

UNITED NATIONS

SECRETARIAT

ST/AI/189/Add.6*
14 June 1972

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

AddendumATTRIBUTION OF AUTHORSHIP IN UNITED NATIONS PUBLICATIONS,
DOCUMENTS AND OTHER PAPERS

INTRODUCTION

1. The following rules on attribution of authorship apply to all United Nations publications and documents, including papers circulated in connexion with meetings, seminars and technical assistance projects that do not have sales numbers or regular document symbols.
2. The rules on attribution should be read in conjunction with those describing the layout of covers and title-pages of publications (ST/AI/189/Add.2).
3. The general principle to be applied is that publications are issued in the name of the Organization, while documents emanating from the Secretariat are attributed to the Secretary-General. The major organizational unit mainly involved in producing a publication or document may be indicated in the front matter or introduction; however, attribution, either direct or indirect, to individual members of the Secretariat is not permitted.
4. Departure from these rules may be made only with the personal permission of the Secretary-General or the Chairman of the Publication Board.

* Superseding ST/AI/167 of 14 April 1966.

I. PUBLICATIONS

Cover

5. As a general rule, the cover shall bear no attribution other than to the United Nations. Where the United Nations and another agency or agencies are jointly responsible for the preparation of the text, their names may appear on the cover (see ST/AI/189/Add.2, paragraphs 19 and 20).

6. In certain reports prepared under express provisions of resolutions of an organ, the title will necessarily indicate the authorship. If the author is a person, he should be designated by his official title, not by name.

7. 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

Title-page

8. In addition to the information appearing on the cover, the title-page may bear the name of the department, regional economic commission, major conference or other United Nations body in which the publication originated (see ST/AI/189/Add.2, paragraphs 3 and 4). Attribution may not normally be made on the title-page to any unit of the Secretariat smaller than a department, office or regional economic commission.

Preface, foreword or introduction

9. A preface, foreword or introduction to a publication may indicate the name of the department, regional economic commission, major conference or United Nations body in which the publication originated. Mention may also be made of any properly identified organizational unit of the Secretariat, normally not below the level of a division, which has had a major responsibility in the preparation of the publication in question.

10. The preface, foreword or introduction to a publication shall not contain an attribution of authorship to an individual member of the Secretariat.

11. Attribution or other reference to consultants specially engaged for the purpose of preparing a publication may be given in the preface, foreword or introduction.

12. Prefaces and forewords need not necessarily be signed. In papers prepared by the Secretariat, a preface may be signed only by the Secretary-General or, upon his instructions, by an Under-Secretary-General, an Assistant Secretary-General or an official who, by virtue of his function, is qualified to assume responsibility for the publication.

Letters of transmittal

13. Letters of transmittal addressed to the Secretary-General by committees or 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 should be advised that the appropriate way of doing so is by mentioning the department or office concerned.

Component parts

14. Separate articles or papers printed in a publication shall not be attributed to staff members. This rule does not apply to papers or articles prepared by an expert or consultant engaged specifically to prepare the material in question.

15. The authorship of technical papers may be attributed to the Secretariat department or division in which they were prepared.

16. Papers prepared by government representatives or officials or by authors from outside the United Nations Secretariat may be attributed to them.

17. When a publication contains component parts which are attributed to individual authors, the prefatory matter should contain a statement showing the relationship of the United Nations towards such material, usually in the form of a disclaimer attributing responsibility for such parts to the respective authors. Such a disclaimer might in a typical case read: "The views expressed in signed articles are those of the authors and do not necessarily reflect those of the United Nations."

II. DOCUMENTS AND OTHER PAPERS

General principles

18. United Nations mimeographed documents normally bear a subtitle indicating in general terms the authorship or sponsorship. In a body without a sessional agenda, the main title may contain that information.

Examples:

Report of the Secretary-General

Note by the Secretary-General

Report of the Special Committee on

Algeria: draft resolution

Working paper prepared by the Secretariat

Letter from the Permanent Representative of
to the United Nations addressed to

19. Documents originating in the Secretariat should be attributed to the Secretary-General if they deal with policy questions which engage his responsibility or if they involve formal acts carried out by him under a provision of the Charter or of the rules of procedure of an organ or in accordance with a request expressly addressed to him. Papers dealing with detailed and technical matters not requiring policy clearance are normally attributed to the Secretariat. Documents may, as appropriate, be attributed to the head of a major conference or regional economic commission or to its secretariat or to the chairman or appropriate officer of any United Nations body by official title. When a document is attributed to a rapporteur or special rapporteur, the name - and, if a rapporteur, the country - is also given.

20. Prefatory material to mimeographed documents may, if appropriate, contain attribution of authorship according to the rule for publications (paragraphs 3-12 above).

Technical papers

21. Technical papers prepared in the Secretariat for seminars, study tours or similar discussion groups shall normally be attributed to the substantive department or division in which they were prepared and not to the individual staff members. Papers prepared by experts who have been specially engaged for the purpose of preparing the particular paper or papers concerned may be attributed to them.
