

Bulletin of the Director-General and Executive Director


**Standards for the preparation and submission of manuscripts of
United Nations documents and publications**

1.

* Reissued for technical reasons.

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should also be included on the form. Consulting officers and their alternate contact persons are responsible for the content of the manuscript and for answering any queries that might arise during the processing of the manuscript. They should also review contributions submitted by entities outside the Secretariat for quality and consistency.

7. If there is a delay in the editing process as a result of a consulting officer or alternate being unavailable to answer the editor's queries, the submission date of the document will be changed accordingly.

8. If there are changes or additions to a manuscript already being processed that are deemed by the consulting officer to be absolutely necessary, they may be submitted to the Documents Management Unit, in which case they will be incorporated into the manuscript (and the submission date of the document will be changed accordingly) or considered for processing as corrigenda or addenda. Any such changes or additions should be marked clearly using the track changes option in the originally submitted manuscript.

9. Texts will be edited and prepared for publication in line with United Nations style and practice as set forth in administrative instructions and the *United Nations Editorial Manual Online*. In accordance with procedures established at United Nations Headquarters, edited documents or publications will not normally be returned to the consulting officer for review; they will be sent directly for translation, formatting and printing.

When documents should be submitted

10. Documents for consideration at a conference or meeting (also known as pre-session documents or parliamentary documents) should be submitted no later than 10 weeks prior to the start of that conference or meeting, or, in exceptional cases, by a date negotiated and agreed to with the Documents Management Unit. If a document is submitted late, the following should be kept in mind:

(a) The reasons for late submission should be included in a footnote to the document, as reiterated by the General Assembly in its resolution 57/283 B;

(b) The document will not have the same priority as documents submitted on or prior to the 10-week deadline.

11. Staff members submitting texts for processing are hereby reminded that all parliamentary documentation and publications must be forecast twice a year, through DCPMS. The forecast forms should contain information on the length of the document to be submitted, the services required (editing, translation, desktop publishing etc.) and the legislative mandate for each document. Accurate

Annex I

Submission standards

General submission standards for documents and publications

1. The following submission standards have been established in order to facilitate the editing and publishing process. For all manuscripts submitted for editing:

(a) Already published material or data should be cited accurately. Manuscripts should not contain extensive portions of text already published elsewhere, including on the Internet;

(b) Graphic material must be of good quality and copyright-free. Submitted images may be rejected on the grounds of poor quality or copyright infringement (please see para. 15 of this bulletin regarding acceptable file formats);

(c) Parliamentary documents modelled on previously edited versions of those documents should be based on the edited, not the draft, version of those documents. Authors and/or consulting officers should contact staff in the Documents Management Unit to obtain edited versions;

(d) All pages must be numbered, starting with 1;

(e) Indexes or tables of contents should not be created with the automatic index or table of contents function of Microsoft Word;

(f) The text must be presented in single-column format. All margins (top and bottom, left and right sides) must be at least 2 cm. The text should be typed in Times New Roman font;

(g) Summaries of deliberations in reports on conferences, meetings, workshops, symposiums, seminars, training courses etc. should be in reported speech and, even in the absence of summary records, should be concise;

(h) All tables, figures and annexes must have titles and be referred to in the main body of the publication or document. Tables should be numbered using arabic numerals (1, 2, 3 etc.). Figures (bar graphs, images etc.) and annexes should be numbered using roman numerals (I, II, III etc.). Figures based on Excel data should have the data linked and embedded in the submitted Word file. If this is not possible, the original Excel data files must also be submitted;

(i) If there are footnotes, they must be numbered consecutively. Excessive use of footnotes should be avoided;

(j) There should be no font in any colour other than black and no highlighting, background shading or watermarks;

(k) There should be no block caps (e.g. REPORT OF THE EXPERT WORKING GROUP);

(l) All annexes must be referred to in the main body of the document or publication;

(m) Any changes to a submitted document should be marked using the track changes option in Word. The default option of using balloons for showing insertions, deletions, formatting changes and comments should be disabled (in the options box for track changes, choose "Never" in the drop-down menu next to "Use Balloons (Print and Web Layout)").

Draft resolutions, draft decisions and other proposals

2. Texts of draft resolutions, draft decisions and proposals will be edited and prepared in line with United Nations style and practice as set forth in the *United Nations Editorial Manual Online* and the *Guidelines for Secretaries of Intergovernmental Bodies*, prepared for the Department for General Assembly and Conference Management at United Nations Headquarters. Accordingly, for all draft resolutions, draft decisions and other proposals submitted for processing:

(a) The Secretary will be responsible for ensuring that the draft resolutions, draft decisions and other proposals received are in conformity with the Secretariat requirements and for informing delegates of proper procedures when such procedures are not followed;

(b) A revised text of a draft resolution, draft decision or other proposal should be issued with a ../Rev. symbol and must use the original,

Annex II



Organizing Guidelines for Reports not totally within the Purview of the Secretariat

Reports (including those of intergovernmental expert bodies) should be action-oriented and limited to:

- 1) A brief, general discussion on organizational and procedural matters
- 2) Recommendations, including resolutions and decisions adopted
- 3) Policy recommendations, *avoiding multi-lateral dialogues and round tables rather than summaries of meetings,*
- 4) New developments, findings and recommendations



- 1) Summary or statements made at opening and closing meetings, unless pertinent to conclusions reached
- 2) Summaries of statements by individuals, *reporting instead to list speakers for each item*
- 3) General summary of summary or statements under each item

