar topic, provide:

a. Print run and reprints (last three yrs), if any, by language \_\_\_\_\_  
\_\_\_\_\_

b. Stock figures (to date), if any, by language \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Pulping, if any, by language \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Sales figures (three previous yrs) by language in all formats \_\_\_\_\_  
\_\_\_\_\_

e. Number and type of licensing contracts \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**20. Assessment** (for a specifically mandated title)

Is the mandate, and therefore the publication, still relevant? \_\_\_\_\_  
\_\_\_\_\_

PENDING

## LANGUAGE / ORIGINAL EDITION


The following should be considered:

1. Geographical location of the Author Department \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Primary and secondary target audiences:
  - a. Primary: \_\_\_\_\_
  - b. Secondary: \_\_\_\_\_
3. Existence of adequate distribution opportunities for the language chosen:  
(short explanation) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Number of copies in stock, if any, for a recurrent title, for titles in a series,  
and for titles on a similar topic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Number of copies sold in all formats for a recurrent title, for titles in a series,  
and for titles on a similar topic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## LANGUAGE VERSIONS / UN OFFICIAL LANGUAGES

6. Expected delay between the publication of the original edition and the  
publication of each translated edition: (Include a similar comparison with  
previously translated titles) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Existence of adequate distribution opportunities and/or field use of the  
language(s) chosen:  
(short explanation) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



- 
8. Number of copies in stock, if any, in each language for a recurrent title, for titles in a series, and for titles on a similar topic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  9. Number of copies sold in each language for a recurrent title, for titles in a series, and for titles on a similar topic : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  10. Expectation of translation and publication by external publishers in one or more UN official languages: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  11. Resources available for translations (including extra-budgetary resources)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note

The maximum time gap between the original edition and a language version should be no more than: One year for time/data sensitive titles; two years for most titles; three years for titles with a shelf life of ten years or more.

The expected distribution of a translated edition should be at least one thousand copies, all formats combined.

## COSTS, BUDGET, *and* STAFF REQUIRED

All the steps listed below have a cost in time and resources. Depending on the mandate and the availability of in-house production services, Author Departments may need to budget for some or all the costs. In any case, costs related to content preparation and promotional activities/events are borne by Author Departments.

### Content preparation phase

Drafting of the manuscript

- a. Drafted by staff / approximate time required \_\_\_\_\_
- b. Drafted by external author / **cost** / approximate time required \_\_\_\_\_
- c. Substantive editing / **cost** \_\_\_\_\_
- d. Photo research / **cost if contracted out** \_\_\_\_\_
- e. Acquisition of rights for text and images / **cost** \_\_\_\_\_
- f. Peer review / **cost** \_\_\_\_\_

ESTIMATED COSTS: \_\_\_\_\_

### Production phase

- a. Copy-editing
- b. Graphic design
- c. Page lay-out and entering of corrections
- d. Proofreading
- e. Creation of an index
- f. Preparation of files in appropriate formats for publication
- g. Printing and binding
- h. Translation costs (per language)

ESTIMATED COSTS: \_\_\_\_\_

## Promotion and visibility

- a. Editorial work (conception, drafting of text) / **cost if contracted out**
- b. Graphic design / **cost if contracted out**
- c. Printing
- d. Dissemination of promotional materials (postal costs)
- e. Organization of promotional activities/events

ESTIMATED COSTS: \_\_\_\_\_

## Distribution and stock management

- a. Mailing/distribution service costs
- b. Storage costs
- c. Print-on-demand costs
- d. Pulping costs

ESTIMATED COSTS: \_\_\_\_\_

## Evaluation of impact

- a. Cost of tools chosen to measure impact

ESTIMATED TOTAL BUDGET: \_\_\_\_\_

## CONTENT PREPARATION

	YES	NO
1. Author (if any) confirmed?	<input type="checkbox"/>	<input type="checkbox"/>
Name _____		
a. Staff	<input type="checkbox"/>	<input type="checkbox"/>
b. Consultant(s)	<input type="checkbox"/>	<input type="checkbox"/>
c. External author(s)	<input type="checkbox"/>	<input type="checkbox"/>
2. Consultant(s): service agreement signed?	<input type="checkbox"/>	<input type="checkbox"/>
3. External author(s): contract signed by author?	<input type="checkbox"/>	<input type="checkbox"/>
4. Manuscript and other elements submitted and approved?	<input type="checkbox"/>	<input type="checkbox"/>
5. All photos, illustrations, maps, and other graphic elements collected?	<input type="checkbox"/>	<input type="checkbox"/>
6. Permissions obtained for all non-UN copyrighted material? List material and include copies of all permissions	<input type="checkbox"/>	<input type="checkbox"/>
7. Substantive editing done?	<input type="checkbox"/>	<input type="checkbox"/>
Provide name of editor	<input type="checkbox"/>	<input type="checkbox"/>
8. Preface and foreword and/or introduction written and approved?	<input type="checkbox"/>	<input type="checkbox"/>
9. Reviewed internally Describe briefly the process and results, and attach reviews	<input type="checkbox"/>	<input type="checkbox"/>
10. Reviewed via peer review or editorial board Describe briefly the process and results, and attach reviews	<input type="checkbox"/>	<input type="checkbox"/>
11. Publications Officer has checked compliance with procedures and manuscript is complete?	<input type="checkbox"/>	<input type="checkbox"/>
12. Validated by office/department director?	<input type="checkbox"/>	<input type="checkbox"/>
13. UNP/Sales evaluation of commercial viability?	<input type="checkbox"/>	<input type="checkbox"/>

	<i>YES</i>	<i>NO</i>
14. Scheduled launch date?	<input type="checkbox"/>	<input type="checkbox"/>
15. Budget allocation confirmed?	<input type="checkbox"/>	<input type="checkbox"/>
16. Costs estimates finalized?	<input type="checkbox"/>	<input type="checkbox"/>
17. Promotion: Blurb drafted?	<input type="checkbox"/>	<input type="checkbox"/>
Flyers drafted?	<input type="checkbox"/>	<input type="checkbox"/>
Web promotional material created?	<input type="checkbox"/>	<input type="checkbox"/>

## DATABASE *and* D 28 FORM

**1.** Author Departments upload their biennial publications programme in a database accessible at this link: <http://publication.alt-un.org>

To access the database, a modern web browser such as Safari, Chrome, Firefox, Opera, IE8, or IE9 is necessary. The information cannot be viewed using IE7 or older versions of Firefox. For optimal results, Chrome should be used.

To simply view the information already in the database, log in as follows:

Username	guest
Password	guest

To upload a new biennial publications programme, contact Mr. Felix Carayon at [carayonf@un.org](mailto:carayonf@un.org) and request a dedicated username and password.

All information included in the database must be pre-approved by the relevant Author Department as per mechanism in place.

**2.** Author Departments submit the D 28 form to the Secretariat of the Publications Board. The D 28 is a Summary form in Excel downloadable from the Publications Board website.

## UPLOADING INFORMATION *in the* DATABASE

In the database, for each publication, there are five tabs:

### TABS

General info	<ul style="list-style-type: none"><li>• Author Department fills out everything under "General info" tab</li></ul>
Original edition	<ul style="list-style-type: none"><li>• Author Department fills out everything, except for "Sales publication"</li><li>• UNP/Sales to check as appropriate</li></ul>

## Languages and Cost

- Author Department fills out up to "Dept. copies" included
- UNP/Sales fills out quantity in "Sales copies" if publication will be sold in print
- DGACM or relevant office fills out "Int Dist" (Author Departments do not fill out "Int Dist". "Int dist" stands for "Internal distribution")
- In-house services fill out "Pre-press costs, Printing costs, Translation costs," including when services are outsourced and/or when Author Department pays for production costs\*
- At locations without in-house services, Author Department fills out "Pre-press cost, Printing cost, Translation cost" after Author Department gets costs from external providers

## Currency

- Author Department fills out "Currency"

## Format

- Author Department fills out for non-sales titles
- UNP/Sales fills out for sales titles

## DGACM

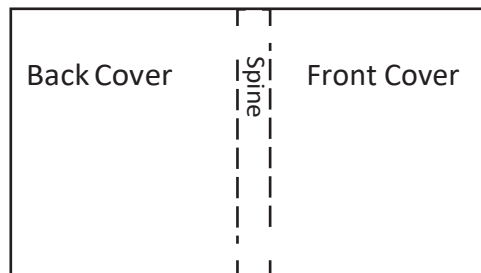
- DGACM fills out the tab "DGACM"

\*It is understood that if Author Departments are provided formulas to estimate costs, Author Departments fill out costs for non-specifically mandated titles in the database.

## FILE PREPARATION *and* FORMAT / FILE SUBMISSION

### Cover

The file with the cover should include a “composed” cover, *i.e.* one-page spread with back cover, spine and front cover as per illustration below. Liaise with printer regarding the correct spine width.



### Text

The file format should be print-quality PDF with all fonts embedded, including bleeds. The preset PDF/X-1 may be used when exporting the file, but the bleed setting should be checked.

### Packaging the file

If using Adobe InDesign, package your file saving all the components, such as images and barcode, and include the fonts.



## ANNUAL ASSESSMENT

The reports are to be submitted to the Secretariat of the Publications Board by the end of January. Reports include information on the preceding year (Jan/Dec).

### Author Departments' annual assessment

1. Total number of titles published \_\_\_\_\_
2. Break down:       Number of titles in original language \_\_\_\_\_  
                          Number of language editions \_\_\_\_\_  
                          Number of Executive Summaries \_\_\_\_\_  
                          Number of Working Papers (as per 1.8) \_\_\_\_\_  
                          Number of titles added to the approved publications programme \_\_\_\_\_  
  
                          Number of titles deleted from the approved publications programme \_\_\_\_\_
3. Number of titles scheduled but not published \_\_\_\_\_
4. Number of titles cancelled \_\_\_\_\_
5. Number of titles distributed at no cost \_\_\_\_\_
6. Number of sales titles \_\_\_\_\_

### UNP/Sales' annual assessment

1. Number of titles sold \_\_\_\_\_
2. Break down for each title:   Quantity (print and digital) \_\_\_\_\_  
  Format \_\_\_\_\_  
  Price \_\_\_\_\_  
  Language \_\_\_\_\_  
  Author Department \_\_\_\_\_
3. Revenue from titles sold in all formats and outlets \_\_\_\_\_
4. Number of subsidiary rights contracts signed in the year \_\_\_\_\_

5. Type of subsidiary rights contracts and number per type (such as translation, reprint, electronic platform) \_\_\_\_\_  
\_\_\_\_\_
6. Number of languages in subsidiary rights contracts signed in the year \_\_\_\_\_
7. Total print run from signed subsidiary rights contracts in the year \_\_\_\_\_
8. Total revenue from licensing activities \_\_\_\_\_
9. Break down:  
    Revenue from contracts signed during the year \_\_\_\_\_  
    Revenue from older contracts \_\_\_\_\_
10. Total revenue from bookstore sales (online and in person) \_\_\_\_\_
11. Break down:  
    Bookstore revenue from books \_\_\_\_\_  
    Bookstore revenue from other items \_\_\_\_\_
12. Summary of marketing campaigns \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **In-house production services' annual assessment**

1. Total number of publications produced (specifically mandated) \_\_\_\_\_
2. Break down of services provided:
- Pre-press (graphic design, editing, copy-editing, proofreading)
  - Printing
  - Translation (entire book)
  - Translation (Executive Summaries)



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The findings, interpretations, and conclusions expressed herein are those of the author(s) and do not necessarily reflect the views of the United Nations or its officials or Member States.

or

The views expressed in this [Report, publication, etc.] do not necessarily reflect the views of the United Nations or its officials or Member States.

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The designations employed and the presentation of material on any map in this work do not imply the expression of any opinion whatsoever on the part of the United Nations concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

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[XXXX name of publisher]'s editorial style and naming conventions are used in this publication.

or

This publication follows the [XXX name of publisher]'s practice in references to country names and maps. The designation of or reference to a particular territory or geographic area, or the use of the term "country" in this document do not imply the expression of any opinion whatsoever on the part of the [copublishers's name] concerning the legal status of any country, territory, city or area, or of its authorities, or concerning the delimitation of its frontiers or boundaries.

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5. **Translation** (when the translation included in a UN publication is not an official UN translation)

The [language] translation was funded by [name of entity/Member State]. The text was translated by [name of translator]. Any queries will be handled by the translator who accepts responsibility for the accuracy of the translation.

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## ACKNOWLEDGMENTS

### **Financial contribution:**

Financial support from [name of entity/entities] to conduct the research on which this [report, publication, etc.] is based is gratefully acknowledged.

or

Financial support from [name of entity/entities] to produce this [publication, report, etc.] is gratefully acknowledged.

### **Translation:**

The [language] translation was funded by [name of entity/Member State]. The text was translated by [name of translator]. Any queries will be handled by the translator who accepts responsibility for the accuracy of the translation.

For placement, please refer to [Annex 16](#).

## CREDITS

Typically, they refer to images.

**Cover design:** [name of the UN office or name of external designer/company]

**Photo credits:** include page(s) in book where image(s) is/are reproduced – [owner's name]

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United Nations publication issued by [Author Department's name and/or acronym followed by contact details if desired]

ISBN:  
eISBN:  
Sales No.

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Financial support from [name of entity/entities] to produce this [publication, report, etc.] is gratefully acknowledged.

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Photo credits: p. 25 – [photographer and/or photo agency]

Details and instructions in:

ST/SGB/2011/1

ST/IC/2006/30

ST/AI/2000/13

## ANNEX 18 / Checklist: Copublications

All copublications require a copublication contract (including copublications between Secretariat offices and departments).

Copublication contracts should be established at the start of a project, before any substantive work begins.

For the contract to be established, the following information is necessary:

Full name and address of all copublishing entities/partners

Full name and title of the signatory for each entity (the Chairman of the Publications Board is the signatory on behalf of the United Nations Secretariat)

Lead of the coedition (usually, the partner that contributes the most in terms of content and funding)

What each partner contributes to the publication (*i.e.* research, drafting, pre-press, translation, printing, distribution)

Language(s)

Format(s). For print, total first printing and break down among copublishers

In consultation with UNP/Sales, whether the publication will be sold. If so, sale price if available

Funding: how costs are shared among copublishers

### Note

It is understood that all partners need to contribute to the production costs.

Details and policy regarding copublications are in chapter 5 (5.5 – 5.18).

Copublication contracts are prepared by the Secretariat of the Publications Board as per 5.22 if the Secretariat is the lead.

## UN EMBLEM'S PLACEMENT/ *UN as the only publisher*

On all Secretariat publications, the UN emblem with the words "United Nations" below the emblem is to be placed in the bottom portion of the front cover (Publisher's placement), specifically on the bottom left, centered, or on the right. (Samples in [Annex 20](#))

Only the words "United Nations" can be placed below the emblem because the United Nations is the Publisher of record of all Secretariat publications.

Author Departments should place the UN emblem consistently on all their publications.

## ACRONYM'S PLACEMENT/ *UN as the only publisher*

The Author Department's acronym may be placed on the front cover of all Secretariat publications where the UN is the only Publisher. If used, the acronym can be placed anywhere on the front cover but not next to the UN emblem and/or added to the UN emblem.

While both the full name of the Department (top of the cover) and its acronym may be displayed on the front cover, it is recommended that only one of them be used to avoid a redundant effect. (Samples in [Annex 20](#)).

In book series, the acronym's placement should be the same on all covers. Whenever possible, the placement should be consistent on all publications by the same Author Department.

## TYPEFACES *for the COVER (FRONT and BACK COVER), TITLE PAGE, and SPINE*

Only sans serif typefaces should be used on the covers, title page and spine. They should be chosen from the list below:

Arial  
AvantGarde  
Avenir  
BrandonGrotesque-Regular  
Diamonds (thin, light, bold)  
Eurostile  
FoundryFormSans  
Frutiger

Futura  
Gotham Book  
Helvética  
Helvetica Neue  
Lithos Pro  
Myriad  
Myriad Pro  
Univers

## UN EMBLEM: COLORS

When displayed on publications, the UN emblem and the words “United Nations” can be Black, White, or Blue (Pantone PMS 279) as follows:

Black against a white background

White against a continuous, solid color

Blue against a white or light color background

For the Blue color, the CMYK breakdown should be: C 68%; M 34%; Y 0%; K 0%  
(Digital printing and offset printing)

It is recommended to check these percentages against the different printing and calibration systems. In addition, because it is difficult to get the exact 279 Pantone color, consider inserting the 279 Pantone as a fifth color.


FRONT COVER / STAND ALONE TITLE UN as the only Publisher

The Author's name, if any, is at the top; the UN emblem with only the words "United Nations" is on the bottom left, centered, or on the right. The Author Department's acronym is optional. If used, it should be placed where desired (but not next to the UN emblem) provided that the chosen placement be consistent. It is recommended to omit the acronym if the full name of the Author Department is at the top of the cover (Author's placement).

**Author (if any)** **Author is spelled out**  
**100% Black**

If the Author Department's name is here, the Acronym (below) should be omitted

**ESCAP** **Acronym (optional)**  
**100% Black**

 **14.61102" wide x 0.52252" high**  
**[15.7032 cm wide x 13.34 mm high]**

**UNITED NATIONS**


**The colour of the text and UN emblem should always be monochromatic - either 100% black or Pantone PMS 279 Cj (YK 100% black) or G 6095 - 10 34% - 100% - 10 0%**



**Author (if any)**

Acronym (optional) **ESCAP**  
100% Black

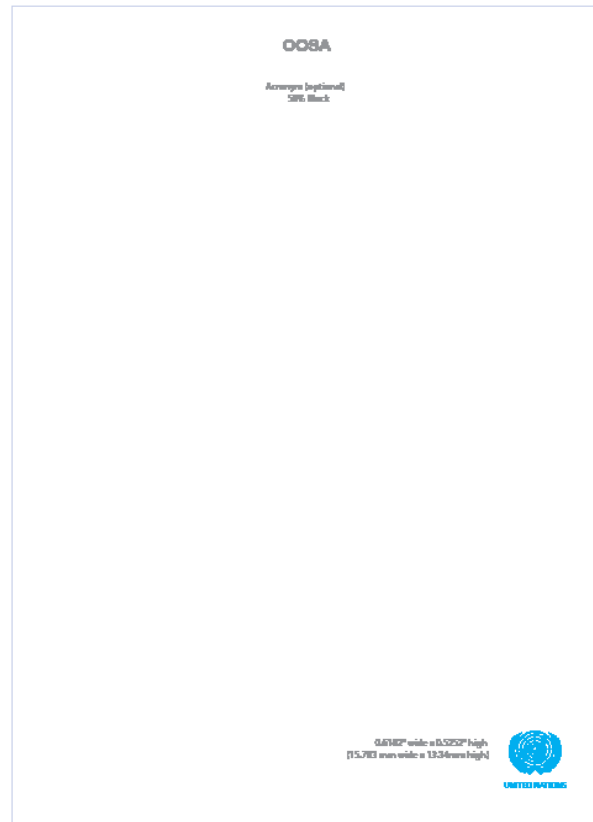
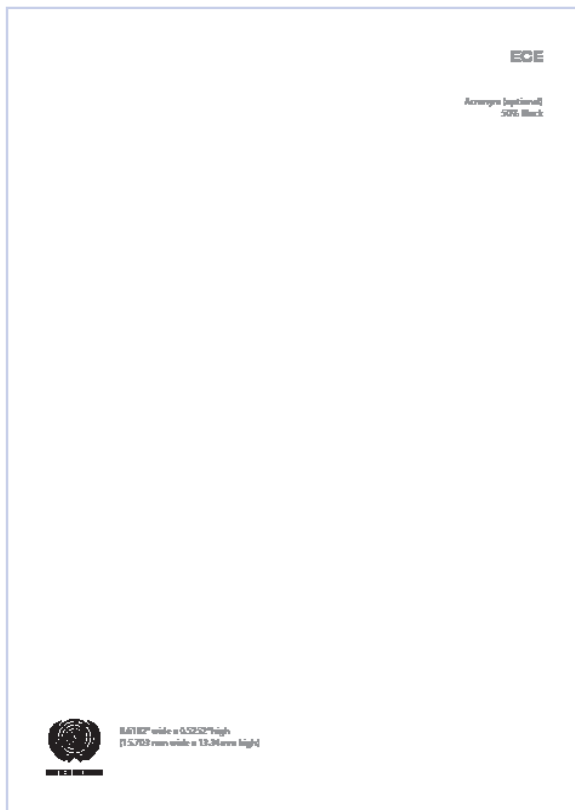
**ESCAP**

  
1.67182" wide x 0.52521" high  
(15.703 mm wide x 13.34 mm high)

Helvetica Neue Lt Std 7pt | Bold Caps/Small



FRONT COVER / STAND ALONE TITLE *UN as the only Publisher*



## BOOK SERIES

### Cover

The cover of titles in a series should have consistent design elements that tie the series together (a few examples are included below).

### Resolution / Color space

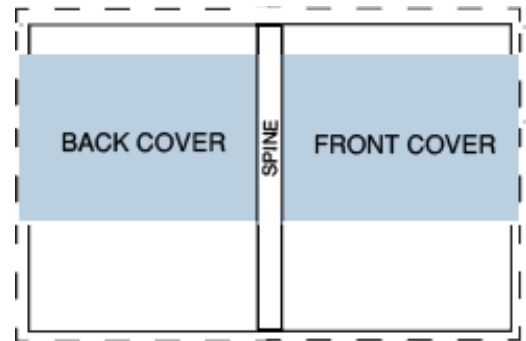
Photographs should be of print resolution (photos from the internet do not print well).

Photographs should be 300 dots per inch resolution at 100% for optimal print results.

Any colour artwork should be CMYK (cyan, magenta, yellow, and black) colour space for printing.

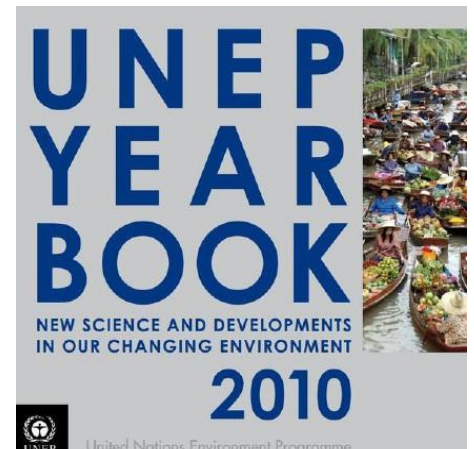
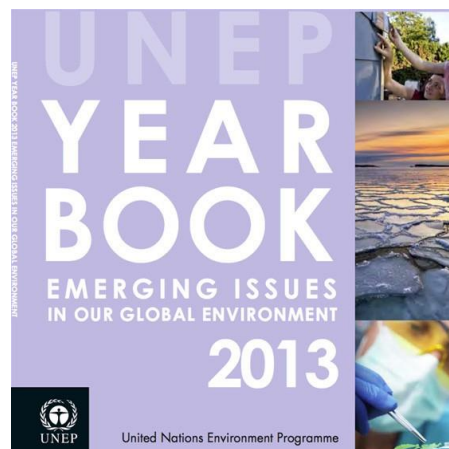
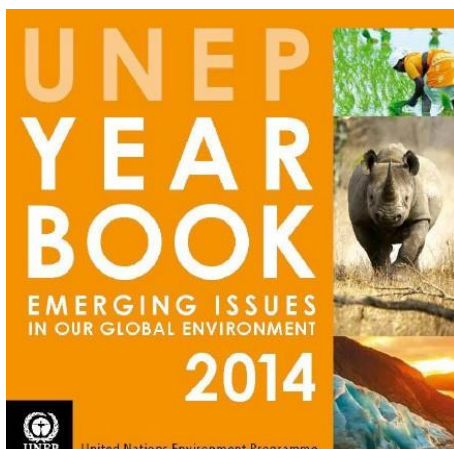
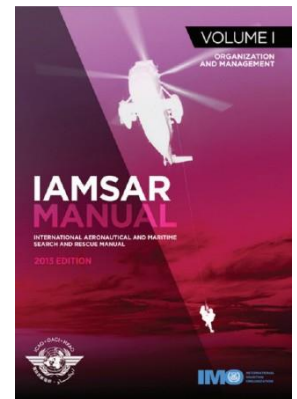
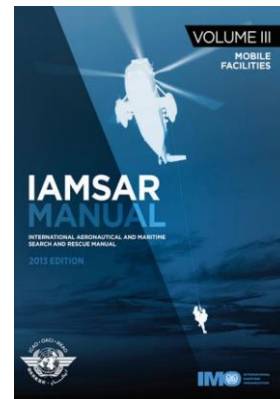
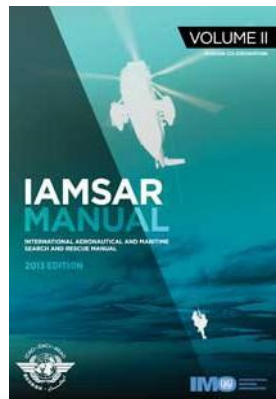
### Bleeds

With bleeds, the image size should be at least 1/8 inch (3.175 mm) larger than the page size to allow the printer to trim the cover to the desired size (see illustration to the right).

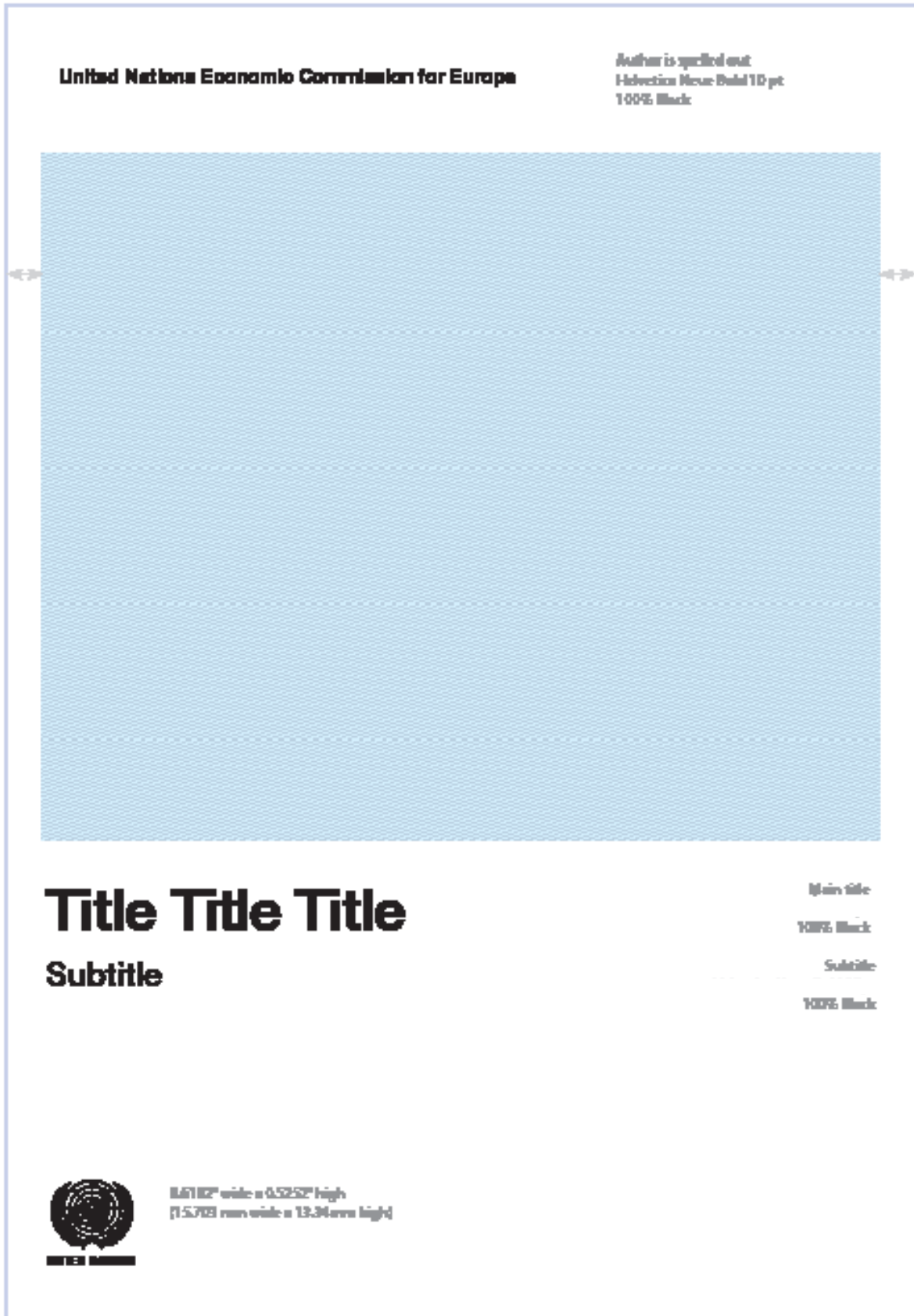




Black line shows actual book size.  
Dotted line indicates the trim size of the image

## Examples of book covers



FRONT COVER / BOOK SERIES *UN as the only publisher*



<p><b>Individual Author (if any)</b></p>	<p><i>Author is spelled out</i> Helvetica Neue Bold 10 pt 100% Black</p>
<p>Approximate image size, with left and right bleeds</p> 	
<p><b>Title Title Title</b> <b>Subtitle</b></p> <p><b>DESA</b></p>	<p><i>Main title:</i> 180% Black</p> <p><i>Subtitle:</i> 100% Black</p> <p><i>Acronym (optional):</i> 50% Black</p>  <p>0.6162" wide x 0.5252" high (15.713 mm wide x 13.34 mm high)</p>

## EMBLEMS' PLACEMENT / *Copublications*

### **Copublishers from the UN system**

The UN emblem (with only the words "United Nations" below) will be the first one on the bottom left (front cover).

The UN emblem will be the same size or larger than the other emblems. It will not be smaller.

The order in which the other UN entities' emblems are listed to the right of the UN emblem is to be agreed upon among the parties. If an agreement cannot be reached, the alphabetical order will be adopted.

### **External copublishers** (or mix external and UN system)

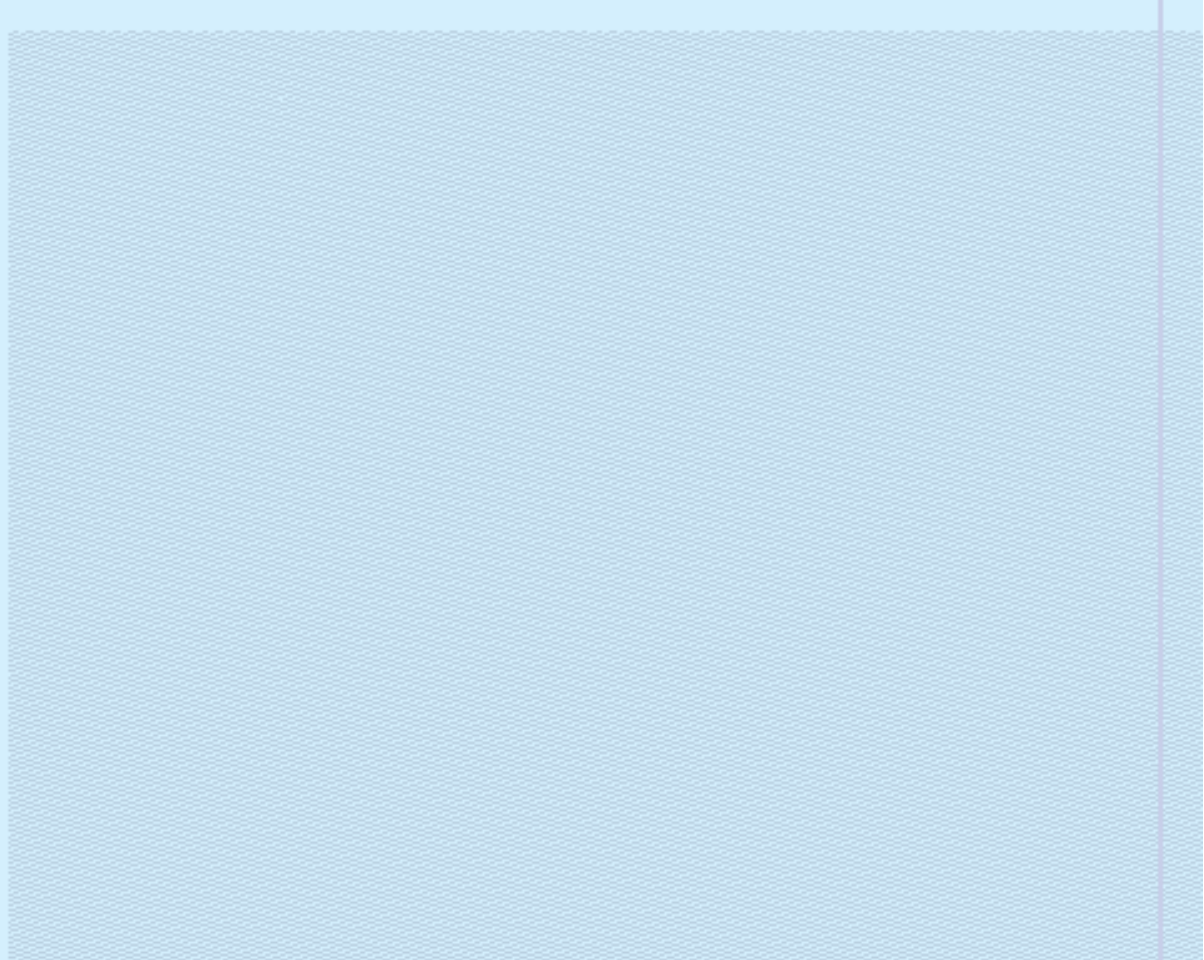
No emblem will be more prominent than the others.

The order in which the emblems are listed is to be agreed upon among the parties. If an agreement cannot be reached, the alphabetical order will be adopted.

FRONT COVER / CO-PUBLICATION *UN is the lead*

Individual  
**Author ( if any )**

Author is spelled out



**Title Title Title**

**Subtitle**

Main title

100% Black

Sub title

100% Black



UNITED NATIONS



INTERNATIONAL  
MONETARY FUND



UNEP



WORLD BANK

Approx. 0.50" width distance  
between logos. Align all top.

UN emblem should be equal or  
larger in size as other logos

## SPINE

### **UN as the only Publisher**

Ideally, the spine should be blank if it is less than 0.39" (10 mm).

If the spine is larger than 0.39" (10 mm), it includes:

The acronym of the Author Department (optional) or the name of an individual author, if any.

The title (without the subtitle)

The words "United Nations"

The UN emblem (if space allows it)

### **Copublications**

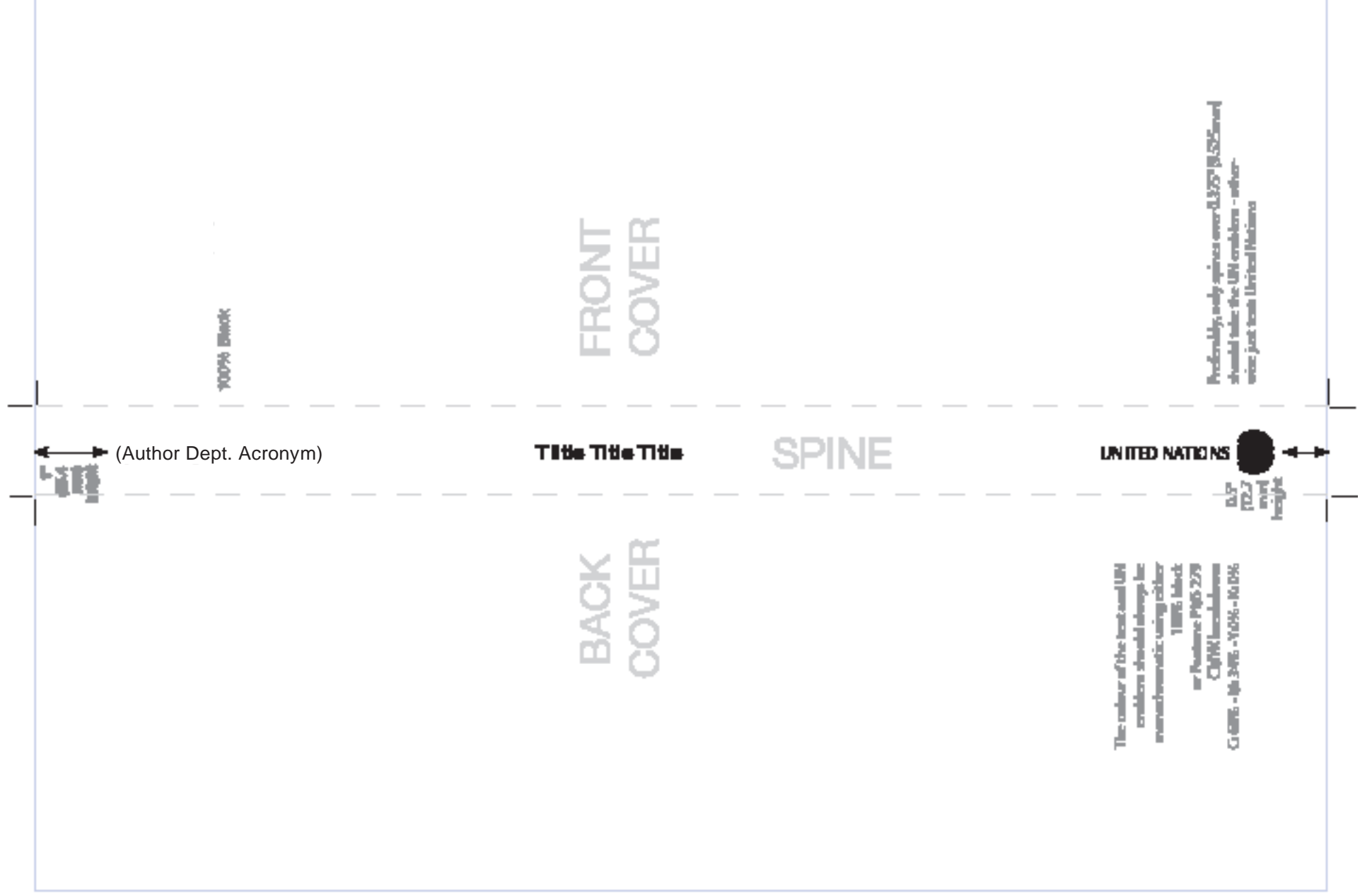
The spine should be blank if it is less than 0.39" (10 mm).

If the spine is larger than 0.39" (10 mm), it includes:

The name of the author(s), if any

The title (without the subtitle)


The emblem of the lead publisher (if space allows it)







COVER *and* TITLE PAGE COMBINED

	<b>Document Number ( If any )</b>
	100% Black
Individual <b>Author ( If any )</b>	
<i>Author is spelled out</i>	
100% Black	
 <b>Title Title Title</b>	----- Main title
	100% Black
<b>Subtitle</b>	----- Subtitle
	100% Black
 <b>Volume 1</b>	----- Subtitle
	Helvetica Neue Bold 12pt
	100% Black
 <i>All text is centered</i>	
<i>UN emblem is centered</i>	
 	
----- Geneva	0.6152" wide x 0.5252" high (15.709 mm wide x 13.34 mm high)
	City where Author Department is located

BACK COVER *sales publication*

Admus opidmolores am ipsee doluptio ene nient, sam lusequam anderta itatia vendentet quos natum lam et rem quid min sarcidia nusaper lorestiam, tem voleasle ut qiltem que as elit, ut officabum, optiis ditae modit quas maio optatem fugitionesed modis aperum solortis evelitaquia que vendio. Dunde vitatis. Esttur audit, tempore henestrum sitatemquam autem qui illat laboribus, tecernam ex excepserum re et laboritaquam accusap emates doloresstrum quibae velorum quatem hitam utecabe rornup talitist, quibae omnis optet et et as audi dolorem debis que provit pa cerestalic to et aut poram que dolo il imil moluptatet et fugit, quanti dolortae prentiaain peliqui ut ilitem verum fuga. Nam, voluptatur aped qui ut audis miliquam dolupta sperferum harumquibae pleut ipsamet malo molescil lum it ut hilcorendit, offic temolorrum ipso cussaru menimodi re poram is ent apelandam idit ipidit dus ab il inimum nobisqu atant.

Edi quospicidem eic tecum aut aut minctusa pleat officia ssimpor nuntiant venditi sera illa nusantur rerum fugit et doloresilla esclatam re quidel il imus, ut apidit voluptatios praemam hilcorem eturit, vellaccas anihici bene volupta sperterum re non nca magni sequasitanti optat endernaia que nisquibureic temque omnis essam quam vellace ptatis vitas.

**UPR**

4.818" (123.852 mm) width

No indentation at the beginning of a paragraph. Leave some space between paragraphs.  
Block (minimum 250 words)

**UPR**  
**Contact Details**

ISBN Number should be 100% black  
Barcode is 100% black

ISBN 978-92-1-101248-1

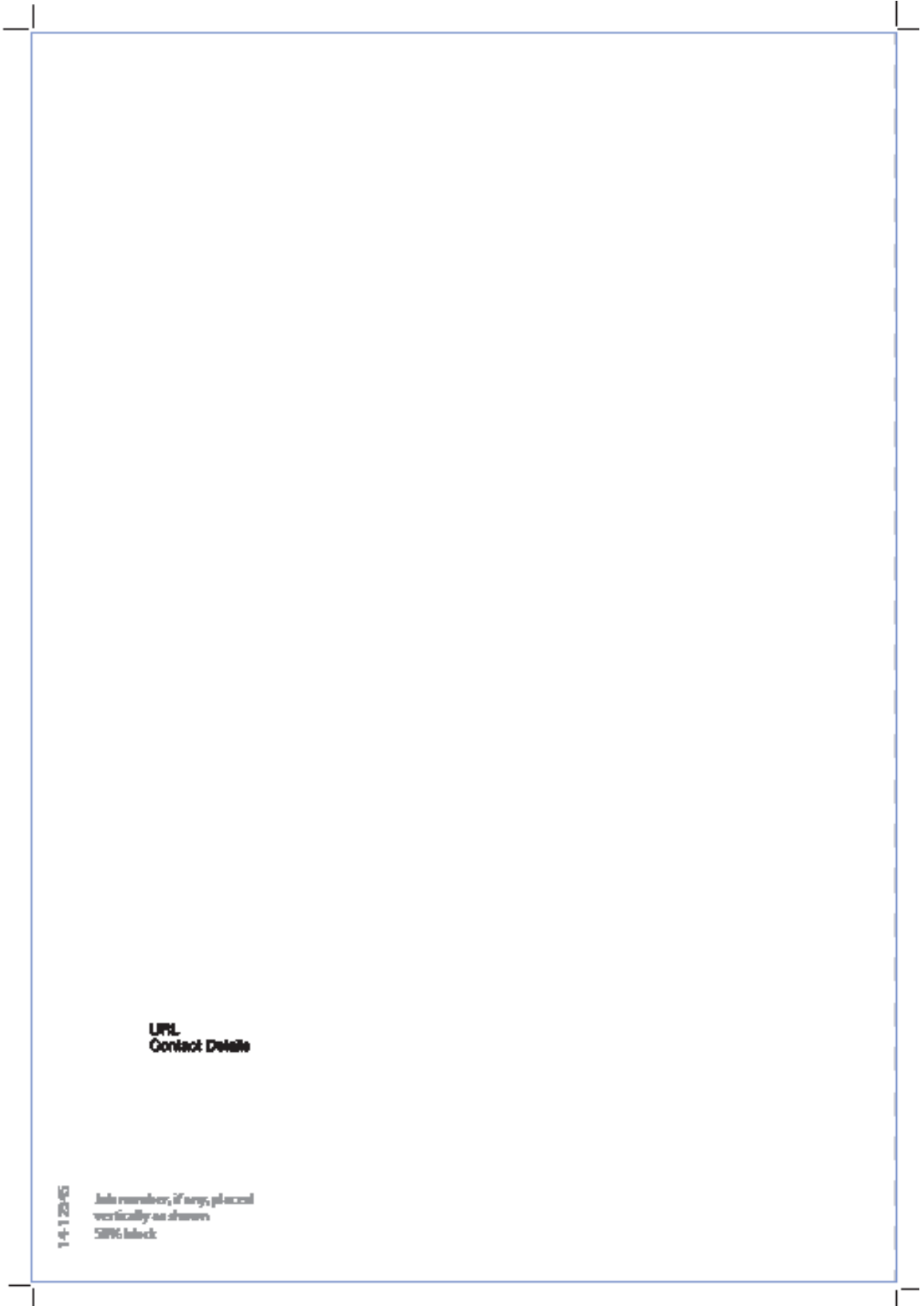
9 789211 4012484

0.5" (12.7 mm) height

0.5" (12.7 mm) width

14-12945 Job number, if any, placed vertically as shown 50% black

BACK COVER *non-sales publication*



**UPPL**  
**Contact Details**

14-1296  
Date received, if any, placed  
vertically on drawer  
SIGN block

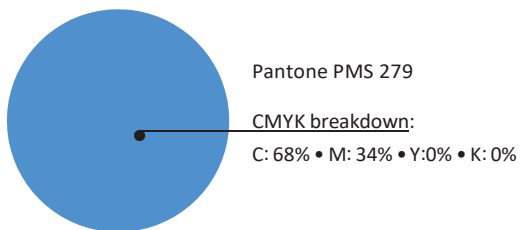
## HISTORY of the DESIGN / UN EMBLEM

The design of the UN emblem was patterned on an “azimuthal north polar projection of the world”, in which the land masses were spun around a concentric circle with the United States, as the host Country, in the center.

The “diagram” was then encircled by crossed branches of olive. In 1945, soon after the San Francisco Conference ended and the United Nations was established, the map on the emblem was slightly tilted so that the international dateline became the centerpiece, symbolizing the East-West world.

The “UN blue” was chosen at this time. Although slightly different than the UN Blue used today (Pantone Matching System 279), this colour choice became an integral part of the visual identity of the Organization. Blue represents peace in opposition to red, for war.

Digital and offset printing breakdown:



It is recommended to check these percentages against the different printing and calibration systems. In addition, because it is difficult to get the exact 279 Pantone color, consider inserting the 279 Pantone as a fifth color.

## SIZE

To reproduce the UN emblem ½” (1.27 cm) or larger, request the emblem in version 1 below. To reproduce it in a smaller size, request version 2, adapted to provide an elegant result in a smaller version.



Version 1



Version 2

The emblem must be reproduced as is. It cannot be stretched, elongated or modified. (The samples below show what cannot be done).



Incorrect



Incorrect



Incorrect

## FAITHFUL REPRODUCTION *of* THE UN EMBLEM

When used specifically as an emblem, it must be reproduced exactly as per Version #1 or Version #2 (previous page).

When the emblem is used as a graphic element as part of an overall design, the designer can highlight certain parts of the emblem. For example, crop the emblem left or right side, or place it on an angle. The designer can crop the bottom but never crop just the top as it makes the emblem more difficult to recognize. These modifications are acceptable only in an overall design application.

In any case, when the emblem proper is to be reproduced, no changes in any form are permissible. The emblem cannot be stretched, elongated or any parts deleted or replaced by other elements.



## COLOUR

The standard colours are the UN Blue (Pantone Matching System 279), Black, Gold, Silver, and White (dropped out on colour stock).

On UN publications, the UN emblem should only be reproduced as follows:

Black against a white background

White against a continuous, solid color

Blue against a white or light color background

For the Blue color, the CMYK breakdown should be: C 68%; M 34%; Y 0%; K 0% (Digital printing and offset printing)

## USE of THE UN EMBLEM with “UNITED NATIONS”

If “United Nations” is used with the emblem — as is required to indicate that the UN is the Publisher — “United Nations” must appear below the emblem.

“United Nations”, available in the six official languages, is set in all caps [UNITED NATIONS], centered. The text should never be set in all lower case [united nations]. The typefaces must be sans serif (such as Helvetica or Futura, or Avenir as per the sample below).

The font size of the text should be balanced with the size of the emblem. Text size needs to be readable but should not overpower the emblem itself. The colour of the words “UNITED NATIONS” must be the same as the emblem (Black for both or UN Blue-Pantone Matching System 279- for both)

Arabic • Chinese • English • French  
Russian • Spanish



الأمم المتحدة



联合国



UNITED NATIONS



NATIONS UNIES



Организация  
Объединенных Наций



NACIONES UNIDAS

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**Nairobi**

UNON Publishing Services  
Email: [unonprintshop@unon.org](mailto:unonprintshop@unon.org)

**New York**

Graphic Design Unit, Department of Public Information  
Email: [gdu1@un.org](mailto:gdu1@un.org)

**Vienna**

UNOV Publishing Services  
Email: [UNOVPublishing@unvienna.org](mailto:UNOVPublishing@unvienna.org)

Credits to the in-house graphic design unit may be included on the copyright page.

Cover design and layout of publications may also be provided by outside designers and graphic design specialists. In this case, Author Departments should estimate these costs in their budget and ensure that all permissions for copyrighted materials have been granted; fees – if any – paid; and credits included on the copyright page as required. Proof that permission was granted and that a fee, if any, was paid should be kept electronically by the Author Department.



PLACEMENT *of* ATTRIBUTION *of* AUTHORSHIP

<b>Type of report or publication</b>	<b>Author/contributor</b>	<b>Placement of attribution</b>
Flagships and other major United Nations reports [as per <a href="#">Section 8.5</a> ]	(a) Author Departments (departments, offices, and regional commissions)	(a) Front cover
	(b) Units within the Author Department or individual staff providing overall guidance/coordination	(b) Acknowledgments page and/or copyright page, preface, foreword, or introduction
	(c) Authors/coordinators of chapters; staff involved in drafting and in preparing statistical information; copy editors; other staff contributing original text, graphics, translation, etc.	(c) Acknowledgments page and/or copyright page, reverse-of-title page or back page with professional affiliations but no specific chapter-by-chapter attribution
Intergovernmental reports and major publications substantially repackaged for wider public dissemination [as per <a href="#">Section 8.5</a> ]	(a) Author Departments (departments, offices, and regional commissions)	(a) Front cover
	(b) Authors/editors contributing original text	(b) Preface, foreword, or introduction
	(c) Other staff contributing original text, graphics, translation, etc.	(c) Acknowledgments page and/or copyright page, reverse-of-title page or back page with professional affiliations but no specific chapter-by-chapter attribution

**Type of report or publication****Author/contributor****Placement of attribution**

Titles for specialized audiences (*i.e.* technical reports); edited volumes and collections of scholarly papers [as per [Section 8.4](#)]

(a) Editors/single authors

(a) Front cover

(b) Authors of specific chapters/papers

(b) Acknowledgements and/or copyright page, table of contents or chapter heads

(c) Other staff contributing original text, graphics, translation, etc.

(c) Acknowledgements and/or copyright page, reverse-of-title page or back page with professional affiliations but no specific chapter-by-chapter attribution

When the Author Department's name appears on the front cover (Author's placement), it is recommended that the acronym be omitted to avoid a redundant effect.

The Author Department's acronym is omitted on copublications' covers.

## MODIFIED UN EMBLEM

The modified version of the UN emblem includes the words “United Nations” or “UN” set above the UN emblem and the words “We Believe” or “Our Hope for Mankind” set below the emblem (see samples below).

For the emblem and the wording, the colour is either the UN Blue (Pantone Matching System 279) or 100% Black.

Font: Futura

Requests to use the modified UN emblem should be sent to the Secretariat of the Publications Board.

United Nations



Our Hope for Mankind

UN



Our Hope for Mankind

United Nations



Our Hope for Mankind

UN



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United Nations



WE BELIEVE

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Examples of special emblems:



The guidelines of each special emblem should be modelled on the sample below. The special emblem should be available in the six official languages.

CLIMATE SUMMIT 2014  
 LOGO *and* WAIVER of LIABILITY



**These guidelines, and the accompanying graphic guidelines, must be provided to requesters. Whenever the special emblem is uploaded on the internet, the guidelines must be uploaded on the same page.**

**I. Design**

In the Climate Summit 2014 logo, multiple facets of various sizes and colours are drawn together towards a central point. This evokes the Summit's goal of uniting diverse government, business and civil society stakeholders towards a shared goal: to mobilize action and ambition on climate change.

The visual identity deliberately moves away from the iconography and color palettes typically associated with climate change, instead emphasizing abstract notions of dynamism, hope and interconnectedness.

The design's facets may be seen to evoke a roundtable seating plan, viewed from above, and the circle seen in the negative space of the logo represents the

world, suggesting the global nature of the Summit and the issues at hand.

The words "Climate Summit 2014" appear below the logo together with the slogan "Catalyzing Action".

The Climate Summit 2014 logo is available in a square format and in the six official United Nations languages: Arabic, Chinese, English, French, Russian and Spanish. Interested entities are encouraged to translate the text into local languages, provided that they will state clearly that they are solely responsible for the accuracy of the translation.

## II. Use of the logo

### Use of the logo by United Nations offices, Funds and Programmes and other subsidiary organs and organizations of the United Nations System

United Nations offices, Funds and Programmes and other subsidiary organs and organizations of the United Nations System may use the Climate Summit 2014 logo without obtaining prior approval from the United Nations Department of Public Information (DPI). However, for reporting purposes, DPI should be informed of events and information materials and items for which the logo is used including, inter alia, publications, posters, brochures, videos, pins, T-shirts, etc.

The Climate Summit 2014 logo must be used only in its entirety. Moreover, if the UN office, Fund and Programme or other subsidiary organ or organizations of the United Nations system has its own specific logo, the latter should be displayed side by side with the Climate Summit 2014 logo.

### Use of the logo by non-UN entities

Entities outside the UN system, including Governments, intergovernmental organizations, not-for-profit organizations, and private sector entities, may use the logo in accordance with the requirements outlined below and provided that each entity submits by email the required documentation along with a signed waiver of liability (included in these guidelines). It is understood that users of the logo are not authorized to sub-license or to authorize the use of the logo to any other entities.

The logo of the Climate Summit 2014 is primarily intended for two kinds of promotional use: a) information, and b) fundraising.

#### a) Information uses of the logo

Information uses of the logo are those which are:

- Primarily illustrative; and
- Not intended to raise funds.

The Climate Summit 2014 logo must be used only in its entirety. Moreover, it cannot be used alone but must be displayed side by side with the logo of the entity.

The logo of the entity must be given pre-eminence via-à-vis the Climate Summit 2014 logo and the following sentence must be included below or in the proximity of the entity's logo: "[the name of the entity] supports Climate Summit 2014". The United Nations emblem cannot be used by the entity.

The entities wishing to use the logo must provide:

- A short statement of identity (nature of the entity and its objectives).

- An explanation of how and where the logo will be used, including the names of countries/territories where the logo will be used.

- A waiver of liability (included below) signed by the entity requesting to use the logo.

b) Fundraising uses of the logo

Fundraising uses of the logo are those intended to raise resources to cover costs of activities in support of Climate Summit 2014 to be held on 23 September 2014.

The Climate Summit 2014 logo must be used only in its entirety. Moreover, it cannot be used alone but must be displayed side by side with the logo of the entity. The logo of the entity must be given preeminence *via-à-vis* the Climate Summit 2014 logo and the following sentence must be included below or in the proximity of the entity's logo: "[the name of the entity] supports Climate Summit 2014." The United Nations emblem cannot be used by the entity.

The entities wishing to use the logo must provide:

- A short statement of identity (nature of the entity and its objectives).
- An explanation of how and where the logo will be used.
- An explanation of how, when and where the fundraising will take place.
- A summary budget.
- An explanation of how the proceeds would be allocated to cover costs of activities in support of Climate Summit 2014, including any proposed

contributions that the entity would make to the United Nations and/or to local, national or international organizations in support of Climate Summit 2014.

- A waiver of liability ([included](#)) signed by the entity requesting to use the logo.

### **III. Length of use of logo**

The Climate Summit 2014 logo may be used from July 2014 to September 2014. The logo may be used beyond September 2014 for reporting and in reference to publications about the Climate Summit held on 23 September 2014.

### **IV. Liability**

- The entity will use the logo only as permitted by these guidelines.
- The entity is responsible for ensuring that the activities are carried out in accordance with the applicable law and for ensuring that the appropriate insurance is maintained to cover the risks arising out of such activities.
- The United Nations does not assume any responsibility for the activities of the entity.
- The entity will hold harmless and defend the United Nations and its officials against any action that may be brought against the United Nations or its officials as a result of the use of the logo by the entity.

The waiver of liability form, signed by the entity, must be submitted to DPI along with the required documentation.



## V. Disclaimer

- The Climate Summit 2014 logo is property of the United Nations and the United Nations owns all rights thereto, including its use.
- The Climate Summit 2014 logo can only be used to identify events and activities related to the Climate Summit 2014.
- The Climate Summit 2014 logo may only be used after a Waiver of Liability for the use of the logo of the Climate Summit 2014 has been submitted to DPI along with the required documentation.
- By using the Climate Summit 2014 logo the entity agrees to provide information to DPI on the events or activities for which it is used. This information will be used for reporting purposes on Climate Summit 2014.
- The use of the Climate Summit 2014 logo by an outside entity or the publication of an event organized by an outside entity do not imply United Nations' endorsement of the planned activities or the outside entity.
- The Climate Summit 2014 logo may not be reproduced for the purpose of self promotion, or obtaining any commercial or personal financial gain, nor may it be used in any manner that implies United Nations endorsement of the products or activities of a commercial enterprise.
- The United Nations will not assume any responsibility or liability arising from the translation of the text of the logo into non-UN official languages.
- Please give credit to the United Nations when using the Climate Summit 2014 logo.

## VI. Inquiries

Please send inquiries by email to:

United Nations Department of Public Information (DPI), Strategic Communications Division, Development Section, United Nations Secretariat S-1024, New York, NY 10017, email: [xxxx@un.org](mailto:xxxx@un.org)

The Waiver of Liability is on the next page.

The Graphic Guidelines are after the Waiver of Liability.

## WAIVER *of* LIABILITY *for the use of* THE CLIMATE SUMMIT 2014 LOGO

The undersigned acknowledges and agrees that, in using the logo for the Climate Summit 2014 as explained in its submission dated \_\_\_\_\_ to the UN Department of Public Information:

- a. The undersigned will use the logo only as permitted by the guidelines prepared by the United Nations.
- b. The undersigned is responsible for ensuring that the activities of the undersigned are carried out in accordance with the applicable law and for ensuring that the appropriate insurance is maintained to cover the risks arising out of such activities.
- c. The United Nations does not assume any responsibility for the activities of the undersigned.
- d. The entity named below will hold harmless and defend the United Nations and its officials against any action that may be brought against the United Nations or its officials as a result of the use of the logo.
- e. If the entity translates the text of the logo into non-UN official languages, the entity will state clearly that it takes sole responsibility for the accuracy of the translation. The United Nations does not assume any responsibility or liability arising from the translated text.
- f. The entity will use the logo only after this Waiver of Liability has been submitted to the UN Department of Public Information along with the required documentation.

Signed \_\_\_\_\_

Full Name (block letters) \_\_\_\_\_

Affiliation (block letters) \_\_\_\_\_

Name of Organization \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

Please send the signed form to:

United Nations Department of Public Information (DPI), Strategic Communications Division, Development Section, United Nations Secretariat S-1024, New York, NY 10017, email: [xxxx@un.org](mailto:xxxx@un.org)



# CLIMATE SUMMIT LOGO GRAPHIC GUIDELINES



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## 1 TYPOGRAPHY

The Climate Summit typeface is U.S.101. It was selected as it is clean, bold, contemporary and legible.

Oswald, in the various weights available, can be used as a secondary font online or for longer documents.

Avenir may be used as body text in longer documents or online.

### THE MAIN TYPEFACE USED FOR THE CLIMATE SUMMIT 2014 LOGO

U.S. 101 BOLD FOR TAGLINE

abcdefghijklmnopqrstuvxyz`1234567890-=/~!&\*()  
+|:"?

### SECONDARY FONT WHICH CAN BE USED ONLINE OR IN LONGER DOCUMENTS

OSWALD BOOK

abcdefghijklmnopqrstuvxyz`1234567890-=-

OSWALD BOLD

abcdefghijklmnopqrstuvxyz`1234567890-=-

OSWALD LIGHT

abcdefghijklmnopqrstuvxyz`1234567890-=-

### WEB FONT WHICH CAN BE PAIRED WITH THE CLIMATE LOGO ONLINE

AVENIR LT STD

abcdefghijklmnopqrstuvxyz`1234567890-=-

## 2 COLOUR OF LOGO

These are the colours which are approved to use for the Climate Summit Logo.



R 0 G 0 B 0	C 2 Y 60 M 87 K 100	HEX# 000000
R 240 G 130 B 57	C 2 Y 60 M 87 K 0	HEX# F08239
R 251 G 179 B 55	C 0 Y 33 M 89 K 0	HEX# FBB337
R 215 G 221 B 68	C 19 Y 1 M 89 K 0	HEX# D7DD44
R 160 G 205 B 80	C 0 Y 33 M 89 K 0	HEX# A0CD50

These are the colors which are approved to use for the grayscale version of the Climate Summit logo.



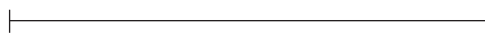
### 3 SIZE

Shown are the minimum sizes the Logo can be reproduced at, for print products. There is no maximum size for reproduction of the Logo.

#### 3.1 MINIMUM SIZE FOR LOGO WITH TAGLINE



Height = proportionate to width



Width = 2.5 inch

Font size of "Catalyzing Action" should not be smaller than 8 pt



#### 4 CLEAR SPACE

Unless the Logo is used full bleed, the following guidelines should be followed.

Always maintain the minimum clear space around the Logo to preserve its integrity. To maintain visual clarity and to provide maximum impact, the Logo must never appear to be linked to or crowded by copy, photographs or graphic elements.

The minimum clear space must never differ proportionally from the diagrams demonstrated on this page. The minimum clear space for the Logo is 0.25" from edge of logo to edge of page.



## 5 LOGO MISUSE

Consistency of the appearance of the Logo is important. It should only be reproduced from the artwork provided. Shown are some of the common mistakes.



Do not distort the logo proportions



Do not rearrange elements of the logo



Do not change opacity of the logo



Do not change colours of the logo

## 6 MULTILINGUAL VERSIONS

The Logo is available in the six official languages of the United Nations.

