

UNITED NATIONS

SECRETARIAT



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UNITED NATIONS IMPRINT ON THE COVERS AND TITLE
PAGES OF UNITED NATIONS PUBLICATIONS

Note for the guidance of the Secretariat

The following principles concerning reference to the United Nations on the covers and title pages of United Nations publications were approved by the Publications Board at its 402nd meeting on 9 May 1962, after consultation with the Office of Legal Affairs.

General

1. All United Nations publications shall be considered as published by the United Nations and not by any particular United Nations office.
2. For the purpose of informing the reader and identifying the office or department specifically responsible for the text of a publication, there is no objection, subject always to the rules governing attribution of authorship (ST/AI/69/Rev.2), to mentioning the office or department on the title page, provided it remains clear that the publisher is the United Nations.

Covers

3. Covers should normally bear only the title (preceded or accompanied by any sub-title or title of United Nations organ or related agency when necessary), volume number (if any), emblem and the words "United Nations". These two words indicating the publisher of the work should always appear at the bottom of the page, where it is customary to put the publisher's name.

Title pages

4. Since the United Nations is the publisher, the publisher's imprint at the bottom of the page should read "United Nations, New York", that being the publisher's headquarters, followed by the year of publication.

The name of the department, commission or organ responsible for the work, together with its headquarters when that is other than New York should appear higher on the page, the exact position to be determined by considerations of presentation.

5. The notation "United Nations publication, Sales No.: ..." may appear opposite to or on the reverse of the title page. From a practical point of view, it is preferable for it to appear in the latter position as all the bibliographical elements required by librarians and researchers will then be included on a single sheet of paper, the title page, and there will be less risk of any element's being mislaid should the publication subsequently be rebound, perhaps without its covers, by a library.

Spines

6. Space permitting, the title of the publication (abbreviated if necessary) and reference to the United Nations will be printed on the spine together with such useful information as volume number and year of publication. The United Nations emblem should also be shown.

Special cases

7. The rules set out in paragraphs 3 to 5 above do not apply to self-covered publications, where the first page serves as cover page and title page combined. All questions relating to the imprint on self-covered publications should therefore be referred to the Chief of the Publishing Service for guidance.

8. Where authorship of a publication is shared with a specialized agency, the names and emblems of both the United Nations and the agency should appear. Where the United Nations is the publisher, this fact should be made clear. Reference should be made to the Publishing Service for guidance in each case.

Sample covers and title pages

9. A set of sample covers and title pages incorporating the rules set out above may be obtained from the Publishing Service, on request.