

UNITED NATIONS

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SECRETARIAT

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ADMINISTRATIVE INSTRUCTION

To: Members of the Staff

Subject: ATTRIBUTION OF AUTHORSHIP AND RELATED MATTERS IN
UNITED NATIONS PUBLICATIONS AND OTHER PAPERS

1. The following rules on attribution of authorship, the use of the United Nations imprint on covers and title pages, and related matters, have been approved by the Publications Board. They supersede all others issued previously. The rules set forth in sections A to D below apply, with the exceptions noted, to all United Nations publications, that is, to matter offered for sale under an authorization of the Publications Board. The rules do not apply to the Monthly Bulletin of Statistics or the UN Monthly Chronicle, or to reprints therefrom, in regard to which arrangements shall be made, as required, by agreement between the offices concerned and the Publications Board. The rules to be followed in the case of United Nations papers other than publications are given in section E.

2. The rules given with regard to the United Nations imprint (see paragraph 6 below) apply also to reprints.

3. Departures from these rules may be made only with the permission of the Secretary-General or of the Chairman of the Publications Board.

4. A set of sample covers and title pages exemplifying the rules set out below may be consulted in the Publishing Service, on request.

A. Standard form of attribution(a) Cover^{1/}

5. The cover shall have no attribution other than to the United Nations. It shall bear only the following: the document symbol in the upper right-hand corner

^{1/} Questions relating to attribution of authorship on dust jackets should be referred to the Publishing Service.

(when required), the United Nations emblem, the title of the work (together with the subtitle, volume number etc., when required); and the name "United Nations". The words "United Nations", indicating the publisher of the work, shall always appear at the bottom of the page, where it is customary to put the publisher's name. In (English and French) bilingual publications, the name "United Nations" shall appear in English and French.

(b) Title page

6. The title page shall normally bear the following, where relevant: the United Nations emblem; the title of the publication (together with the subtitle, volume number etc., when required); and, on the lower part of the page, the United Nations imprint (that is, the words "United Nations, New York" and the year of publication). It may also, where appropriate, bear an attribution to a department or office of the Secretariat, a regional economic commission, the Statistical Office or the Library (see paragraph 11 below). In (English and French) bilingual publications, the name "United Nations" shall appear in English and French.

(c) Spine

7. If there is printing on the spine, it shall, where space and other relevant factors permit, consist of the title of the work (abbreviated if necessary), the volume number where appropriate, the words "United Nations", the year of publication, and the United Nations emblem. In (English and French) bilingual publications, the name "United Nations" shall appear in English and French.

B. Special forms of attribution

8. Mention may be made of the bodies or persons responsible for the preparation of a work in the forms prescribed in paragraphs 9-21 below.

Joint attribution to United Nations and specialized agencies

9. Where authorship^{2/} of a text is shared by the United Nations and one or more of the specialized agencies (that is, where they have collaborated in the preparation of a text but not where an agency has merely contributed a paper or

^{2/} Where joint publication rather than joint authorship is involved, the matter should be referred to the Publishing Service for guidance.

chapter to a work such as the Yearbook of the United Nations), the presentation indicated below shall be followed:

(a) Cover and title page. The names and emblems of the organizations concerned shall appear on the cover. The emblems, but not the names, shall also appear in the upper part of the title page. They shall normally be given equal prominence and appear on the same level on the page. The name and emblem of the United Nations shall normally be placed on the left. In cases where the names and emblems of the United Nations and the specialized agencies appear at the bottom of the cover page, the words "United Nations" shall not appear at the bottom of the page a second time to indicate that the United Nations is the publisher. Where the United Nations alone is the publisher, this fact shall be made clear by the appearance of the United Nations imprint at the bottom of the title page.

(b) Spine. If there is printing on the spine, it shall, where space and other relevant factors permit, consist of the title of the work (abbreviated if necessary); the volume number where appropriate; the year of publication; the words "United Nations" and the initials of the agency or agencies; and the emblems of the United Nations and of the agency or agencies.

Attribution to other bodies outside the United Nations

10. Where a Government, foundation or other body has co-operated with the United Nations in the preparation or publication of a paper, it may be given appropriate mention on the cover and the title page in such terms as the following:

Prepared in co-operation
with the Department of...
of the Government of...

The name "United Nations" shall, as usual, appear in the imprint position.

Attribution to departments and other units of the Secretariat

11. Attribution may be made, on the title page or in a foreword or preface, to the department, office or regional economic commission responsible for the text of a publication, where authorization has been given and provided it remains clear that the publisher is the United Nations. Attribution may not, normally, be made on the title page to any unit of the Secretariat smaller than a department, office, regional economic commission or bureau.

12. In exceptional cases in which authorization has been given by the Chairman of the Publications Board, attribution may also be made on the cover to the department or office which has prepared the work.
13. When given on the title page, the attribution to a department or other unit of the Secretariat shall appear on the upper part of the page, and shall be given less typographical prominence than the name "United Nations". Where the site of the office or other body is not New York, mention may be made of it after (or under) the name of the office or body.
14. Mention may be made, in the foreword or preface, of any properly identified organizational unit of the Secretariat which has had a major responsibility in the preparation of the publication in question.

Attribution to individuals

15. The authorship of texts or parts of texts shall not, as a rule, be attributed to individual members of the Secretariat.
16. Attribution or other reference to consultants recruited for the purpose of preparing a publication may be authorized by the Chairman of the Publications Board.
17. When the United Nations reprints signed articles that have been written by non-members of the Secretariat and issued by publishers other than the United Nations, attribution must be allowed if the author so requests. In such cases, the attribution normally appears after the title of the article within the body of the publication. This rule applies also to United Nations papers which are not publications.
18. Letters of transmittal addressed to the Secretary-General by committees, or by groups outside the Secretariat, shall not normally, in their published form, refer by name to members of the Secretariat who have provided assistance in the preparation of a report. When such committees or groups wish to acknowledge such assistance, they shall be advised that the appropriate way of doing so is by mentioning the department or office concerned.

C. Cover and title page combined

19. The rules set out above do not necessarily apply to publications in which the first page serves as cover and title page combined (see paragraphs 20 and 21 below).

20. In such publications, the imprint, that is, the words "United Nations, New York" and the year of publication, shall appear, together with the emblem, at the bottom of the combined cover and title page.

21. Any attribution which is normally allowed on the title page may appear on the combined cover and title page of such publications.

D. Preface and foreword

22. In papers prepared by the Secretariat, a preface may be signed only by the Secretary-General or, upon his instructions, by an Under-Secretary or by an official who, by virtue of his function, is qualified to assume responsibility for the publication.

23. If a preface or foreword is signed by more than one person, care should be taken to see that the names appear in the right order of precedence (see paragraph 24 below). Where there is a difference in rank, the name of the person holding the higher rank shall be given precedence. In other cases, the alphabetical order of the names of the persons (or, in the case of representatives, the alphabetical order of the names of the countries) shall be followed.

24. The names are usually listed one under the other. If it is considered desirable to have the names side by side, an instruction to that effect should be given to the Publishing Service.

25. The signature shall be given in the form indicated in the following example:

(Signed) U THANT
Secretary-General

26. If a facsimile of the signature is given, the word "(Signed)" should be omitted and the name should be types under the signature.

E. Attribution of authorship and related matters in United Nations papers other than publications

General considerations

27.; Authorship of United Nations papers other than publications (see paragraph 1 above), such as reports, memoranda, notes and working papers, may, as appropriate, be attributed, in the title, to the Secretary-General, the Secretariat, executive secretaries, chairmen and other officials. In such cases, the functional title,

not the name, shall be given. In the case of rapporteurs, however, the name may be given.

28. In mimeographed documents, such attribution is usually made in the form indicated in the following example:

Memorandum by the Secretary-General

Special cases

(a) Reports of technical assistance experts

29. Attribution may be made to technical assistance experts on the cover of their reports (appearing in the TAO /Country/ - series), which is always combined with the title page. In such cases, the words, "appointed under the United Nations Programme of Technical Assistance" shall appear under the name of the expert, and the following inscription shall be placed at the bottom of the page:

United Nations

Commissioner for Technical Co-operation

Department of Economic and Social Affairs

30. In cases where the expert is also a member of the Secretariat, the approval of the Chairman of the Publications Board shall be sought for the publication of the staff member's name on the cover.

31. Reports prepared by the United Nations as Executing Agency on the completion of a Special Fund project shall be attributed to the United Nations and not to an expert even when drafted by an expert.

(b) Seminar papers

32. Technical papers prepared for seminars, study tours and the like shall normally be attributed to the substantive department or unit in which they were prepared, and not to the individual staff members by whom they were written, except where the staff member is an expert engaged, on a special service agreement or fixed-term contract, for the purpose of preparing the particular paper or papers concerned. This rule applies both to the working papers prepared for seminars and to any other version of them that may be issued (e.g. summaries or extracts in a seminar report).

33. Reports of seminars may mention, on the title page, the department or office of the Secretariat responsible for the report. No unit smaller than a department or office may be mentioned on the title page without the approval of the Chairman of the Publications Board.