

Department of Conference Services

UNITED NATIONS EDITORIAL MANUAL

A compendium of rules and
directives on United Nations editorial style,
publication policies, procedures
and practice



United Nations
New York, 1983

NOTE

Symbols of United Nations documents are composed of capital letters combined with figures. Mention of such a symbol indicates a reference to a United Nations document.

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INTRODUCTORY NOTE

The United Nations Editorial Manual is intended to serve as an authoritative statement of the rules to be followed in drafting, editing and reproducing United Nations documents, publications and other written material, particularly as regards matters on which no international standards have been set and matters on which there is a choice of acceptable practices. It is assumed that the users of the Manual will have a good knowledge of English style and usage and an awareness of the best standards set in comprehensive editorial manuals, a number of which are readily available.

The Manual deals primarily with English style but is applicable, *mutatis mutandis*, to texts in other languages. Where it has been deemed useful, examples have been given in English, French and Spanish.

Although based mainly on the practices and policies that have evolved at Headquarters, the Manual is meant to provide editorial guidance for all parts of the Secretariat. The rules and policies set forth herein have been developed on the basis of experience. They have grown out of the needs of the Organization in the course of its development. They are designed to suit the special nature of United Nations documentation, which must take account of the various cultures represented in the Organization, the multiplicity of languages, and the need to produce texts that are intelligible to all readers, many of whom have a limited knowledge of the languages of the United Nations.

The directives set forth in the present Manual supersede all earlier rules on the subjects dealt with herein.

The Editorial Manual was prepared for the United Nations under the authority of the Chief Editor, Department of Conference Services, by a consultant, Anna May Nielsen, formerly Special Adviser to the Chief Editor.

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ARTICLE A
GENERAL INFORMATION

ARTICLE A 1. SURVEY OF DOCUMENTATION

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I. DEFINITION OF THE TERM "DOCUMENTATION"

The term "documentation" as used in the United Nations signifies a body or accumulation of written material issued for or under the authority of an organ of the United Nations, irrespective of the form in which it is issued or of the process by which it is reproduced. It includes various types of written material but is not limited to "documents", in the special sense in which that word is used in the United Nations (see chapter II, section A, below),

II. CATEGORIES OF DOCUMENTATION

The main types of documentation issued by the United Nations are:

- (a) Documents produced for, or emanating from, its principal organs and their subsidiary organs;
- (b) Official Records of the principal organs and their subsidiary organs;
- (c) Publications other than Official Records;
- (d) The Journal of the United Nations;
- (e) Public information material, including publications, brochures and pamphlets;
- (f) Non-symbol papers.

These categories of documentation are described below, with cross-references to other relevant instructions.

A. Documents

The term "document" is used to designate written material officially issued under a United Nations document symbol (see chapter III, section A, below), regardless of the form of reproduction. In practice, the term is applied mainly to material offset from typescript and issued under a mast-head.

Most documents are intended to serve as a basis for discussion at meetings of United Nations bodies.

United Nations documents include the various types of written material described in the following paragraphs of this section.

Reports

In the strict use of the term, a report is a statutory document called for by the Charter of the United Nations (e.g. by Articles 15 and 98) or authorized by a resolution of the General Assembly or by another principal or subsidiary organ. It is an "account given or opinion formally expressed after investigation or consideration or collation of information" (Concise Oxford Dictionary).

The term "report" is also applied in a broader sense to documents containing information regularly supplied by Governments of Member States or prepared by the Secretariat at the request of a legislative body. A characteristic format is usually adopted and maintained for reports in a given series.

Reports of the Secretary-General

Generally speaking, the term "report of the Secretary-General" is used to designate documents in which the Secretariat renders an account of action taken under a resolution to the body that adopted the resolution or called for the action. Any such report involving matters of United Nations policy bears the title "Report of the Secretary-General"; a report on a procedural or non-policy matter should be attributed to the Secretariat.

Reports of principal and subsidiary organs

As regards principal organs of the General Assembly, as defined in Article 7 of the Charter of the United Nations, the Security Council, the Economic and Social Council and the International Court of Justice submit to the General Assembly (under Article 15 of the Charter) annual reports on their work and on the work of their subsidiary organs. The Secretary-General submits to the General Assembly an annual report on the work of the Organization. These reports are issued as printed supplements to the Official Records of the General Assembly for the session concerned. Until 1975, the Trusteeship Council reported annually to the General Assembly; it now reports to the Security Council on "strategic areas" in the sense of Articles 82, 83 and 84 of the Charter. The reports are issued as Special Supplement No. 1 to the Official Records of the Security Council for the year concerned.

Subsidiary organs submit reports to their parent organs. Reports of the main subsidiary organs of the principal organs mentioned above (with the exception of the International Court of Justice) are issued as supplements to the Official Records of those organs; most other reports of subsidiary organs are issued as documents with a mast-head.

Many reports are issued in series, either at regular intervals or after a session of the reporting body.

Memoranda

The term "memorandum" is used to designate a document the chief purpose of which is to sketch in the background of a subject, to recall facts or decisions, or to place facts on record.

Notes

Notes are, as a rule, short documents conveying or transmitting information or comments and suggestions.

Analyses, studies and surveys

Analyses, studies and surveys of specific subjects prepared by the Secretariat at the request of legislative bodies or in accordance with their terms of reference may be issued as documents for the bodies concerned, as Secretariat documents or as publications, depending on their nature, purpose and legislative authority.

Replies to questionnaires

Replies to questionnaires sent by the Secretary-General to Governments and other bodies in response to a request by a legislative body or in accordance with its terms of reference or those of the requesting body may be issued in full, in part or in summary, according to the authority for the document.

Working documents

Working documents prepared for United Nations bodies include the classes of documents indicated below. 1/

Agenda

An agenda is a list of items to be considered at a session of an organ or, in the case of the Security Council, at a single meeting.

Provisional agenda are issued in advance of sessions. They are usually prepared by the Secretariat or drawn up at a session of a United Nations body for its next session.

Rules with regard to the presentation and drafting of agenda are given in article B 2, chapter V.

1/ "Conference room papers" (sometimes referred to informally as "CRPs") are widely used as a basis for discussion in United Nations bodies. They are not "documents" in the strict sense of the word (see chapter III, section D, below).

Draft resolutions and draft decisions

A draft resolution or a draft decision is a proposal submitted in the form of a resolution or decision. It may be submitted by one or more delegations, by a principal or subsidiary organ or by an officer of the body concerned, or by the Secretary-General.

A proposal submitted in the form of a resolution should be referred to as a "draft resolution" until it is adopted by the organ whose name it bears. Thus, a text adopted by a subsidiary body as a draft resolution to be acted upon by its parent body should be referred to as a "draft resolution" until it has been adopted by the parent body.

Amendments

An amendment is a change proposed by one or more delegations or by any other competent entity to a draft resolution, draft decision or amendment submitted by another delegation or other delegations. It bears its own document symbol or identifying number, not a variant of the symbol of the text to which it refers.

The term "draft amendment" should never be used. An amendment to an amendment should normally be so identified. The prescribed forms are shown in the following examples:

English:

... the amendment by France (...) to the amendment by Norway (...) to draft resolution ...

French:

... l'amendement de la France à l'amendement de la Norvège (...) au projet de résolution ...

Spanish:

... la enmienda de Francia (...) a la enmienda de Noruega (...) al proyecto de resolución ...

When a sponsor modifies his (or its) own draft resolution or amendment, the text is referred to as a "revised draft resolution" or "revised amendment", as appropriate.

Communications

Communications include the texts of letters and telegrams received by United Nations bodies or by the Secretary-General, or sent to Member States or United Nations missions; comments from non-governmental organizations in consultative status; petitions emanating from individuals and groups in Trust Territories and Non-Self-Governing Territories, and the like, reproduced for distribution under a document symbol (see article B 2, chapter III, below).

Addenda, corrigenda and revisions

Additions to, and corrections and revisions of, the documents described above are issued under the original document symbol supplemented by a suffix such as "Add.", "Corr." or "Rev.", as appropriate. (For the correct use of suffixes to document symbols, see chapter III, section A, below.)

B. Official Records

The Official Records of the United Nations are a series of printed publications relating to the proceedings of the principal organs of the United Nations and, when the General Assembly specifically so decides, of certain United Nations conferences; they include verbatim or summary records of meetings of the organ concerned, documents or check-lists of documents relevant to its discussions, which are issued in the form of annexes to those records or of quarterly supplements in the case of the Security Council; and the reports to those organs of their subordinate or affiliated bodies, compilations of resolutions, certain reports of the Secretary-General, and other selected publications, which are issued in the form of supplements.

C. United Nations publications

The term "publication" is applied to any material - whether reproduced by means of the offset and other internal resources of the Secretariat or printed externally under contract - which is issued under an authorization of the Publications Board. ^{2/} Most are offered for sale.

^{2/} The terms of reference of the Publications Board are described in United Nations, Organizational Manual (ST/SGB/Organization, annex).

In addition to the Official Records of United Nations bodies issued in final form, United Nations publications include recurrent items (such as periodicals, the United Nations Treaty Series and the United Nations Yearbook) and studies and reports.

Publications bearing an official United Nations document symbol (in addition to their sales number) are defined also as "documents".

D. Journal of the United Nations

The Journal of the United Nations presents information on the programme of meetings and the agenda of United Nations organs in session; a very brief indication of action taken at meetings held the preceding day; announcements of special events such as the celebration of United Nations Day; and announcements of the signature and ratification of agreements. A separate Journal is issued throughout each session of the General Assembly. Similar journals are issued at other United Nations offices and also elsewhere on the occasion of special conferences.

A "Daily List of Documents" is issued as a separate document under the symbol ST/CS/SER.D/-.

E. Non-symbol papers

The United Nations issues many miscellaneous types of material, including background and technical papers for seminars and other ad hoc meetings that are not included in the formal calendar of meetings approved by the General Assembly. Such papers are usually issued informally, in the form of papers offset from typescript. They do not bear an official document symbol but may bear an identifying number. They are usually distributed only to persons directly concerned with the subjects covered, for example the participants in a meeting. Copies of all such papers are deposited in the Dag Hammarskjöld Library.

F. Public information material

The United Nations also issues publications, periodicals, brochures, pamphlets, press releases, fliers, catalogues and other material designed to inform the public about United Nations activities. Such material is not covered in the present Manual.

III. IDENTIFICATION

United Nations documents are identified by symbols, as described below. United Nations publications are identified by sales numbers and, with the exception of most Official Records, the Treaty Series and periodicals, by document symbols also. The systems of identification are described in detail below. Instructions with regard to the correct forms to be used in referring to documents and publications are given in article E 3. The identification of resolutions and decisions of United Nations organs is explained in article D 10.

A. Document symbols

1. Basic system

Symbols of United Nations documents are composed of capital letters combined with figures, usually arabic numerals. 3/ Roman numerals, sometimes used in the past to designate subordinate bodies or sessions, should no longer be used in document symbols. All language versions of documents bear the same symbol and, normally, the same date, which is the date of registration in the Documents Control Section, Department of Conference Services. Documents relating to two or more organs may bear two or more symbols, one for each organ. If a document is reissued in the printed Official Records or as a sales publication, it normally retains its symbol. 4/ Sales publications other than certain Official Records, the Treaty Series and certain periodicals normally carry a symbol in addition to the sales number.

Document symbols are composed of some or all of the following elements:

- (a) A letter denoting the main organ to whose body of documentation the document belongs;
- (b) An indication, in arabic numerals, of the session or year;
- (c) A letter and number denoting the subsidiary body for which the document is issued;
- (d) An arabic numeral indicating the serial number;
- (e) A letter or letters indicating the distribution category;
- (f) A suffix indicating a modification of the text.

3/ For further details, see List of United Nations Document Series Symbols (ST/LIB/SER.B/5/Rev.3) (United Nations publication, Sales No. E.79.I.3).

4/ See also footnote 7 below.

These elements are explained below.

The basic series elements of the principal organs of the United Nations are:

- A/- General Assembly 5/
- E/- Economic and Social Council 6/
- S/- Security Council
- T/- Trusteeship Council
- ST/- Secretariat

(The sixth principal organ, the International Court of Justice, has a different system of documentation.)

Special basic series symbols have been established for certain bodies, e.g.:

- AT/- United Nations Administrative Tribunal
- CCPR Human Rights Committee (under the International Covenant on Civil and Political Rights)
- CERD/- Committee on the Elimination of Racial Discrimination
- CPC/- Committee for Programme and Co-ordination
- DP/- United Nations Development Programme
- ID/- United Nations Industrial Development Organization
- TCDC/- High-Level Committee on the Review of Technical Co-operation among Developing Countries
- TD/- United Nations Conference on Trade and Development
- UNEP/- United Nations Environment Programme
- UNITAR/- United Nations Institute for Training and Research
- WFC/- World Food Council

5/ See also subsection 2 below.

6/ See also subsection 3 below.

The documents of the subsidiary organs normally carry a symbol consisting of the basic symbol of the parent body and, in addition, one or more of the following elements and, in some cases, a number corresponding to the order of their establishment or convocation:

- /AC. .../- Ad hoc committee or similar body
- /C. .../- Standing, permanent or sessional committee
- /CN. .../- Commission
- /CONF. .../- Conference
- /GC/- Governing Council
- /PC/- Preparatory Committee
- /SC. .../- Sub-Committee
- /Sub. .../- Sub-Commission
- /WG. .../- Working Group

The symbols of subsidiary organs other than sessional committees do not include the indication of the session, in the case of the General Assembly, or that of the year, in the case of the Economic and Social Council.

The documents of some subsidiary organs bear a symbol consisting of the basic symbol of the parent body followed by the acronym of the subsidiary organ, e.g.:

- A/SPC/- Special Political Committee (of the General Assembly)
- E/ECWA/- Economic Commission for Western Asia
- E/INCB/- International Narcotics Control Board

Publications prepared by the Secretariat under the United Nations publications programme bear a document symbol consisting of the basic symbol ST/- and an acronym indicating the subject area, e.g.:

- ST/DCS/-
- ST/ESA/-
- ST/ESA/STAT/-

The following elements may, where appropriate, be added to a series symbol:

Elements denoting the nature of the document:

-/INF/-	Information series
-/MIN/-	Minutes
-/NGO/-	Documents containing communications from non-governmental organizations
-/PET/-	Petitions
-/PV. ...	Verbatim records of meetings (<u>procès-verbaux</u>)
-/RES/-	Preliminary issue of texts of adopted resolutions 7/
-/RT/-	Record of testimony
-/SR. ...	Summary records of meetings
-/WP.-	Working paper

Elements denoting modification of the text:

-/Add.	Addendum -	Indicates an addition of text to the main document.
-/Amend.	Amendment -	Indicates the alteration, by decision of the competent authority, of a part of an adopted formal text [not to be used to correct technical errors].

7/ The adopted texts of resolutions of most of the main organs of the United Nations are issued individually in provisional form as documents bearing a symbol including the element "RES" (e.g. A/RES/36/10). When the resolutions are compiled and issued as a supplement to the Official Records of the organ concerned, the supplement bears a document symbol of the body concerned and no mention is made of the earlier individual symbols. The system of identifying resolutions in their final form is explained in article D 10.

The adopted texts of resolutions and decisions are sometimes compiled and issued in an information document in the series of documents of the body concerned under an "-/INF/-" symbol.

- /Corr. Corrigendum - Indicates modification of any specific part of an existing document to correct errors, revise wording or reorganize text, whether for substantive or technical reasons.
- /Corrigendum Consolidated corrigendum to summary records of the public meetings of a session. The suffix "Corrigendum" is constant and does not vary with the language of the document. (See also article D 8.)
- /Corrigendum/Add.1 Consolidated corrigendum to summary records of the closed meetings of a session. (See also article D 8.)
- /Excerpt Indicates the issue of an excerpt from a document when only that part is required.
- /Rev. Revision - Indicates a new text superseding and replacing that of a previously issued document. To be used when the document must be reissued in its entirety. (It should not be used if the purpose can be accomplished by issuing a corrigendum.)
- /Summary Indicates a summary of a report or other document, prepared specifically to facilitate its consideration by an organ.

On the rare occasions when it is deemed necessary to reissue a document in its entirety because of a technical error such as serious misprints or errors resulting from the malfunctioning of a machine, complete texts of corrected documents may be issued under the original symbol followed by an asterisk and a corresponding footnote reading "Reissued for technical reasons". The symbol element "Rev." is not used in such cases since it might seem to imply a substantive change in the document. The corrected text should bear a new date.

When reference is made in a document symbol to more than one corrigendum or addendum, the forms shown in the following examples should be used:

A/36/441 and Add.1 and 2

A/C.5/36/28 and Corr.1-3

E/1981/13 and Corr.1 and Add.1

Elements denoting special distribution category:

-/L.-	Limited
-/R.-	Restricted

An explanation of distribution categories is given in chapter V below and in article H 4.

2. Identification of documents of the General Assembly and its subsidiary bodies

Documents and records

Documents of the first to the thirtieth session of the General Assembly were numbered consecutively. Documents and meeting records of the thirty-first and subsequent sessions are numbered in separate series by session. The session is indicated in the symbol in arabic numerals, following the indication of the body concerned. The remaining elements conform to the usual pattern: serial number, preceded, where appropriate, by the distribution indication, and the serial number within the series concerned. For example, A/36/2 is the second in the series of main documents of the General Assembly at its thirty-sixth session, and A/C.5/36/L.22 the twenty-second in the series of limited distribution documents for the Fifth Committee at that session. It should be noted that, for the Main Committees and the General Committee of the General Assembly, the indication of the Committee comes before the indication of the session (e.g., A/C.2/36/-; A/BUR/36/-).

Symbols of documents issued for special sessions include an element consisting of the letter "S/-" followed by a numeral denoting the session. From the first to the seventh special session, a roman numeral was used to denote the session (e.g. A/S-II/-); beginning with the eighth special session, in 1978, an arabic numeral has been used (e.g. A/S-8/-). Emergency special sessions include the element "ES-", followed by a numeral denoting the session. From the first to the fifth emergency special session, a roman numeral was used to denote the session (e.g. A/ES-II/-); beginning with the sixth emergency special session, an arabic numeral has been used (e.g. A/ES-6/-).

In the series of main documents of the General Assembly, an appropriate number of serial numbers are reserved for printed supplements to the Official Records of the General Assembly. Thus, for example, at the thirty-sixth session of the General Assembly, the symbols A/36/1 to A/36/55 were reserved for supplements Nos. 1 to 55.

The verbatim records of the General Assembly at its first to thirtieth sessions were numbered consecutively. Thus, the symbol A/PV.2433 denotes the verbatim record of the 2433rd plenary meeting of the General Assembly. Beginning with the thirty-first session, the records have been numbered by session. Thus, the symbol A/35/PV.10 denotes the verbatim record of the 10th plenary meeting of the General Assembly at its thirty-fifth session.

The summary records of the Main Committees of the General Assembly (other than the First Committee, which is provided with verbatim records) follow a similar pattern. Beginning with the thirty-first session, they have been numbered by session. Thus, the symbol A/C.2/SR.1665 denotes the summary record of the 1665th meeting of the Second Committee of the General Assembly (with no indication of the session); the symbol A/C.2/36/SR.13 denotes the summary record of the 13th meeting of the Second Committee at the thirty-sixth session of the General Assembly.

Resolutions and decisions

The systems, past and current, of identifying resolutions of the General Assembly are explained in detail in article D 10.

3. Identification of documents of the Economic and Social Council and its subsidiary bodies

Documents and records

From the first to the sixty-third session of the Economic and Social Council, documents and meetings of the Council and its subsidiary bodies were numbered consecutively. Certain changes were then introduced, as explained below.

For some years, the Economic and Social Council, at its organizational session in January, drew up the basic programme of work on an annual basis and, in that context, decided on the allocation of items between the agenda for its first regular session of the year and the agenda for its second regular session.

In order to reflect that process and to facilitate the changes in the operation of the Council envisaged in General Assembly resolution 32/197 of 20 December 1977 - such as those relating to the adoption of a biennial programme of work and to the scheduling of subject-oriented sessions - certain modifications were introduced in the symbol series of the documents of the Council and its sessional committees.

To that end:

(a) After the sixty-third session, the sessions of the Council were formally identified as the organizational, first regular and

second regular sessions of a particular calendar year, as prescribed in rule 1 of the rules of procedure of the Council. Thus, what would have been called the sixty-fourth and sixty-fifth sessions were designated the first and second regular sessions of 1978;

(b) Special sessions, including subject-oriented sessions, are now numbered consecutively within each year, and are identified as the first special session, [year]; second special session, [year]; etc.;

(c) The sessional committees of the Council were redesignated: First Committee (formerly Economic Committee), Second Committee (formerly Social Committee) and Third Committee (formerly Policy and Programme Co-ordination Committee);

(d) Ad hoc sessional committees may be set up as required; these are described as ad hoc sessional committees on particular subjects.

Accordingly, the symbols of documents of the Council and its sessional committees consist of combinations, as appropriate, of the following elements:

(a) The parent body (i.e. the Council): E/- ;

(b) The year of consideration or, in the case of a document carried over to another session, the year in which the document was first submitted for consideration;

(c) The sessional committee: C.1, C.2 etc.;

(d) Until 1979, for adopted resolutions and decisions of the Council issued singly in a document bearing a mast-head, the appropriate indication (RES or DEC), the year and the serial number.

The summary records of plenary meetings of the Council are issued first in provisional form and in limited distribution. At the end of the year the records of all the sessions, regular and special, are reissued in corrected and edited form in the series Official Records of the Economic and Social Council, 19.., for the year in question. The meetings are numbered consecutively throughout the year, beginning with 1 each year.

No change has been made in the symbol series of the subsidiary bodies of the Council. Their reports continue to be issued as supplements to the Official Records of the Economic and Social Council, except that the supplements are numbered consecutively throughout the year rather than by session as in the past. They are identified as Official Records of the Economic and Social Council, 19.., Supplement No.

Examples of the revised document symbol series are shown below.

Economic and Social Council

E/1981/1; E/1981/L.1; E/1981/SR.1

First Committee

E/1981/C.1/1; E/1981/C.1/L.1; E/1981/C.1/SR.1

Second Committee

E/1981/C.2/1; E/1981/C.2/L.1; E/1981/C.2/SR.1

Third Committee

E/1981/C.3/1; E/1981/C.3/L.2; E/1981/C.3/SR.1

Ad hoc sessional committees

E/1981/C.4/1; E/1981/C.4/L.2; E/1981/C.4/SR.1

Information documents

E/1981/INF/1

Statements submitted to the Council by non-governmental organizations

E/1981/NGO/1

Resolutions and decisions

Resolutions and decisions are now numbered on a yearly basis: resolutions beginning with 1 and decisions with 100 (e.g. resolution 1980/12, decision 1980/103). The numbers of resolutions and decisions adopted in 1978, however, began with 1 for both series (e.g. resolution 1978/1, decision 1978/1).

The systems, past and current, of identifying resolutions and decisions of the Economic and Social Council are explained in detail in article D 10, chapter III.

Documents of subsidiary bodies of the Council

Certain modifications have been introduced in the symbol series of the documentation of the subsidiary bodies of the Economic and Social Council, following the pattern of the symbol series used for the documents of the Council. As of 1 January 1982, the mimeographed documentation of the subsidiary bodies bears symbols consisting of the following: the symbol of the parent body; the symbol of the subsidiary body; the year of consideration; and the number in the series.

The reports of the subsidiary bodies continue to be issued as supplements to the Official Records of the Economic and Social Council.

Examples of mimeographed document symbol series are given below.

Commission on the Status of Women	twenty-ninth session	E/CN.6/1982/1
Committee on Crime Prevention and Control	seventh session	E/AC.57/1982/1
Commission on Narcotic Drugs	thirtieth session	E/CN.7/1983/1
Commission for Social Development	twenty-eighth session	E/CN.5/1983/1
Population Commission	twenty-second session	E/CN.9/1983/1
Statistical Commission	twenty-second session	E/CN.3/1983/1
Commission on Human Rights	thirty-eighth session	E/CN.4/1983/1
Commission on Transnational Corporations	eighth session	E/C.10/1982/1
Intergovernmental Working Group on a Code of Conduct	fifteenth session	E/C.10/AC.2/1982/1
Intergovernmental Group of Experts on International Standards of Accounting and Reporting	fifth session	E/C.10/AC.3/1982/1
Committee for Programme and Co-ordination	twenty-second session	E/AC.51/1982/1
Committee for Development Planning	eighteenth session	E/AC.54/1982/1

B. Sales numbers

1. Basic system

Most United Nations publications except the Official Records, the Treaty Series, periodicals and non-sales items carry a sales number 8/ on the reverse of the title-page (or on the reverse of the front cover in the case of a publication with a self-cover), in a box; the sales number appears also on the outside back cover.

The sales number consists of some or all of the following elements:

- (a) A capital letter indicating the language (A - Arabic; C - Chinese; E - English; F - French; R - Russian; S - Spanish);
- (b) The last two digits of the year of issue; 9/
- (c) A roman numeral indicating the subject category as shown below;
- (d) A serial number identifying the individual title.

EXAMPLES:

English: Sales No. E.81.I.11

French: Numéro de vente F.81.I.11

Spanish: Número de venta S.81.I.11

In English, the former practice of placing a colon after the word "No." has been discontinued. A space should be used between the words "Sales No." and the number itself.

8/ At one time, the form "Catalogue No." was used instead of "Sales No.". The form "Sales No." should however be used in references even in cases where the words "Catalogue No." appear on the publication itself.

9/ Prior to 1958, the year was given in full (see ST/EB/12 of 20 November 1959). Even for publications issued before 1958, it is now the practice to give the sales number in the shortened form, that is, without the indication of the century (e.g: 80, not 1980).

The following subject categories have been established for sales publications (other than the Official Records, the Treaty Series and some periodicals):

- I. General information and reference (including rules of procedure of organs, indexes, catalogues, publications of the Department of Public Information)
- II.A. Economics
- II.B. Economic and industrial development (UNIDO publications)
- II.C. World economy
- II.D. Trade, finance and commerce (UNCTAD publications)
- II.E. European economy
- II.F. Asian economy
- II.G. Latin American economy
- II.H. Public administration
- II.K. African economy
- III. [Public health - category not in use since 1948; publications on this subject issued by the World Health Organization]
- IV. Social questions (including UNICEF)
- V. International law
- VI.A. Trusteeship agreements
- VI.B. Trust and Non-Self-Governing Territories
- VII. Political and Security Council affairs
- VIII. Transport and communications
- IX. Disarmament and atomic energy
- X. International administration
- XI. Narcotic drugs
- XII. [Not used]
- XIII. Demography
- XIV. Human rights
- XV. UNITAR
- XVI. Public finance and fiscal questions
- XVII. International statistics

The sales number is assigned by the Sales Section, Department of Conference Services, at the time when a completed manuscript is submitted for publication.

2. Documents issued as publications

When a document bearing an official United Nations symbol is issued also as a sales publication, it is identified both by the symbol and by the sales number, which appear in boxes on the reverse of the title-page.

EXAMPLES:

E/1980/38 ST/ESA/106

UNITED NATIONS PUBLICATION
Sales No. E.80.II.C.2

When a single document issued first with a mast-head is reissued as a publication, it should bear the appropriate symbol for the publication (see section B, subsection 1, above). It may also bear the original symbol (followed if necessary by -/Rev...) if the original symbol is still relevant and if the normal distribution for the original symbol series is still required. If, however, the original symbol is no longer relevant, only the new symbol required for the publication series should be given. A note should appear on the reverse of the title-page stating that the text was originally issued under the earlier symbol.

When two or more documents bearing, say, E/- symbols are put together and issued as a publication, the new version should normally bear only the appropriate symbol for the publication. A note on the reverse of the title-page should explain that the publication includes the earlier documents.

C. Identification of printed Official Records

The printed Official Records of the United Nations comprise the verbatim and summary records of certain United Nations bodies, as determined from time to time by the General Assembly, and of supplements to the records (including the volumes of resolutions) and annexes to the records. The meeting record entitlements are reported each year in an information document of the General Assembly (A/INF/(session)/-).

The complex system of identifying the Official Records of meetings of United Nations organs is explained in United Nations Documentation (ST/LIB/34/Rev.1).

D. Identification of conference room and working papers

Conference room papers and working papers, which are not official documents but informal papers in one or more languages considered to be of concern primarily to the members of an organ, were formerly issued without a symbol. As of September 1982, they are given a symbol composed of the following elements: the symbol of the organ to which the paper pertains; the relevant session if the organ has a numerical series of sessions or the year of issue of the paper if it does not; the letters "CRP" or "WP" as appropriate; and the number of the paper in the series.

When the conference room or working paper pertains to a subsidiary body having a numerical series of sessions of its own independent of the parent body, the indication of the session in arabic numerals follows the symbol of the subordinate body.

Examples of the revised system of numbering conference room and working papers are shown below:

A/C.5/37/CRP.1	A/CONF.114/1982/CRP.5
A/ES-7/WP.2	A/AC.172/1982/WP.6
ICSC/16/CRP.3	A/CN.9/WG.5/3/CRP.7/Add.1
E/C.2/1982/WP.4	A/CONF.114/PC/1/WP.8

E. Other means

1. Informal identifying numbers

Miscellaneous types of written material of ephemeral or limited interest are issued without an official document symbol. Such material includes technical, background and country papers for seminars and other ad hoc meetings that are not on the calendar of conferences, and the like.

For convenience, such papers are often given some kind of identification, usually in the form of letters and numbers suggestive of their origin or purpose. Except as indicated above, in relation only to conference room papers and working papers, the identification assigned to such papers should not bear any of the basic elements denoting the main organs of the United Nations (A/-, E/-, S/-, T/-, ST/-) or denoting autonomous and semi-autonomous bodies (for example, DP/-, ID/-, TD/-, UNEP/-, UNITAR/- and EFC/-).

2. Job numbers

Strictly for internal purposes, a job number is assigned to all material reproduced by the United Nations. It comprises the last two digits of the year and a serial number corresponding to the order of submission of the manuscripts to the Documents Control Section, Department of Conference Services. The number appears in the lower left-hand corner of the first page of documents and papers and in the tagline on the back cover of printed works, or, in the case of publications issued with an art cover, on the last page before the back cover.

3. Book numbers

Publications issued by the United Nations do not normally bear an international standard book number (ISBN).

IV. FORMS OF REPRODUCTION

United Nations written material may be issued by offset from typescript or from word-processing print-outs or by letterpress or photocomposition techniques. Certain documents, in particular Official Records, are sometimes issued first in provisional form (usually with a mast-head) and later in final form (with a cover), incorporating editorial and other changes.

Documents intended to serve as the basis for discussion at meetings of United Nations bodies (draft resolutions, amendments, memoranda, notes, reports of the Secretary-General, and the like) are usually reproduced by offset from typescript or from word-processing print-outs and issued with a mast-head (see article B 2). 10/

10/ Such documents were usually referred to in the past as "mimeographed documents" since they were formerly reproduced by mimeograph. They are referred to in this Manual as "documents bearing a mast-head".

V. DISTRIBUTION

For distribution purposes, documents and meeting records are classified in the following categories, each indicating the pattern and scope of distribution:

<u>English</u>	<u>French</u>	<u>Spanish</u>
GENERAL	GENERALE	GENERAL
LIMITED	LIMITEE	LIMITADA
RESTRICTED	RESTREINTE	RESEVADA

The distribution pattern for these categories is described in article H 4. Detailed information concerning other aspects of the distribution function and the control of distribution are given under the same heading.

ARTICLE B
UNITED NATIONS DOCUMENTS

ARTICLE B 1. PRESENTATION

CONTENTS

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I. MAST-HEAD

All United Nations documents (as defined in article A 1, chapter II, section A), other than publications (excluding printed Official Records), carry a mast-head identifying the body under whose authority the text is issued and giving information with regard to the scope of its distribution, the symbol category to which it belongs and the language of issue.

The following elements should normally appear on the mast-head:

(a) The words "United Nations";

(b) The United Nations emblem;

(c) The name of the principal organ (General Assembly, Security Council, Economic and Social Council, Trusteeship Council, Secretariat) or of certain other major organs (in particular, autonomous and semi-autonomous bodies such as the United Nations Development Programme,

the United Nations Conference on Trade and Development and the United Nations Industrial Development Organization);

(d) At the right, the symbol block, consisting of the following:

- (i) Indication of distribution category;
- (ii) Symbol of document;
- (iii) Date;
- (iv) Language indication.

In the mast-head of documents for United Nations special conferences, the emblem of the conference, if any, should be placed to the left of the title of the conference, under the rule below the name "United Nations". The place and dates of the conference should be given below the name of the conference.

The use and design of mast-heads on documents are regulated by the Office of Legal Affairs and the Documents Control Section of the Department of Conference Services, in accordance with legal and other criteria. In any case of doubt with regard to the propriety or design of a mast-head, the Documents Control Section should be consulted.

Distribution category

Distribution may be "GENERAL", "LIMITED" or "RESTRICTED" (see article H 4).

Document symbol

The form, use and meaning of document symbols are explained in article A 1, chapter III.

Date

The date given on the mast-head of a document should be the date on which the document is submitted to the Documents Control Section.

The date on a document that is a translation should normally be the same as that on the document in the original language.

The date should be given in the standard form, e.g. 15 May 1982.

Language

The language of the document should be indicated under the date in block capital letters, in the following form, e.g.:

ORIGINAL: ENGLISH

The language indicated refers to the main document and not to any annexes or attachments to it. If any of these are translations from other languages, the fact should be noted in square brackets under and to the right of the heading of the annex or attachment.

When other language versions of the same text exist, they should be listed in the alphabetical order of the language of the document, which, in English, would be:

ARABIC/CHINESE/ENGLISH/FRENCH/RUSSIAN/SPANISH

An exception is made, for technical reasons, when a document contains equivalent texts in two or more languages. In such cases, the languages should be indicated thus:

ENGLISH/FRENCH/SPANISH/RUSSIAN/CHINESE/ARABIC

(all languages following the same order, which corresponds to the order in which the languages became official and working languages of the United Nations).

If the text is a translation, the language or languages of the original should be indicated as shown in the following examples:

ORIGINAL: FRENCH

ORIGINAL: ENGLISH/FRENCH

When part of the text is submitted in one language and part in another, the following form should be used:

ORIGINAL: ENGLISH/FRENCH

Where two or more separate texts in different languages are submitted as equally authentic original languages (as may be the case for, say, a convention), this should be shown as follows:

ORIGINAL: ENGLISH AND FRENCH

Thus, an oblique (/) is normally used when the original is made up of parts of texts in other languages; the word "and" is normally used when there are two or more full and equally authentic texts submitted as originals.

Where different parts of the document are translated from different languages, this should be shown, for example, as follows:

ORIGINAL: FRENCH/RUSSIAN/SPANISH

the languages being listed in the alphabetical order of the language of the document itself.

If, for some reason, a document is not issued in all the working languages of the organ concerned, as may be the case, for example, with corrections, that fact should be indicated, for example, as follows:

ENGLISH, FRENCH AND RUSSIAN ONLY

Documents giving the text of adopted resolutions (such as A/RES documents and volumes of resolutions) should bear no indication of original language.

Documents may be submitted only in the official languages of the body concerned. If a document is based on a text written in a language other than one of the official languages, it must be translated into one of the official languages and submitted in that language. The language in which it is submitted is then considered to be the "original language" of the document. Thus, if a document is to be issued setting forth the text of a letter received in, say, Danish, the letter should be translated into, say, English, and the document submitted in English. The English text would bear the indication:

ORIGINAL: ENGLISH

and the French text, for example, the indication:

FRANÇAIS

ORIGINAL : ANGLAIS

If a document contains separate texts, such as replies of Governments reproduced verbatim, the original language of each separate text, together with the date, should normally be indicated in square brackets below and to the right of the name of each of the countries concerned (not underlined in typescript but italicized in print).

EXAMPLE:

COLOMBIA

[Original: Spanish]
[15 September 1981]

...

FRANCE

[Original: French]
[18 July 1982]

...

UNION OF SOVIET SOCIALIST REPUBLICS

[Original: Russian]
[14 August 1982]

...

All of the languages concerned should be indicated in the distribution block in the mast-head, according to the rules given above.

Mast-head on certain publications

A mast-head is also used on certain publications, in particular the final texts of Official Records, including summary and verbatim records and annexes.

When a document carrying a mast-head is reissued, unchanged, under a cover, it should not have a title-page.

II. CORNER NOTATION

In a document prepared for a session of an organ, there should normally appear in the upper left-hand corner, below the mast-head, the name of the organ if subsidiary to that named in the mast-head, the number of the session and, if known, the item of the agenda or provisional agenda to which the document relates. In the case of some subsidiary bodies whose sessions are not scheduled regularly in advance, the place and date(s) of the session may also be given.

The name of the organ concerned should appear in full capital letters and, below it, the indication of the session and of the item in lower-case letters with an initial capital for the first word and for any other word that would normally be spelt with an initial capital. If, however, the organ for which the document is issued is a subsidiary organ of a subsidiary organ of that named in the mast-head, the name of the parent subsidiary organ should appear first, in full capital letters, followed by the name of the subsidiary organ, in lower-case letters, with an initial capital for the first word and for any other words that would normally be spelt with an initial capital.

EXAMPLE:

[below Economic and Social Council mast-head]

COMMISSION ON HUMAN RIGHTS

Sub-Commission on Prevention of
Discrimination and Protection
of Minorities
... session
Item ... of the provisional agenda

III. TITLES AND SUBTITLES

A. Documents issued for organs having sessions

The following rules are given for guidance in establishing the titles of documents to be issued with a mast-head.

A document may have one, two or more titles or subtitles. For the sake of distinction, these are designated below as "general", "secondary" and "descriptive". If there is only one title, it should be treated as a "general" title.

The titles should appear, centred, above the text, the first one four spaces below the corner notation, if any. Each title should begin with a capital letter and each should begin on a separate line.

1. General title

As a rule, the first ("general") title indicates the general subject to which the document relates, in many cases an agenda item. The wording of all documents pertaining to one general subject should be uniform within a given body of documentation.

When the general title is the title of an agenda item, the wording should conform exactly to that of the item as it appears in the agenda, except that, in both an item and a sub-item, an element (following a colon) indicating a report of the Secretary-General or of an organ should be treated, not as part of the general title, but as a "descriptive" title (see subsection 3 below).

In the case of an item that has sub-items, the sub-items may be omitted from the general heading. If, however, the document concerns a sub-item, the main part of the title of the agenda item and the title of the sub-item should be given. In most documents, both should be in full capital letters. In documents of the General Assembly, however, the title of the item and the title of the sub-item should be run on, separated by a colon. (This form is followed since many documents of the General Assembly carry the titles of several items.) The letter identifying the sub-items should be given in the corner notation but should not appear in the heading.

EXAMPLE:

[corner notation indicating agenda item 62]

OPERATIONAL ACTIVITIES FOR DEVELOPMENT

* * *

[corner notation indicating agenda item 62 (j)]

OPERATIONAL ACTIVITIES FOR DEVELOPMENT

TECHNICAL CO-OPERATION ACTIVITIES UNDERTAKEN
BY THE SECRETARY-GENERAL

If a document concerns two items that are being considered jointly, the titles of the two items should be given, one under the other, centred. The numbers of the items should appear in the corner notation.

EXAMPLE:

[corner notation indicating agenda items 72 and 76]

HUMAN RIGHTS AND SCIENTIFIC AND TECHNOLOGICAL DEVELOPMENTS

INTERNATIONAL COVENANTS ON HUMAN RIGHTS

In reports the nature of which is implicit in the name of the submitting body and in which the title of the submitting body is contained in the subject heading (e.g. in the title of an agenda item), no heading other than the general heading is normally necessary.

EXAMPLE:

REPORT OF THE SPECIAL COMMITTEE ON THE CHARTER OF THE
UNITED NATIONS AND ON THE STRENGTHENING OF THE ROLE OF
THE ORGANIZATION

The general heading should be centred and should be written in full capital letters. If it covers more than one line, there should be one and one-half spaces between the lines. If it covers two or more lines, the last line should be centred and indented (in inverted pyramid style).

EXAMPLES:

QUESTION OF THE COMPOSITION OF THE RELEVANT ORGANS
OF THE UNITED NATIONS

ADMINISTRATIVE AND BUDGETARY CO-ORDINATION OF THE
UNITED NATIONS WITH THE SPECIALIZED AGENCIES AND
THE INTERNATIONAL ATOMIC ENERGY AGENCY

2. Secondary title

Under the general title, there may be a secondary title relating to a particular area of interest within the general subject. (It should be noted, however, that a sub-item of an agenda item is treated as part of the "general" title, not as a secondary title. See subsection 1, above.) The wording of the secondary heading should be uniform in all documents on which it is used.

EXAMPLE:

ADMINISTRATIVE AND BUDGETARY CO-ORDINATION OF THE
UNITED NATIONS WITH THE SPECIALIZED AGENCIES AND
THE INTERNATIONAL ATOMIC ENERGY AGENCY

Administrative co-ordination of electronic data-processing
and information systems

A distinction should be made between such a secondary title and the title of a draft resolution, which should be treated as indicated in subsection 3 ("Descriptive title") below.

The secondary title should appear under the general title in initial capital and lower-case letters, underlined. It should come above the descriptive title.

3. Descriptive title

The nature of the document (for example, report, memorandum, draft resolution, study, communication) and the author or originating body (for example, Secretary-General, special rapporteur, delegation or delegations, or an organization) should be shown in a descriptive title, which should be centred, in initial capital and lower-case letters, underlined. The wording and use of such subtitles are explained in article B 2, below.

When an agenda item or sub-item includes, after a colon, a mention of a report of the Secretary-General or of a subsidiary body, the colon and the mention of the report should not be included in the "general" title of the document. On the document containing the report referred to, however, the words "Report of ..." should appear as the descriptive subtitle.

Thus, on a document relating to an agenda item reading:

"Peaceful settlement of disputes between States: report of the Secretary-General"

the heading would read as follows:

PEACEFUL SETTLEMENT OF DISPUTES BETWEEN STATES

Report of the Secretary-General

* * *

On a document of the General Assembly relating to a sub-item reading:

"Personnel questions:

" (a) Composition of the Secretariat: report of the Secretary-General

"..."

the heading would read:

PERSONNEL QUESTIONS: COMPOSITION OF THE SECRETARIAT

Report of the Secretary-General

4. Additional subtitles

Titles of addenda and corrigenda

Addenda and corrigenda bear a separate subtitle, centred below the other titles, in initial capital and lower-case letters, underlined.

EXAMPLE:

TRAINING AND RESEARCH

EXAMINATION OF LONG-TERM TRENDS IN ECONOMIC DEVELOPMENT

Health as an integral part of development

Report of the Secretary-General

Corrigendum

The word "Corrigendum" is always given in the singular, even when the document presents more than one change.

If an addendum has a title of its own, the title appears in full capital letters below the word "Addendum".

EXAMPLE:

English

Addendum

SECOND PROGRESS REPORT

French

Additif

DEUXIEME RAPPORT INTERIMAIRE

Spanish

Adición

SEGUNDO INFORME SOBRE LA MARCHA DE LOS TRABAJOS

Revisions

Revisions do not bear a separate subtitle. The fact of the revision is shown rather by the insertion of the word "Revised" in the descriptive subtitle. For example, if the original document bore the subtitle:

Poland: draft resolution

the revision should bear the subtitle:

Poland: revised draft resolution

The form "revised draft resolution" should be used whether the text is a first, second or other revision.

The symbol suffix "Rev." (see article A 1, chapter III, section A) does not necessarily mean that the document is a text altered by the sponsors. The "Rev." symbol suffix may apply to one language only. When the original text remains unchanged and one or several translations are "revised", the latter, although they bear the symbol ".../.../Rev. ...", should not be called "revised draft resolution" but should retain the title of the original document. The use of the word "revised" in a subtitle should be reserved for texts altered by the sponsors.

5. Composite example of titles ^{1/}

The presentation of titles is shown in the following example:

JOINT INSPECTION UNIT	[General title: agenda item]
<u>Evaluation of the translation process in the United Nations</u>	[Secondary title: particular aspect of item]
<u>Report of the Joint Inspection Unit</u>	[Descriptive title: nature of document]
<u>Addendum</u>	[Additional subtitle]

B. Documents issued for organs that do not have a sessional
agenda (in particular, the Security Council)

In documents of the Security Council and other organs that do not have sessional agenda, the main title is usually one that indicates the nature of the document (letter, note verbale, draft resolution, report). The main title should be given in full capital letters, centred. Subtitles, if any, should be in initial capital and lower-case letters, centred below the main title.

The following titles are representative:

NOTE VERBALE DATED ... FROM ... TO THE SECRETARY-GENERAL

* * *

SUMMARY STATEMENT BY THE SECRETARY-GENERAL ON MATTERS
OF WHICH THE SECURITY COUNCIL IS SEIZED AND ON THE
STAGE REACHED IN THEIR CONSIDERATION

* * *

SUBJECT HEADING

..., ... and ...: draft resolution

* * *

^{1/} Detailed instructions for the typing of headings are given in the typing manuals issued for internal use by the Stenographic Service, Department of Conference Services.

C. Special titles for documents containing requests for the inclusion of items in the agenda of the General Assembly

1. Requests submitted at least 60 days before the opening of the session (rules 12 and 13 of the rules of procedure)

Request for the inclusion of an item in the provisional agenda of the ...th session

Demande d'inscription d'une question à l'ordre du jour provisoire de la ...ème session

Solicitud de inclusión de un tema en el programa provisional del ... período de sesiones

2. Requests submitted at least 30 days before the opening of the session (rule 14 of the rules of procedure)

Request for the inclusion of a supplementary item in the agenda of the ...th session

Demande d'inscription d'une question supplémentaire à l'ordre du jour de la ...ème session

Solicitud de inclusión de un tema suplementario en el programa del ... período de sesiones

3. Requests submitted less than 30 days before the opening of the session or in the course of the session (rule 15 of the rules of procedure)

Request for the inclusion of an additional item in the agenda of the ...th session

Demande d'inscription d'une question additionnelle à l'ordre du jour de la ...ème session

Solicitud de inclusión de un tema adicional en el programa del ... período de sesiones

The provisional agenda, together with the supplementary and additional items, constitutes the draft agenda of the General Assembly.

Typical headings are shown in the following examples.

EXAMPLES:

Example 1

REQUEST FOR THE INCLUSION OF AN ITEM IN THE PROVISIONAL
AGENDA OF THE THIRTY-SEVENTH SESSION

QUESTION OF THE REVIEW OF THE CONVENTION ON INTERNATIONAL
LIABILITY FOR DAMAGE CAUSED BY SPACE OBJECTS

Note by the Secretary-General

Example 2

REQUEST FOR THE INCLUSION OF AN ADDITIONAL ITEM IN THE
AGENDA OF THE THIRTY-SEVENTH SESSION

IMPLEMENTATION OF THE COLLECTIVE SECURITY PROVISIONS OF
THE CHARTER OF THE UNITED NATIONS FOR THE MAINTENANCE
OF INTERNATIONAL PEACE AND SECURITY

Letter dated 30 August 1982 from the Permanent Representative
of Sierra Leone to the United Nations addressed to the
Secretary-General

Example 3

REQUEST FOR THE INCLUSION OF A SUPPLEMENTARY ITEM
IN THE AGENDA OF THE THIRTY-SEVENTH SESSION

QUESTION OF THE MALVINAS ISLANDS

Letter dated 16 August 1982 from the Ministers for Foreign Affairs
of Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba,
the Dominican Republic, Ecuador, El Salvador, Guatemala, Haiti,
Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay
and Venezuela addressed to the Secretary-General

IV. INTRODUCTORY NOTE BY THE SECRETARIAT

Where the text of a communication or communications referred to in the principal title or subtitle is preceded by an introductory note of comment or explanation, the note should be indented above the text proper, or above the table of contents, and separated from it by several extra spaces. It should have a separate run-in side-heading. If there is more than one paragraph, the heading should be a shoulder heading rather than a run-in heading.

EXAMPLE:

LETTER DATED ... FROM THE PERMANENT REPRESENTATIVE OF ... TO THE UNITED NATIONS ADDRESSED TO THE SECRETARY-GENERAL

Note by the Secretary-General. Pursuant to rule 124 of the rules of procedure of the General Assembly, the Secretary-General has the honour to transmit herewith for the information of ...

By a letter dated ..., I submitted to ... a memorandum concerning the question of ...

For examples in French and Spanish, see article B 2, chapter III, section A.

V. TABLES OF CONTENTS

A document that has been organized under many headings and subheadings should have a table of contents. A short document or one on a single theme with no major divisions should not normally have one.

The table of contents, if any, should follow immediately after the title and subtitles except in cases where the document begins with a short introductory note by the Secretary-General or by the Secretariat (see chapter IV above), in which case the table of contents should come after the note.

The heading "CONTENTS" (not "TABLE OF CONTENTS") should appear in block capital letters, centred. In documents reproduced from typescript, the relation of section and subsection headings should be shown by the use of progressive indention, not by such means as the use of capital and lower-case type or underlining. Second and subsequent lines of a heading should be blocked under the first. Paragraph numbers (inclusive) and page numbers (only the page on which the relevant text begins) should be given, as appropriate. The titles of annexes and appendices should be given, but not the titles of any subdivisions in the annexes or appendices unless this would serve a useful purpose. In documents, chapter headings are usually given in block capital letters. In publications, the choice of type for headings and subheadings is a matter for the copy-preparers.

The headings and subheadings in the table of contents should correspond exactly with those in the text in wording, punctuation and the use of initial capital letters, but not in the style of typing; thus a heading that appears in the text in block capital letters should not necessarily so appear in the table of contents. The correct form for the table of contents of a document is shown in the example given below.

Further instructions with regard to the drafting of tables of contents and examples are given in article E 1.

EXAMPLE:

CONTENTS

	<u>Paragraphs</u>	<u>Page</u>
Introduction	1 - 2	3
I. STRUCTURAL AND INSTITUTIONAL REFORMS	3 - 8	4
II. STATUS OF THE CO-OPERATIVE MOVEMENT, WITH EMPHASIS ON MULTIPURPOSE AND HOUSING CO-OPERATIVES	9 - 18	6
III. THE ROLE OF CO-OPERATIVES IN LAND AND AGRARIAN REFORM	19 - 23	11
IV. THE ROLE OF CO-OPERATIVES IN THE INTEGRATION OF WOMEN IN THE DEVELOPMENT PROCESS	24 - 33	12
V. THE CONTRIBUTION MADE BY CO-OPERATIVES TO DEVELOPMENT	34 - 46	15
A. Equitable profit-sharing	35 - 37	16
B. Popular participation	38 - 43	16
C. Contribution to over-all development	44 - 46	18
VI. INTERNATIONAL AGENCIES AND THEIR ROLE IN PROMOTING CO-OPERATIVES	47 - 55	19
VII. CONCLUSIONS	56 - 80	22

Annexes

- I. Questionnaire on national experience in promoting the co-operative movement
- II. Countries that have submitted replies to the United Nations questionnaire on national experience in promoting the co-operative movement

VI. BODY OF THE TEXT

Documents other than short notes and memoranda and circulars should normally be organized under topical headings and subheadings as described in article E 2 below.

VII. ANNEXES AND APPENDICES

Annexes and appendices are identified by the word "Annex" or "Appendix", as appropriate (see article C 1, chapter II, section C, below), followed by a roman numeral. In typescript, the word "Annex" or "Appendix", with the identifying number, normally appears in lower-case with an initial capital, underlined, above the subject heading, which should be given in block capital letters.

EXAMPLE:

Annex I

COMPOSITION OF ORGANS

ARTICLE B 2. TYPES OF DOCUMENTS

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I. REPORTS

Reports that appear as United Nations documents 1/ are of several types, including the following:

- Reports of principal and subsidiary organs
- Reports of the Secretary-General or of the Secretariat
- Reports of other organizations in the United Nations system
- Reports of special rapporteurs
- Reports on special studies

A. Reports of principal and subsidiary organs

Reports of principal organs (for example, the report of the Security Council to the General Assembly, under Article 15 of the Charter of the United Nations) are issued in the series of Official Records of the organ to which they are addressed and are prepared in print or photo-offset.

Reports on the proceedings of sessions of subsidiary organs submitted to the parent organ are issued either in the Official Records series of the parent organ or as mast-head documents 2/ for the session of the parent organ. In the latter case, the agenda item title will normally be descriptive ("Report of ...") and will be the only title the document requires.

EXAMPLE:

COMMISSION ON HUMAN RIGHTS
Thirty-fifth session
Agenda item 6

REPORT OF THE SUB-COMMISSION ON PREVENTION OF
DISCRIMINATION AND PROTECTION OF MINORITIES
ON ITS THIRTY-SECOND SESSION

1/ For a definition of the term "document" as used in this Manual, see article A 1.

2/ For convenience, the term "mast-head document" is used in this chapter to designate documents other than Official Records bearing a mast-head as distinct from documents issued with a cover, sometimes as publications.

Reports of subsidiary organs set up to consider specific questions are normally submitted under an agenda item of the parent body's session.

EXAMPLE:

COMMITTEE ON ...
nth session
Agenda item ...

AGENDA ITEM TITLE

Report of the Group of Experts

B. Reports of the Secretary-General

Apart from designation of the report rendered annually by the Secretary-General to the General Assembly on the work of the Organization under Article 98 of the Charter of the United Nations, the term "Report of the Secretary-General" is used to designate the following: documents prepared by the Secretariat that deal with policy questions engaging the responsibility of the Secretary-General; documents containing an account of action taken in response to a request addressed expressly to him in a resolution or other decision of an organ; and reports on studies carried out by the Secretary-General on specific problems, at the request of an organ, sometimes with the assistance of a group of experts. These are normally issued as documents of the organ concerned.

EXAMPLE:

Thirty-fifth session
Item 79 of the provisional agenda

INTERNATIONAL YEAR OF DISABLED PERSONS

Report of the Secretary-General

Reports involving the personal responsibility of the Secretary-General should be referred to the Executive Office of the Secretary-General for prior clearance.

If a text does not involve the personal responsibility of the Secretary-General, for instance a document by which he transmits to an organ, at the request of that organ, comments received from Governments or specialized agencies, attribution may be made to the Secretary-General either in a title or in an introductory note.

EXAMPLE:

INFORMATION FROM NON-SELF-GOVERNING TERRITORIES
TRANSMITTED UNDER ARTICLE 73 e OF THE CHARTER
OF THE UNITED NATIONS

Report of the Secretary-General

C. Other reports

Other reports include studies and surveys, which are usually information papers prepared by the Secretariat or special rapporteurs at the request of legislative bodies, sometimes with the help of consultants.

The titles and subtitles should indicate the agenda item or subject and the authorship. 3/

II. MEMORANDA AND NOTES

Documents bearing the designation "Memorandum" are normally issued for the purpose of placing facts on record or sketching in the background of a subject.

Documents bearing the designation "Note" are, as a rule, short documents transmitting information or comments.

Memoranda and notes should have subtitles indicating authorship, 3/ which should follow the agenda item title and any other subtitle. In the case of an organ which does not have a sessional agenda, and which does not therefore have an agenda item as the general heading, the information may appear in the general title.

Memoranda and notes may be attributed to the Secretary-General or the Secretariat, to the chairman or other appropriate officer of any United Nations body by official title, or to the executive head of a major conference or regional commission or to its secretariat. When a document is attributed to a rapporteur or special rapporteur, the

3/ Regulations with regard to the attribution of authorship are set forth in article H 2.

name - and, if a rapporteur, the country - is also given. In the case of a special rapporteur, who writes in his own expert capacity, the name alone should be mentioned.

Documents originating in the Secretariat should be attributed to the Secretary-General if they deal with policy questions that engage his responsibility or if they contain proposals for consideration by an organ; otherwise they should be attributed to the Secretariat.

EXAMPLES:

GENERAL AND COMPLETE DISARMAMENT

Note by the Chairman

* * *

NOTE BY THE CHAIRMAN

[e.g. Security Council document, with no agenda item title]

* * *

ORGANIZATION OF THE THIRTY-SEVENTH REGULAR SESSION OF THE
GENERAL ASSEMBLY, ADOPTION OF THE AGENDA AND ALLOCATION
OF ITEMS

Memorandum by the Secretary-General

* * *

The forms "prepared by" and "submitted by" should not be used in the headings of memoranda and notes.

When the main body of the text is preceded by a brief explanatory note by the Secretariat, a run-in heading may be used if necessary for the note. A subtitle should not be used in such cases. (See also article B 1, chapter IV, above.)

III. COMMUNICATIONS

A. Letters, telegrams and notes verbales

The descriptive title of a document containing the text of a communication ^{4/} should be made up of the following elements, in the order shown:

- (1) Letter ...
Telegram ... (To be used for telegrams and radiograms)
Note verbale ...
Communication ... (If none of the others applies - rarely necessary)
- (2) ... dated ...
- (3) ... from ... (The sender is always mentioned first in English.)
- (4) [Name and/or title of sender]
- (5) ... to ...
or
... addressed to ... (When the word "to" occurs in the title of the sender, the word "addressed" should be included to avoid ambiguity.)
- (6) [Name and/or title of addressee]

If the Secretary-General is the sender or the addressee, it is not necessary to add "of the United Nations" unless the name of another organization appears in the heading.

In French, if the name of the addressee is shorter, it comes first (e.g. Lettre datée du 3 mars 1981, adressée au Secrétaire général par la Représentante permanente des Etats-Unis d'Amérique); otherwise the name of the sender comes first (e.g. Note verbale datée du 10 septembre 1979, adressée par le Représentant de la France au Président de l'Assemblée générale).

^{4/} See also article D 9.

In Spanish, the name of the addressee is given first (e.g. Carta, de fecha 3 de marzo de 1981, dirigida al Secretario General por el Representante Permanente de la India ante las Naciones Unidas).

No information other than that referred to above should normally be given in the title of a document containing a communication. In particular, no wording should, as a rule, be added to indicate the subject of a communication, since it is not for the Secretariat to interpret and summarize the content of a text that is given in full in the document. (See, however, section B below.)

EXAMPLES:

English

Letter dated 12 September 1980 from the Permanent Representative of ... to the United Nations addressed to the Secretary-General

Telegram dated 10 July 1979 from the Minister for Foreign Affairs of ... to the President of the Security Council

Note verbale dated ... from the Chargé d'affaires a.i. of the Permanent Mission of ... to the United Nations addressed to the Secretary-General

French

Lettre datée du 12 septembre 1980, adressée au Secrétaire général par le Représentant permanent de ... auprès des Nations Unies

Télégramme datée du 10 juillet 1979, adressée au Président du Conseil de sécurité par le Ministre des affaires étrangères de ...

Note verbale datée du ..., adressée au Secrétaire général par le Chargé d'affaires a.i. de la Mission permanente de ... auprès des Nations Unies

Spanish

Carta, de fecha ..., dirigida al Secretario General por el Representante Permanente de ... ante las Naciones Unidas

Telegrama, de fecha ..., dirigido al Presidente del Consejo de Seguridad por el Ministro de Relaciones Exteriores de ...

Nota verbal, de fecha ..., dirigida al Secretario General por el Encargado de Negocios a.i. de la Misión Permanente de ... ante las Naciones Unidas

B. Letter transmitting a memorandum, report etc.

The heading of a document giving the text of a letter transmitting a memorandum, note, report or other document should read as follows:

Letter dated ... from ... to ..., transmitting a [memorandum] from ... to ...

It should however be noted that in the check-list of documents of the Security Council, an indication of the subject may be added to facilitate later research, particularly if a communication or an item transmitted with a communication is one to which frequent reference is likely to be made.

EXAMPLES:

Letter dated 9 November 1978 from the Permanent Representative of Zambia to the United Nations addressed to the President of the Security Council [containing a complaint by Zambia]

Letter dated 24 November 1978 from the Permanent Representative of the Union of Soviet Socialist Republics to the United Nations addressed to the Secretary-General [transmitting the text of the Declaration of the States Parties to the Warsaw Treaty adopted in Moscow on 23 November 1978]

Letter dated 10 November 1978 from the Secretary-General to the Governments of all States Members of the United Nations or members of specialized agencies, containing a further appeal for voluntary contributions for the financing of the United Nations Peace-keeping Force in Cyprus

In the third example, that of a letter emanating from the Secretary-General, it was permissible to indicate the subject of the document in the provisional form in which it was circulated. In such cases, it is not necessary to place the subject in square brackets.

C. Petitions

The rules for titles of communications given in section A above apply to petitions issued as documents of the Special Committee against Apartheid, in the series A/AC.115/L. Below the title a parenthetical note should be added, in the following form:

EXAMPLE:

(Circulated in accordance with a decision taken by the Sub-Committee on Petitions and Information at its nth meeting, on ... [date])

A different treatment is given to petitions and similar communications relating to Trust or Non-Self-Governing Territories, issued in the series T/COM. .../L. ... or T/PET. .../..., for Trust Territories, and A/AC.109/PET. ..., for Non-Self-Governing Territories. They bear a main title giving merely the type of communication ("COMMUNICATION ..." or "PETITION ..."), the name and/or title of the sender and the Territory to which it relates. An appropriate parenthetical note concerning the authority for the circulation of the document follows. (No other information is given in the title because the text of the communication, including headings, address of sender and date, is given exactly as received.)

EXAMPLES:

English

PETITION FROM THE BIKINI/KILI COUNCIL CONCERNING THE
TRUST TERRITORY OF THE PACIFIC ISLANDS

(Circulated in accordance with rule 85, paragraph 1, of
the rules of procedure of the Trusteeship Council)

French

PETITION PRESENTÉE PAR LE CONSEIL DE BIKINI ET KILI,
CONCERNANT LE TERRITOIRE SOUS TUTELLE DES ILES DU
PACIFIQUE

(Distribuée conformément au paragraphe 1 de l'article 85 du
règlement intérieur du Conseil de tutelle)

IV. REPLIES TO QUESTIONNAIRES OR TO REQUESTS FOR COMMENTS

Information submitted by Governments, specialized agencies or other organizations in response to questionnaires or requests for comments addressed to them by the United Nations may be reproduced in full, in part or in summary, according to the authority under which it was requested. The titles of the documents in which the information is transmitted to the organ that requested it should indicate the sender and the authority for the reply, as shown in the examples given below.

If the document is submitted to an organ for a given session, the agenda item title should appear first, followed by a subtitle or subtitles as necessary. If the document is not submitted under a specific agenda item, the main title should be explanatory.

Where a document bears a title or subtitle that defines the material contained therein, and it is necessary or desirable to preface the main body of the text by a brief explanatory note by the Secretariat, this should be done in a paragraph with a run-in heading. The text of the introductory note should be indented from the normal text margin. (See example 1 below and article B 1, chapter IV, above.)

EXAMPLE 1:

AD HOC COMMITTEE ON
INTERNATIONAL TERRORISM

OBSERVATIONS OF STATES SUBMITTED IN ACCORDANCE WITH
GENERAL ASSEMBLY RESOLUTION 3034 (XXVII)

Note by the Secretariat. By paragraph 7 of its resolution 3034 (XXVII), the General Assembly invited States to ... and to submit observations to the Secretary-General by 10 April 1982. ... The observations received from States by 10 May 1982 are submitted herewith. Any observations that may be received later will be included in addenda to the present document.

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	<u>Page</u>
Austria	
Belgium	
...	

* * *

EXAMPLE 2:

[An addendum to the above:]

AD HOC COMMITTEE ON
INTERNATIONAL TERRORISM

OBSERVATIONS OF STATES SUBMITTED IN ACCORDANCE WITH
GENERAL ASSEMBLY RESOLUTION 3034 (XXVII)

Addendum

CONTENTS

Page

New Zealand	
Paraguay	

* * *

EXAMPLE 3:

COMMITTEE ON THE PEACEFUL
USES OF OUTER SPACE

REVIEW OF NATIONAL AND CO-OPERATIVE INTERNATIONAL
SPACE ACTIVITIES FOR THE CALENDAR YEAR 19--

Information received from Member States in response to
the Secretary-General's request of ... 1/

Addendum

CONTENTS

Page

Argentina	
Austria	
Pakistan	

1/ Submissions by Member States reproduced
without change.

* * *

EXAMPLE 4:

COMMISSION ON HUMAN RIGHTS
... session
Agenda item 10 (c)

QUESTION OF THE VIOLATION OF HUMAN RIGHTS AND FUNDAMENTAL
FREEDOMS, INCLUDING POLICIES OF RACIAL DISCRIMINATION AND
SEGREGATION AND OF APARTHEID, IN ALL COUNTRIES, WITH
PARTICULAR REFERENCE TO COLONIAL AND OTHER DEPENDENT
COUNTRIES AND TERRITORIES

MODEL RULES OF PROCEDURE FOR UNITED NATIONS BODIES DEALING
WITH VIOLATIONS OF HUMAN RIGHTS

Observations of Governments regarding the preliminary draft
of model rules of procedure prepared by the Secretary-General
(E/CN.4/1021/Rev.1)

Note by the Secretariat. In accordance with the request
contained in Commission resolution 15 (XXIX), the Secretary-
General transmitted to all Member States the report of the
working group on model rules of procedure (E/CN.4/1086) and
invited them to submit comments thereon. The replies received
up to 15 November 1973 are reproduced below.

CONTENTS

	<u>Page</u>
Ecuador	
Finland	
Netherlands	

V. PROVISIONAL AGENDA

In a document containing a provisional agenda, the corner notation below the mast-head on the left-hand side should normally give the name of the organ, if different from that in the mast-head, the number of the session, the place where it is to be held and, if known, the dates of the session. It is not necessary to repeat in the heading information that is given in the corner notation.

Provisional agenda may be issued either with or without annotations. The title and the subtitles, if any, depend on the content of the document.

EXAMPLE:

COMMITTEE FOR DEVELOPMENT PLANNING
Nineteenth session
18-27 April 1983
Item 1 of the provisional agenda

PROVISIONAL AGENDA

1. Adoption of the agenda.
2. Prospects and policies for sustained recovery and restoration of development.
3. Options for the developing countries.
4. The need for initiatives in international co-operation for development:
 - (a) International monetary and financial system, including debt renegotiation;
 - (b) Trade and primary commodities.
5. Identification of the least developed among the developing countries.
6. Future programme of work.
7. Adoption of the report of the Committee to the Economic and Social Council.

If the annotations are in the same document as the provisional agenda but appear after the list, it is not necessary to repeat the title of each item to be annotated; the indication "Item 2" etc. suffices.

EXAMPLE:

COMMISSION ON TRANSNATIONAL CORPORATIONS
Intergovernmental Working Group on a
Code of Conduct
Ninth session
17-28 March 1980

PROVISIONAL AGENDA

1. Opening of the session.
2. Adoption of the agenda and organization of work.
3. Preparation of a code of conduct.
4. Draft provisional agenda for the tenth session of the Intergovernmental Working Group on a Code of Conduct.

ANNOTATIONS

Item 3

At its eighth session, the Working Group requested its Chairman to prepare, on the basis of the discussions held by the Working Group, ...

...

In the case of a subsidiary body, it may sometimes be desired to indicate the time and place of the first meeting of the session. This may be done as in the following example:

EXAMPLE:

UNITED NATIONS CHILDREN'S FUND
Executive Board
1982 session

ANNOTATED PROVISIONAL AGENDA

for the Executive Board session to be held at
United Nations Headquarters 7-18 June 1982

1. Adoption of the agenda
2. General debate

The Executive Director will make an opening statement highlighting developments affecting the policies and work of UNICEF. The Board will have before it the general progress report of the Executive Director (E/ICEF/...). ...

...

Sometimes, the annotations to the provisional agenda are issued at a later date, as an addendum to the document containing the provisional agenda.

EXAMPLE:

ADVISORY COMMITTEE ON THE APPLICATION OF
SCIENCE AND TECHNOLOGY TO DEVELOPMENT
nth session
New York
Dates

PROVISIONAL AGENDA

1. Opening of the session.
2. Election of officers.
3. ...

* * *

EXAMPLE:

[Addendum to the above, issued later:]

ADVISORY COMMITTEE ON THE APPLICATION OF
SCIENCE AND TECHNOLOGY TO DEVELOPMENT
nth session
United Nations Headquarters
Dates

ANNOTATIONS TO THE PROVISIONAL AGENDA

2. Election of officers

The officers elected at the nth session of the Advisory
Committee were: ...

...

VI. PROPOSALS

The rules that follow relate to draft resolutions, amendments and other written proposals, such as draft texts for inclusion in reports and procedural motions submitted in writing. The descriptive subtitle of the document should indicate the nature of the proposal and the person or body by which it is put forward.

A. Draft resolutions and draft decisions

A draft resolution or draft decision may, subject to the rules of procedure of the body concerned, be submitted by one or more delegations, by another organ (including the Secretariat), by a subsidiary organ, or by the chairman, vice-chairman or other officer of the body concerned. A document containing a draft resolution or decision should have a subtitle, centred, in initial capital and lower-case letters, underlined, giving the name(s) of the sponsor(s) and the nature of the document.

The full names of sponsoring States should be given in the alphabetical order of the language of the document, in list style, that is, omitting the definite article before names that normally have it. The word "and" should separate the last two names. There should be a colon between the list of sponsors and the words "draft resolution" or "draft decision".

EXAMPLES:

Philippines: draft resolution

Argentina, Costa Rica, Germany, Federal Republic of, Netherlands,
Poland, Union of Soviet Socialist Republics, Yugoslavia
and Zambia: draft resolution

Draft resolutions or other proposals submitted by the Secretary-General
or by the chairman or president of a given body

The heading of a draft resolution or other proposal submitted by the Secretary-General or by the chairman or president of a given body should be in the form indicated below:

Draft resolution submitted by the Secretary-General

Proposal submitted by the Secretary-General

Draft decision submitted by the Chairman

Text submitted by a group

When a group such as the Group of 77 wishes to submit a text to a meeting or conference, it is usual to attribute the text to one member State and to put a footnote such as the following:

English

*On behalf of the States Members of the United Nations which are members of the Group of 77.

French

*Au nom des Etats Membres qui font partie du Groupe des 77.

Spanish

*En nombre de los Estados Miembros integrantes del Grupo de los 77.

B. Amendments

An amendment is a proposed change in a draft resolution or amendment submitted by a delegation or delegations other than the sponsoring delegation(s) or organ. 5/ If only one change is proposed, the word "amendment" should appear in the title in the singular; otherwise "amendments" should be used. The title of a document containing an amendment should follow the examples given below.

EXAMPLES:

Belgium and New Zealand: amendments to draft resolution
A/C.5/36/L. ...

Paraguay and Venezuela: amendment to draft decision
A/C.3/35/L. ...

Algeria: amendment to the draft resolution recommended by
the Second Committee (A/36/..., para. ...)

The term "draft amendment" should never be used. The term "amendment to the amendment" (French: "amendement à l'amendement"; Spanish: "enmienda a la enmienda") is preferred to the term "sub-amendment".

C. Revised draft resolutions or amendments

The correct form for the subtitle of a document containing a revised text of a draft resolution or amendment is shown in the following examples:

EXAMPLES:

Mexico: revised draft resolution

Afghanistan and Cuba: revised amendments to draft
resolution A/C.5/36/L. ...

The word "revised" should be used as shown whether the text is a first, second or other revision.

5/ The term "amendment" should never be used for changes made by sponsors in their own text, whether a draft resolution or amendment; texts incorporating changes made by the sponsors should be referred to as "revised draft resolution" or "revised amendment". A document containing the correction of an error or errors, whether factual or technical, should be referred to as a "corrigendum" (French: "rectificatif"; Spanish: "corrección").

D. Documents concerning organization of work of Main Committees of the General Assembly

At the beginning of each session of the General Assembly, the Chairman of each of the Main Committees submits to the Committee a note containing suggestions for the organization of its work. The heading of the document should be in the form indicated in the following example:

ORGANIZATION OF THE WORK OF THE THIRD COMMITTEE

Note by the Chairman

E. Documents referring items to a Main Committee of the General Assembly

At the beginning of each regular session of the General Assembly, the President transmits to the Chairmen of the Main Committees a list of the agenda items allocated to their respective committees. Traditionally, the heading of the document containing the President's letter reads as follows:

English:

ALLOCATION OF AGENDA ITEMS

Letter dated ... from the President of the General Assembly to the Chairman of the ... Committee

French:

REPARTITION DES POINTS DE L'ORDRE DU JOUR

Lettre, datée du ..., adressée par le Président de l'Assemblée générale au Président de la ... Commission

Spanish:

ASIGNACION DE LOS TEMAS DEL PROGRAMA

Carta de fecha ... del Presidente de la Asamblea General al Presidente de la ... Comisión

VII. INFORMATION CIRCULARS AND BULLETINS

The following heading indicates the correct form for standard circulars issued under a Secretariat mast-head:

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Personnel Services

Subject: APPOINTMENTS, PROMOTIONS AND OTHER STAFF CHANGES

VIII. STATEMENTS OF FINANCIAL IMPLICATIONS OF PROPOSALS

The descriptive subtitle of a document containing a statement of financial implications is made up of two elements: the first identifies the proposal concerned, the second the author of the statement.

EXAMPLE:

Administrative and financial implications of draft
resolution A/C.5/.../L. ...

Note by the Secretary-General

This subtitle normally comes below the main or general title - usually the agenda item title - and any subtitle that may be necessary to indicate the aspect of the item that is dealt with in the proposal. Examples of the formulas to be employed, as appropriate, are given below.

EXAMPLES:

First subtitle:

Administrative and financial implications
of the draft resolution in A/C.6/36/.../L. ...

Administrative and financial implications
of the draft resolution recommended by the
First Committee (A/C.1/36/.../L. ...)

Administrative and financial implications
of the draft resolution recommended by the
Sub-Commission on Prevention of Discrimination
and Protection of Minorities (E/CN.4/ ..., chap. X)

Administrative and financial implications of the proposal
submitted by the Secretary-General (A/C.5/36/..., para. ...)

Administrative and financial implications
of the draft resolution recommended by the
Economic and Social Council (A/36/3/Add. ..., para. ...)

Second subtitle:

Note by the Secretary-General

Report of the Fifth Committee

Report of the Advisory Committee on Administrative and
Budgetary Questions

Examples of full subtitle:

Administrative and financial implications of
draft resolution A/C.1/37/.../L. ...

[Note submitted
to the First
Committee]

Note by the Secretary-General

* * *

Administrative and financial implications of
the draft resolution recommended by the First
Committee (A/37/..., para. ...)

[Report of the
Fifth Committee
to plenary]

Report of the Fifth Committee

* * *

Administrative and financial implications of the
draft resolution recommended by the Economic and
Social Council (A/37/3/Add. ..., para. ...)

[Report of ACABQ
to plenary]

Report of the Advisory Committee on Administrative
and Budgetary Questions

IX. EXCEPTIONAL CASES OF DOCUMENTS CONTAINING FULL TEXT
OF A STATEMENT

The General Assembly has ruled that speeches and statements by representatives, by the Secretary-General or his representative, or by persons presenting reports on behalf of committees or other bodies may be reproduced in extenso in summary records or as documents only if they serve as bases for discussion, provided that the relevant decision is taken by the body concerned after a statement of the financial implications has been submitted in accordance with regulation 13.1 of the Financial Regulations of the United Nations (General Assembly resolution 2292 (XXII), annex, para. (b), as reaffirmed by resolution 2538 (XXIV), para. 10 (e), and resolution 31/140, sect. II, para. 5).

In the rare cases in which reproduction of a statement or speech as a document is approved, the general and descriptive headings of the document containing the full text of the statement or speech should appear in the following form:

EXAMPLE:

REPORT OF THE ... COMMISSION ON THE
WORK OF ITS ... SESSION

Statement made by the Chairman of the ... Commission at
the ... meeting of the ... Committee

X. OTHER TYPES OF DOCUMENTS

Other types of documents include:

Analyses (e.g. of replies to questionnaires; of comments and proposals relating to draft texts);

Compilations (of proposals etc.);

Information documents (e.g. attendance lists 6/).

The title and subtitles should indicate the agenda item or subject and the authorship.

6/ See also article D 7.

XI. ADDENDA AND CORRIGENDA

Addenda and corrigenda should bear exactly the same title as the document to which they relate and, in addition, the subheading "Addendum" or "Corrigendum"; French: "Additif" - "Rectificatif"; Spanish: "Adición" - "Corrección", as appropriate. The subtitle should be centred and should be in lower case with an initial capital.

The full title would appear in the form indicated in the following example:

DRAFT INTERNATIONAL COVENANTS ON HUMAN RIGHTS

Report of the Secretary-General

Addendum

The use of symbol suffixes for addenda and corrigenda is explained in article A 1, chapter III, section A.

ARTICLE C
UNITED NATIONS PUBLICATIONS

ARTICLE C 1. SURVEY OF PUBLICATIONS

CONTENTS

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I. TYPES OF PUBLICATIONS

United Nations publications include major studies and reports, yearbooks, periodicals and other recurrent publications, Official Records, proceedings of conferences and of some seminars and symposia, the volumes of the United Nations Treaty Series and indexes to proceedings of the main organs of the United Nations. These publications are issued primarily for official use but most are also placed on sale to the public.

In addition, the Department of Public Information issues publications designed to further public understanding of the work and purposes of the United Nations, some of which are distributed free of charge but most of which are placed on sale.

Catalogues and check-lists of sales publications are issued periodically.

A. Recurrent publications

Recurrent publications include periodicals, technical journals and bulletins. They cover many fields, including disarmament, development planning, economics, statistics (trade, housing, demography, industry),

and human rights legislation. There is an established form for each such publication, which is reviewed from time to time by the Publications Board or by groups set up for the purpose.

B. Studies and reports

The studies and reports issued as publications are, for the most part, the product of work done by the Secretariat or, at the request of the Secretary-General, by experts and consultants, in response to requests from the legislative bodies of the Organization or in implementation of the programme of work governed by the terms of reference of the Secretariat units concerned.

C. Official Records

The Official Records (see article A 1, chapter II, section B) are a series of printed publications relating to the proceedings of the principal organs of the United Nations and of certain United Nations conferences; they include verbatim or summary records of the meetings of the organ concerned, annexes and supplements. There is an established form for their presentation, which is described in internal instructions for editors of Official Records.

II. PRESENTATION

A. Front matter

The front (or preliminary) matter of a United Nations publication may contain some or all of the following elements, normally in the order shown:

Cover and spine

Half-title (the title of the publication standing alone on a page)

Title-page (including, where relevant, a copyright notice)

Reverse of the title-page (including, where relevant, a copyright notice) (see also article A, chapter III, section B)

Letter of transmittal

Foreword

Preface (including, where relevant, acknowledgements)

Table of contents (including list of figures, maps and tables)

Errata list

Explanatory notes (including disclaimers and list of abbreviations)

Summary, conclusions and recommendations

Front matter should be paginated in bold lower-case roman numerals at the bottom of the page, the title-page being counted as page i, although no folios should actually appear on the title-page or its verso. Note that this special pagination is in addition to the consecutive pagination of the entire text referred to in article G 2, chapter III, below.

1. Cover

Detailed rules governing the layout and preparation of covers of United Nations publications are given in article H 1.

2. Spine

United Nations publications may, at the discretion of the Publishing Division, bear a spine. When submitting a manuscript for publication, the submitting office should prepare a text for the spine, even if it is not known whether the publication will bear one.

The spine usually includes the title of the work (or, if space is limited, a short version of it), the United Nations emblem, and the words "United Nations".

3. Title-page and reverse of the title-page

The title-page and the reverse of the title-page carry all information required for library cataloguing purposes. For the few publications for which the United Nations secures copyright (see article H 6), the copyright notice normally appears under the symbol box on the reverse of the title-page (see article E 3, chapter XI, section J).

Detailed rules governing the layout and preparation of title-pages are given in article H 1.

4. Symbol note

United Nations publications in which mention is made of United Nations documents usually bear, on the reverse of the title-page, the following note:

Article C 1

Symbols of United Nations documents are composed of capital letters combined with figures. Mention of such a symbol indicates a reference to a United Nations document.

The text of this note in French and Spanish may be found in article E 6, chapter II.

Where an explanatory note is included in the front matter, the symbol note may be included in it.

5. Letter of transmittal

A letter of transmittal may be included in a publication the text of which has been prepared for the United Nations, at the request of the Secretary-General, by one or more experts or consultants.

The text of the letter should appear under the heading:

LETTER OF TRANSMITTAL DATED ... FROM ... TO THE
SECRETARY-GENERAL OF THE UNITED NATIONS

The text should be given without the date, salutation and complimentary closing.

If a letter of transmittal accompanying the report of any person or body does not really contain any information, it may, at the discretion of the editor, be omitted.

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 the report. When such committees or groups wish to acknowledge assistance, they should be advised that the appropriate way of doing so is by mentioning the department or office concerned.

6. Foreword or preface

The front matter may include a foreword or a preface, sometimes both. A foreword is usually written and signed by a person other than the author; the preface, which is prepared by the author, is not signed, except in the circumstances indicated in the following paragraph.

A foreword or preface contains material that does not bear directly on the subject-matter of the publication. It may deal with the genesis, purpose and scope of the subject-matter and may include acknowledgements of indebtedness. Should it be necessary to include in any publication

prefatory remarks that are not purely formal or explanatory, these should, as appropriate, be signed by the Secretary-General, or, on his instructions, by an Under-Secretary-General, by the executive secretary of a regional commission, the representative of the Secretary-General in charge of a major conference, or other official of comparable authority. Prefaces signed by an Under-Secretary-General or by the executive secretary of a regional commission should be addressed to the Secretary-General and should be preceded by an introductory note signed by the Secretary-General.

7. Table of contents

The table of contents should be headed "Contents" (French: Table des matières; Spanish: Índice). It should be prepared in the same way as that described for documents other than publications (see article E 1), except that double spacing should be used for copy to be sent for typesetting.

Lists of tables, figures and maps should be provided. They should be given at the end of the table of contents, under separate headings. (Note that in United Nations documents the term "figure" is normally used for photographs and other illustrations, charts, graphs and the like.)

8. Errata

Errors detected at a stage of production of a publication at which it is not feasible to correct them should be listed in the front matter, under the heading "Errata". The errata list normally appears immediately after the table of contents. If it is not possible to include the list in the front matter, a separate sheet containing the errata may be prepared and attached to the publication at the time of distribution.

The method of presentation of errata is described in article D 8, chapter III.

9. Explanatory notes

Explanatory notes should normally be the last element in the front matter, coming after the table of contents and before the text.

They may include editorial notes, a list of abbreviations, and disclaimers. At the discretion of the editor, these elements may appear under separate headings or may be combined under one heading. In the latter case, they may be separated by asterisks or by extra space.

Detailed instructions for the preparation of explanatory notes are given in article E 6.

10. Summary, conclusions and recommendations

When included in a printed report, the "Summary, conclusions and recommendations" may be considered to be part of the front matter and the pages may be numbered with lower-case roman numerals.

B. Body of text

The body of the text may, in the case of a study or report, comprise an introduction and the substantive chapters or, in the case of a bulletin or periodical, separate articles or essays, each with its own introduction and substantive chapters.

The introduction may state the subject-matter and the authority under which the document has been prepared (for example, a resolution of a United Nations organ or the terms of reference of a Secretariat unit) and may explain the organization of the material.

In a publication, headings and paragraphs are not normally numbered unless this would serve a useful purpose, as, for example, in the case of a publication that is also a document to which reference may be made in a legislative body.

Instructions with regard to the drafting of the text are given in articles E and F below.

C. End matter

The end matter may include any or all of the following elements, normally in the order shown:

Annexes

Appendices

Notes

Glossary

Bibliography or reference list

Index

Back cover (including sales notice and tagline)

Each element of the end matter should begin on a separate right-hand page.

1. Annexes and appendices

Matter added to the main body of a manuscript should, normally, be identified as an "annex". Matter added to an annex should be identified as an "appendix". The word "Annex" or "Appendix" and the appropriate number, if any, should be centred as a heading above the title of the annex or appendix, in initial capital and lower-case type, underscored in typescript. The title of the annex or appendix should be in full capitals.

Annexes should be numbered consecutively with roman numerals, beginning with I. The word "Annex" should precede the number. A single annex should not be numbered, but should be headed "Annex".

Appendices should be numbered consecutively with roman numerals, beginning with I, within each annex. The word "Appendix" should precede the number. A single appendix should not be numbered, but should be headed "Appendix".

All annexes and appendices should normally be grouped together at the end of the text. In certain cases, however - for instance, in a publication containing separate articles - annexes and appendices should follow the relevant part of the text.

2. Notes

Source and other reference notes are normally given at the end of major divisions in United Nations documents and Official Records. The forms to be used are explained in article E 3, chapters I and III, below. Other types of notes are rarely used.

3. Glossary

The form outlined below is prescribed for glossaries in United Nations documents and publications reproduced from typescript. In printed publications, other forms may be followed at the discretion of the editor and copy-preparer.

The words to be defined in the glossary should be listed in alphabetical order unless some other logical order is implied. Each keyword (or lemma) should begin on a separate line and one or two spaces should be left between entries. The keyword should not be capitalized unless it is a proper noun or adjective and would normally require an initial capital letter, nor should it be underlined unless it would normally be underlined (or italicized) in a text.

Each keyword should be followed by a colon. The definitions should be aligned on the left in such a way that the keywords stand out prominently.

If some or all of the definitions consist of more than one sentence, all should be followed by a full stop. Otherwise, no punctuation should be used at the end of the definition.

A uniform style should be followed for the definitions.

For an example, see the glossary at the end of article E 4.

4. Bibliography or reference list

Information regarding the preparation and presentation of bibliographies and reference lists can be obtained from in-house manuals used for United Nations Bibliographic System (UNBIS) of the Dag Hammarskjöld Library. Some information concerning the preparation of reference lists is given in article E 3, chapter XVI, below.

5. Index

In the rare cases in which it is decided to include an index in a United Nations publication, provision for its inclusion must be made with the agreement of the Publications Board. The index should be prepared in co-operation with the Dag Hammarskjöld Library, making use of UNBIS Bibliographic reference tools, particularly the UNBIS Thesaurus for subject analysis.

An index, where required, should be submitted for printing as soon as possible after the manuscript proper has been sent to the Publishing Service. If the text has paragraph numbers, the index should give references to paragraph numbers rather than to page numbers. If agreement has been reached between the editorial services and the submitting department to refer to pages, arrangements must be made with the Publishing Service for the index to be completed when page proofs of the manuscript are received.

6. List of other publications in a series

In certain publications issued in a series on a given subject, a list of other publications in the same series has, occasionally, in the past been included at the end of the text or on the reverse of the front and back covers. The inclusion of such cumulative lists is however discouraged: it is very difficult to give up-to-date information concerning the availability of earlier items in the series and concerning the availability of translations inasmuch as earlier items may be out of print and translations may be at various stages of production.

7. Back cover

The back cover of publications normally carries a sales notice, in the six official languages of the United Nations, explaining how to obtain United Nations publications.

It carries also a tagline in English, showing the place of printing, the price, the job number, the date of printing and the print run, the document symbol if any, and the sales number.

EXAMPLE:

كيفية الحصول على منشورات الأمم المتحدة
 يمكن الحصول على منشورات الأمم المتحدة من المكتبات ودور التوزيع في جميع أنحاء العالم - استلم منها من المكتبة التي تحصل منها
 أو اكتب إلى : الأمم المتحدة باسم البيع في نيويورك أو في جنيف .

如何取得联合国出版物
 联合国出版物在全世界各地的书店和发行所均有出售。如欲索取或订购，可向下列任一联合国办事处。

HOW TO OBTAIN UNITED NATIONS PUBLICATIONS

United Nations publications may be obtained from bookstores and distributors throughout the world. Consult your bookstore or write to: United Nations, Sales Section, New York or Geneva.

COMMENT SE PROCURER LES PUBLICATIONS DES NATIONS UNIES

Les publications des Nations Unies sont en vente dans les librairies et les agences dépositaires du monde entier. Informez-vous auprès de votre libraire ou adressez-vous à : Nations Unies, Section des ventes, New York ou Genève.

КАК ПОЛУЧИТЬ ИЗДАНИЯ ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ

Издания Организации Объединенных Наций можно купить в книжных магазинах и агентствах во всех районах мира. Назовите справку об изданиях в вашем книжном магазине или пишите по адресу: Организация Объединенных Наций, Секция по продаже изданий, Нью-Йорк или Женева.

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Las publicaciones de las Naciones Unidas están en venta en librerías y casas distribuidoras en todas partes del mundo. Consulte a su librero o diríjase a: Naciones Unidas, Sección de Ventas, Nueva York o Ginebra.

Litho in United Nations, New York 01500 United Nations publication
 81-57633-August 1982-5,150 Sales No. E.82.V.2

III. POLICY

Policy with regard to such matters as the presentation, distribution and sale of United Nations publications is laid down by the Publications Board. Some of these matters are covered in article H below.

ARTICLE D
SPECIAL TYPES OF TEXTS

ARTICLE D 1. RULES APPLICABLE TO ALL REPORTS
OF LEGISLATIVE BODIES

CONTENTS

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II. IDENTIFICATION OF PARTS OF REPORTS	85
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IV. NUMBERING OF REFERENCE NOTES AND FOOTNOTES	85
V. NUMBERING OF ANNEXES AND APPENDICES	86
VI. VOTING	86

The General Assembly has on a number of occasions adopted resolutions in which it has stated its policy on specific types of documentation, including reports submitted to it by its subsidiary organs, by its Main Committees, by the Trade and Development Board and by the Industrial Development Board. The principles laid down by the Assembly are reflected in the rules set forth below.

The following are general rules for reports of all legislative bodies. Further instructions for reports of specific organs are given in articles D 2, D 3, D 4 and D 5 below.

Reports should present the required information as briefly as possible; apart from the obvious savings in documentation costs that result from brevity, there is the added advantage that the body to which the report is addressed will be able to deal with it more speedily if the conclusions and recommendations are clearly and concisely presented.

Reports should be action-oriented and contain precise information confined to a description of the work done by the organ concerned, to the conclusions it has reached, to its decisions and to the recommendations made to the organ to which it is reporting.

I. ELEMENTS

Subject to the special instructions for specific types of reports given below, reports should be made up of the following elements:

(a) Introductory matter, including only such background information as it is essential to bring to the notice of the organ to which the report is addressed;

(b) Where appropriate, a concise account of deliberations, supplemented by references to meeting records, if any; extracts from verbatim or summary records should not be included;

(c) Decisions of the reporting organ, clearly distinguished from the account of deliberations: the decisions may be presented in a separate section (with cross-references, if appropriate, to the account of deliberations) or each decision may follow the account of the consideration of the relevant agenda item, provided that it stands out visually (by underlining, indention etc.);

(d) Recommendations made to the organ to which the report is addressed and a concise statement of issues requiring action by it, set out in a separate chapter, with cross-references, if appropriate, to the account of deliberations;

(e) A summary of the conclusions, proposals and recommendations contained in the report; this is not necessary if the chapters containing decisions and recommendations are concisely presented;

(f) Annexes should be as few in number and as brief as possible; no texts that are available in easily accessible documents should be annexed to or incorporated in the report; texts that are not easily accessible should not be annexed when their substance can reasonably be incorporated in the main body of the report. As indicated in article D 7, and with the exceptions noted, attendance lists should not be annexed. In no case should the texts of speeches be annexed. Matter to be annexed should include statements of financial implications of decisions taken and, if appropriate, a list of documents.

II. IDENTIFICATION OF PARTS OF REPORTS

Chapters should normally be identified by roman numerals. The introduction should not normally be numbered. Sections should normally be identified by capital letters, subsections by arabic numerals. Further subsections may be identified by the series: (a), (b) etc., (i), (ii) etc.; a., b. etc.; and i., ii. etc., (French and Spanish: a), b) etc., i), ii)) in that order. 1/ (See also article E 2.)

III. NUMBERING OF PARAGRAPHS

Paragraphs should be numbered consecutively with arabic numerals, beginning with 1, throughout the main body of the text (including the introduction). Subparagraphs should be identified in the following way: first degree, (a), (b) etc. (French and Spanish: a), b) etc.); second degree, (i), (ii) etc. (French and Spanish: i), ii) etc.); third degree, a., b. etc.; fourth degree, i., ii. etc. (See also article F 6.)

The paragraphs of each annex or appendix should, where appropriate, be numbered consecutively with arabic numerals, beginning with 1.

IV. NUMBERING OF REFERENCE NOTES AND FOOTNOTES

Source and reference notes should be given in consolidated lists (see article E 1, chapter I, section C). They should normally be numbered consecutively throughout the text of the report with arabic numerals, beginning with 1. In the case of a lengthy study or report, such as the annual report of the Economic and Social Council to the General Assembly, the notes may be numbered consecutively throughout each chapter.

In each annex and appendix the notes should be lettered consecutively with lower-case letters, beginning with a. If there are more than 26 notes, they should be numbered with arabic numerals.

Footnotes to tables should be lettered consecutively, beginning with a in each table.

1/ Whether they are used to identify subsections or subparagraphs, the indications (a), (b) etc., and a., b. etc. should not be underlined in a text that is to be reproduced from typescript. In a text that is being prepared for printing, however, they should be underlined.

V. NUMBERING OF ANNEXES AND APPENDICES

Annexes should be numbered consecutively with roman numerals, beginning with I. The word "Annex" should precede the number. A single annex should not be numbered.

Matter appended to an annex should be identified as an appendix. Appendices should be numbered consecutively with roman numerals, beginning with I. The word "Appendix" should precede the number. A single appendix should not be numbered.

VI. VOTING

Voting should be recorded as shown in the section relating to reports of Main Committees of the General Assembly (see article D 2).

ARTICLE D 2. REPORTS OF MAIN COMMITTEES
OF THE GENERAL ASSEMBLY¹

CONTENTS

<u>Chapter</u>	<u>Page</u>
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II. FORM AND CONTENT	88

I. GENERAL CONSIDERATIONS

Headings below the mast-head should give:

(a) The subject of the report, the wording corresponding to that of the main title of the agenda item considered (or in the case of an item with sub-items, the wording before the colon);

(b) The name of the committee submitting the report;

(c) The name of the rapporteur (with surname in capital letters) and the rapporteur's country of nationality (in parentheses).

EXAMPLE:

HUMAN RIGHTS AND SCIENTIFIC AND TECHNOLOGICAL DEVELOPMENTS

Report of the Third Committee

Rapporteur: Mr. Ivan GARVALOV (Bulgaria)

With the exception of headings introducing recommendations or decisions of the committee, no headings or subheadings should be used within the report unless they are needed to separate different substantive topics within an item or sub-item.

^{1/} These instructions also apply, mutatis mutandis, to reports of the sessional committees of the Economic and Social Council.

II. FORM AND CONTENT

Introductory matter

Introductory matter should include, as appropriate:

(a) References to background texts, such as the General Assembly resolution under which the item was placed on the provisional agenda;

(b) The names of States or organs submitting the item for inclusion in the agenda, together with the precise title of the item as submitted and a reference to the document(s) containing the request for inclusion and the explanatory memorandum;

(c) The number of the meeting at which the General Assembly decided to include the item in the agenda and allocated it to the committee;

(d) The precise title of the agenda item as approved by the Assembly in cases where the title was changed from that originally submitted;

(e) The titles and document symbols of papers forming the basis of the committee's review;

(f) The number(s) and date(s) of the meeting(s) at which the committee considered the item.

Background documents or basic papers before the committee - for example, resolutions, reports of principal or subsidiary organs or reports of the Secretary-General - should be referred to by number or by title and document symbol. Their content should not be summarized or quoted at length; if necessary, very brief direct quotations may be made.

Proposals

Draft resolutions should normally be recorded in the order of their submission, under the appropriate subject subheading, if any. References to amendments should follow as closely as possible the mention of the draft resolution to which they pertain.

Draft resolutions that are adopted without change or with amendments of form only should not be reproduced, in extenso or otherwise, in the body of the report; in recording amendments submitted, only as much of the text of the draft resolution and the amendments as is essential to understanding should be given.

Proposals which have not been adopted or which have been substantively amended before adoption and which it is desired to place on record should not be summarized; either the operative part or the entire text, as necessary, should be reproduced between quotation marks.

Document symbols should be given for all proposals, whether draft resolutions, amendments or other.

EXAMPLE:

At the ... meeting, on ..., the sponsors of draft resolution A/C. .../36/L. ... accepted the amendment submitted by ..., ... and ... (A/C. .../36/L. ... and Add.1), which then became sponsors of the revised draft resolution (A/C. .../36/L. ... /Rev.1).

When a draft resolution or amendment has been issued as a document, it should be introduced in the report as "draft resolution [amendment] submitted by [name of State]", not "by the representative of [name of State]". When a motion or proposal is introduced orally during the meeting, the phrase "by the representative of [name of State]" should be used.

Sponsors of proposals, whether States or organs, should be identified. The names of States submitting a proposal should be given in the alphabetical order of the language version of the report. The names of sponsoring States or organizations should be underlined the first time they are given in the report.

Instructions relating to the presentation of quoted texts of draft resolutions are given below, under the heading "References to the text of draft resolutions or decisions".

Debates

The number(s) and dates of the meeting(s) at which the item under consideration was discussed and voted on should always be given.

The views expressed during the discussion should not, save in exceptional cases, be summarized or in any other way described or reproduced in the report. Thus, it should not normally be necessary for a committee to require the rapporteur to submit a draft report to it for approval before the report is submitted to the General Assembly. All exceptions are subject to the rule set forth in paragraph (f) of the annex to General Assembly resolution 2292 (XXII), and reaffirmed in its resolutions 2836 (XXVI) and 33/56. The secretary should bring this rule to the attention of the committee and inform the committee of the financial implications of any exception it might desire to make.

The number of delegations taking part in the debate should not be stated.

Voting

The number of votes cast should be given in figures and not written out, with the exception of a zero vote, which should be written "none".

Since the introduction of the mechanical system of voting, reports of Main Committees (and the records of the meetings) reflect the three categories (In favour, Against, Abstaining) even when there is no State to be mentioned in one or other of the three categories. The word "None" therefore appears after the word "Abstaining" in roll-call and recorded votes; it is not merely omitted as in the past.

EXAMPLE:

The draft resolution was rejected by a roll-call [recorded] vote of 65 to 30. The voting was as follows:

In favour: ...

Against: ...

Abstainings: None.

If no vote is taken - the Chairman announcing that in the absence of objection the draft resolution will be considered adopted [unanimously] - the formula "The draft resolution was adopted without objection." should be used, not "The draft resolution was adopted unanimously." or "The draft resolution was adopted without a vote." The word "unanimously" should be used only in cases in which there is a vote.

The voting should be reported as indicated in the following examples:

EXAMPLES:

(a) A vote by show of hands or a non-recorded vote:

The draft resolution was adopted by 77 votes to 40, with 26 abstentions.

The draft resolution was rejected by 86 votes to 59.

(b) A roll-call or recorded vote:

The draft resolution was adopted by a roll-call [recorded] vote of 67 to 40, with 23 abstentions. The voting was as follows:

In favour: ...

Against: ...

Abstaining: ...

* * *

The draft resolution was rejected by a roll-call [recorded] vote of 95 to 42. The voting was as follows:

In favour: ...

Against: ...

Abstaining: ...

In all cases, the names of the States, written out in full, should be given in the alphabetical order of the language version concerned, beginning with A, and not in the order of the voting. The names of the States should be separated by commas, and there should be no "and" between the last two names, e.g. ... United Republic of Tanzania, Yugoslavia, Zambia.

(c) A vote by secret ballot:

3. The Committee voted by secret ballot to decide on its recommendations. The result of the voting was as follows:

<u>Number of ballot papers:</u>	88
<u>Invalid ballots:</u>	0
<u>Number of valid ballots:</u>	88
<u>Abstentions:</u>	1
<u>Number of members voting:</u>	87
<u>Required majority:</u>	44
<u>Number of votes obtained:</u>	
Mr. Jan Vermeer	82
Mr. Thomas J. Smith	77
Mr. I. I. Ivanov	75
Mrs. Josefina González	58

Four other persons received a total of 14 votes.

4. Mr. Vermeer (Netherlands), Mr. Smith (United States of America), Mr. Ivanov (Union of Soviet Socialist Republics) and Mrs. González (Chile), having received the required majority, were declared recommended for appointment as members of the ... Committee for a three-year term beginning on ...

(d) No dissenting vote:

The draft resolution was adopted by 125 votes to none.

When a draft resolution is voted upon in parts, there should be a separate paragraph or subparagraph for each vote.

EXAMPLE:

22. The Third Committee voted on draft resolution A/C.3/.../- as follows:

- (a) The second paragraph of the preamble was adopted [rejected] by 97 votes to 23, with 30 abstentions;
- (b) Operative paragraph 2 was rejected [adopted] by 85 votes to 42, with 23 abstentions;
- (c) The draft resolution as a whole was adopted by 83 votes to 35, with 32 abstentions.

References to the text of draft resolutions or draft decisions

If more than one draft resolution or draft decision is recommended for adoption by the General Assembly, the reference to the paragraph(s) of the report containing the text (see below, under the heading "Draft resolutions") should immediately precede the record of the voting on each text.

EXAMPLE:

The Committee adopted the draft resolution, as orally revised (see paragraph 15, draft resolution III) by 68 votes to 20, with 3 abstentions.

Recommendations of the committee

Draft resolutions and draft decisions recommended for adoption by the General Assembly should be placed at the end of the report, preceded by the heading "Recommendation[s] of the ... Committee". If there are two or more draft resolutions or decisions, the plural should be used. Decisions of the committee not requiring endorsement by the Assembly should not be reproduced under the heading "Recommendation[s] of the ... Committee" but should appear in the relevant part of the report, if necessary under the heading "Decision[s] of the ... Committee".

Draft resolutions

Draft resolutions should be given in the order of their adoption or according to their subject-matter and should be preceded by an introductory paragraph reading as follows:

The ... Committee recommends to the General Assembly the adoption of the following draft resolution[s]:

The draft resolutions should be numbered with roman numerals; a single draft resolution should not be numbered. The centred heading indicating the number should read "DRAFT RESOLUTION ...". All draft resolutions should have titles; these should appear in upper- and lower-case type underlined, initial capitals being used only for words that normally have initial capitals. Where two or more related draft resolutions, each complete in itself, are incorporated under a single number and title, each draft resolution should be further identified by a capital letter, centred on a separate line immediately preceding the text. The draft resolutions identified by capital letters may, if it is so desired, have individual titles; these should never duplicate the main title. The form of the draft texts should be as close as possible to the form in which the resolution would appear if adopted.

EXAMPLES:

DRAFT RESOLUTION I

Chemical and bacteriological (biological) weapons

A

The General Assembly,

Recalling its resolution 32/72 of 9 December 1977, in which it set forth, inter alia, the terms of reference of the Committee on Conferences,

...

DRAFT RESOLUTION IV

Programme budget for the biennium 1982-1983

A

Revised budget appropriations for the biennium 1982-1983

The General Assembly

Resolves that for the biennium 1982-1983 ...

...

In the presentation of the texts of resolutions, whether in draft or adopted form, the guidelines set forth with regard to resolutions (see article D 10) should be followed. It should be noted that the paragraphs of the operative part should be designated "operative paragraph ..." only in references to a draft text or to a single operative paragraph; in references to an adopted resolution, the word "operative" should be omitted.

Draft resolutions adopted by a committee should not be reproduced in any committee document other than that containing the report of the rapporteur.

The text of a draft resolution submitted by a delegation or by a committee or other organ for discussion remains and should be identified as a "draft resolution" until it is adopted by the General Assembly.

Draft decisions

Draft decisions should appear after the draft resolutions, if any. They should be given in the order of their adoption or according to their subject-matter and should be preceded by the following introductory paragraph:

The ... Committee [also] recommends to the General Assembly the adoption of the following draft decision [or draft decisions]:

Draft decisions should be identified in the same manner as draft resolutions; a single draft decision should not be numbered. The number should be centred on a separate line above the text of the draft decision.

EXAMPLE:

DRAFT DECISION II

The General Assembly decides that ...

Note that when a draft decision is adopted, the verbs are changed to the past tense.

References to documents

References to documents, whether issued with a mast-head or reproduced in the Official Records of any organs, and to United Nations publications should follow the established forms explained in article E 3.

ARTICLE D 3. REPORTS OF SUBSIDIARY ORGANS OF THE GENERAL ASSEMBLY

By paragraph 2 of its resolution 34/50 of 23 November 1979, the General Assembly decided to apply to its subsidiary organs the guidelines accepted by the Economic and Social Council for its functional commissions and standing committees. ^{1/} It was understood that particular subsidiary organs would be allowed to introduce specific adjustments in their reporting procedures in the light of their established functions and of the questions with which they dealt. The guidelines are set forth below. In section II, paragraph 5, of its resolution 36/117 A of 10 December 1981, the General Assembly requested its subsidiary organs to ensure that their reports should be as brief as possible and should not exceed the desired limit of 32 pages.

GUIDELINES

(1) The reports should seek to present clearly and succinctly all the information that the General Assembly needs in order to review the work of its subsidiary organs and to act on the recommendations made by them.

Chapter I

(2) Matters calling for action by the General Assembly or brought to its attention should normally be given in chapter I. These would include:

(a) The text of draft resolutions and decisions recommended for adoption by the Assembly;

(b) A concise statement of any other issues requiring action by the Assembly, including the draft agenda proposed by the subsidiary organ for its next session. Each issue should be set out in a separately identified paragraph. If the relevant decision of the subsidiary organ was in the form of a statement of this issue, it should be reproduced in full; if it formed part of a more lengthy exposition, only part of which required action by the Assembly, then only the issue to be acted upon should be given. A cross-reference should be made to the relevant paragraphs of the report;

(c) Any other matters requiring special attention, such as proposed changes in membership or comments on the pattern of sessions.

Other chapters

(3) Each item on the agenda of the subsidiary organ should be given in a separate chapter, beginning with chapter II.

^{1/} See Economic and Social Council resolutions 1979/1 of 9 February 1979; 1979/41 of 10 May 1979; and 1979/69 of 2 August 1979.

(4) The account of proceedings should consist of a concise statement of information that the organ considered it essential to transmit to the General Assembly. The method of reporting should vary according to the nature of the organ and the questions before it. One organ might conduct its work by consensus; another might have before it items that involved differences of opinion and numerous draft resolutions and amendments that it might wish to place on record.

(5) The views expressed should not normally be attributed to particular speakers but should be summed up and presented collectively. Such forms as "Several representatives expressed the view that ..." and "The Commission noted with interest ..." should be used. When, however, the nature of the debate is such that it would be desirable to identify the speaker, this should be done, normally upon the proposal of the Chairman, the Rapporteur or a delegation. Details of voting could be given as appropriate.

(6) In the case of an organ that conducts its work by discussion and consensus rather than by adopting texts for submission to the General Assembly, any conclusion it reaches would be summarized and presented in chapter I, for the convenience of the Assembly.

(7) The report should also contain chapters on programme objectives, decisions adopted by the organ (other than those in chapter I requiring action by the General Assembly) and the organization of the session (opening and duration, election of officers, and agenda). In the chapter on the organization of meetings, a brief mention may be made of opening statements, with a reference in one or two sentences to their general theme. The statements would not be summarized at length, nor would they be given in whole or in part in an annex.

Annexes and appendices

(8) Matters to be annexed should include the statements of financial implications of decisions taken by the subsidiary organ during the session and, if appropriate, a list of documents.

(9) A subsidiary organ might also decide that the annex should contain the record of a discussion of a specific issue. The manner in which such a record would be prepared should be considered by the organ, in consultation with the Secretariat, at the time when the inclusion of the record is decided upon.

ARTICLE D 4. SESSIONAL REPORTS OF FUNCTIONAL COMMISSIONS AND
STANDING COMMITTEES OF THE ECONOMIC AND SOCIAL COUNCIL

CONTENTS

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I. GENERAL CONSIDERATIONS

The reports of functional commissions and standing committees of the Economic and Social Council should present clearly and succinctly all the information that the Council needs in order to review the work of its subsidiary bodies and to act on the recommendations made by them.

Wherever possible, reports should concentrate each time on a limited number of questions, including matters requiring action or approval by the Council, and should present clearly and succinctly the information the members of the Council will need in order to take decisions. Other matters, including those of a technical nature, which may be the subject of continuing study and action by the commission but which may not require detailed attention by the Council since no change of policy or procedure is involved, need be referred to only briefly.

^{1/} These instructions apply, mutatis mutandis, to reports of subsidiary bodies of these organs. The word "commission" has been used throughout, for convenience.

II. FORM AND CONTENT

Cover and prefatory matter

For layout and style, the cover shown in exhibit I should be used as a model.

The title-page should contain the same copy as the cover, including the document symbol and, in addition, in the lower part of the page, the United Nations imprint (comprising the United Nations emblem, the name "United Nations", the words "New York" and the year of publication). The standard note concerning symbols of United Nations documents should appear on the reverse of the title-page, above the box containing the document symbol of the report.

The table of contents should consist of four elements, arranged in parallel columns: (a) chapter numbers, (b) headings and subheadings, (c) paragraph numbers, and (d) page numbers.

The heading "Introduction" is not normally required.

Chapter concerning matters calling for action by the Economic and Social Council

Chapter I of the report should be entitled "Matters calling for action by the Economic and Social Council or brought to its attention".

It should contain:

(a) The text of draft resolutions recommended for adoption by the Council. Draft resolutions, if more than one in number, should be identified by roman numerals, centred above the title. A cross-reference should be made, by means of a footnote to the title of each draft resolution, to the paragraphs of the report containing the account of the commission's discussion of the item. The number and date of the meeting at which the draft was adopted by the commission should not be repeated in the footnote, since they are given in the paragraphs referred to. For the presentation of draft resolutions, the instructions given in article D 2 should be followed;

EXAMPLE:

Draft resolution II

Access of women to education 2/

...

2/ See paragraphs 65-70 above.

(b) A concise statement of any other issue requiring action by the Council, including the draft agenda proposed by the commission for its next session and the proposed date and place of the next session. Each issue should be set out in a separately identified paragraph. If the relevant decision of the commission is in the form of a brief statement of the issue, it should be reproduced in full; if it forms part of a more lengthy exposition, only part of which requires action by the Council, then only the issue to be acted upon should be given. A cross-reference should be made to the relevant paragraphs of the report;

(c) Any other matters requiring special attention, such as proposed changes in membership, and comments on the pattern of sessions.

Chapters concerning the consideration of agenda items

Each item on the commission's agenda should be dealt with in a separate chapter, beginning with chapter II.

The account of proceedings should be a concise statement of information that the commission considers it essential to transmit to the Council. Obviously, the method of reporting will vary according to the nature of the commission and the questions before it. One commission may conduct its work by consensus; another may have before it items that involve differences of opinion and numerous draft resolutions and amendments that it may wish to place on record.

The views expressed should not normally be attributed to particular speakers but should be summed up and presented collectively. Such forms as "Several representatives expressed the view that ..." and "The Commission noted ..." may be used. When, however, the nature of the debate is such that it would be desirable to identify the speaker, this should be done, normally on the proposal of the chairman, the rapporteur or a delegation. Details of voting could be given as appropriate.

In the case of a commission that conducts its work by discussion and consensus, rather than by adopting texts for submission to the Council, any decisions it takes should be summarized and presented in a separate chapter for the convenience of the members of the Council.

Draft resolutions that have been adopted without change, or as revised by the sponsors, or with amendments of form only, should not be reproduced, in extenso or otherwise, in the account of proceedings, which should then contain either a brief summary of the discussion, followed by a reference to the chapter in which the text of the resolution adopted appears, or, if necessary, a reference to the draft resolution and to any amendments put forward that were not adopted, a

brief summary of the discussion and then a reference to the chapter in which the text of the resolution adopted appears. Where it is considered necessary to refer to substantive amendments that were subsequently adopted, or to proposals or amendments that were rejected, only as much of the text of the draft resolutions or amendments as will enable the reader to follow the discussion should be reproduced.

If a draft has been adopted without opposition, it is normally unnecessary to give the Council a detailed account of the proposals submitted and the discussion that preceded its adoption. Even on items requiring the Council's action, the account of proceedings should be limited to essentials.

The commission should not adopt a resolution for the sole purpose of recommending a draft resolution to the Economic and Social Council for adoption. The decision to recommend the draft resolution to the Council should be recorded and a parenthetical reference made to chapter I of the report, where the text is to be found. .

EXAMPLE:

At the ... meeting, on ..., the Commission approved, by 26 votes to none, with 2 abstentions, the draft resolution for adoption by the Economic and Social Council. (For the text, see chapter I, draft resolution III.)

Other chapters

The report should also contain chapters on programme objectives, decisions adopted by the commission (other than those in chapter I requiring action by the Council), and the organization of the session (opening and duration, election of officers and agenda). In the chapter on the organization of meetings a brief mention may be made of opening statements, with a reference in one or two sentences to their general theme. The statements should not be summarized at length, nor should they be given in whole or in part in an annex.

Programme objectives

Instructions concerning the form in which the programme objectives should be presented will be given from time to time, in accordance with the requirements of the Committee for Programme and Co-ordination and the Council.

Date and place of meeting of next session

There should be a separate chapter entitled "Date and place of meeting of next session" if the commission has made a recommendation in that regard. Reference should be made to the recommendation contained in chapter I.

Adoption of the report

In cases where it has been necessary to adopt the report, the number of the meeting at which the report was adopted and the record of the voting on its adoption should be given in a separate chapter entitled "Adoption of the report".

Decisions adopted by the commission

The penultimate chapter of the report should be entitled "Decisions adopted by the Commission at its ... session".

It should contain a brief summary of action taken or decisions adopted by the commission other than those requiring action by the Economic and Social Council, including any resolutions adopted by the commission in its own name (notwithstanding the Council's decision, in its resolution 1623 (LI), paragraph 10, that all resolutions adopted by its functional commissions and subsidiary bodies should normally be in the form of drafts for approval by the Council).

Resolutions, if any, should be numbered and set out according to the presentation used in the Official Records of United Nations organs. All resolutions should have titles; cross-references should be given, by means of footnotes to the titles, to the relevant paragraphs of the report. The instructions concerning resolutions (see article D 10) should be followed.

The subject of each of the other decisions should be given, in a separately identified paragraph, with a cross-reference to the relevant paragraphs of the report.

In the case of a commission or committee that conducts its work by discussion and consensus, rather than by adopting texts for submission to the Council, any conclusion it reaches should be summarized and presented in chapter I, for the convenience of the Council.

Chapter on organization of the session

The final chapter should be entitled "Organization of the session". It should be divided into a number of sections, the contents and titles of which are indicated below. Where necessary, other sections may be added.

Opening and duration of the session

Data on the opening and closing of the session and the place where it was held should appear in the section entitled "Opening and duration of the session". A brief mention may be made of opening statements, with a reference in one or two sentences to their general theme. The statements should not be summarized at length, nor should they be given in full or in summary in an annex.

Attendance

The section headed "Attendance" should be drafted in accordance with the instructions on that subject given in article D 7 below.

The section should contain only a brief indication of the participation.

EXAMPLE:

The session was attended by the members of all States elected to the Commission, by observers from 13 other States and by representatives of specialized agencies and of other intergovernmental and non-governmental organizations.

Election of officers

The data on the election of officers, appearing in the section entitled "Election of officers", should include the number of the meeting at which the election took place and, as appropriate, a record of the vote.

Agenda

Under the heading "Agenda", the introductory paragraph should include mention of the meeting at which the agenda was adopted and information on the voting, if any.

The agenda, set out in column form, should consist of, first, the number of the agenda item in arabic numerals, and secondly, the title of the agenda item. The document symbols of papers relating to agenda items are not normally included in the agenda list. For all agenda except those of the Security Council sub-items are introduced by a colon, the titles of sub-items are followed by a semi-colon and those of items by a full stop.

If the agenda is very long, it may be given in an annex.

Annexes and appendices

Matter to be annexed should include the statements of financial implications of decisions taken by the commission during the session and, if appropriate, a list of documents. For the form, see the sample list of documents in exhibit II.

For functional commissions only, annex I should contain the names of confirmed representatives of States elected to the commission (and, where appropriate, the names of alternates who have been duly designated and approved in conformity with rule 13 of the rules of procedure of the functional commissions) and the list of States not members of the commission and organizations represented at the session. (See exhibit III, below.)

The annexes should include, as appropriate, the following items, under the headings indicated:

Statements of financial implications of actions and proposals of the Commission

Pursuant to financial regulation 13.1 of the United Nations, and in accordance with the request of the Council, a statement of the financial implications of draft resolutions and decisions for action by the Council and of commission resolutions and decisions should be given.

Meetings of subsidiary bodies

The relevant annex should list, in columns, the names of the bodies and their officers; the dates of their sessions; and the symbol of their report to the Commission.

Publications and documents issued by the Commission

The relevant annex may give, in two parts (A and B), a list of the United Nations publications and other major documents prepared by the Commission in the period under review and a list of the documents submitted to the Commission at the session to which the report relates, including reports of subsidiary bodies. The titles and symbols of the publications and documents should be given in the form of an annex.

A list of the United Nations publications and other major documents prepared by the Commission in the period under review and of the documents prepared for the Commission at the session to which the report relates may be given in an annex. The list should be in three

columns, giving respectively the document symbol, the title and the agenda item. The title given should be that shown on the document but any headings that reproduce the wording of the agenda item should be omitted. (For a sample list, see exhibit II below.)

The commission's terms of reference and rules of procedure may be annexed only if they have been substantially amended since the previous report and are not available in a separate publication.

The annexes should not include the following items:

Statements in extenso (see General Assembly resolutions 2292 (XXII), annex, paragraph (b) (as reaffirmed by its resolution 31/140, section II, paragraph 5) and 2538 (XXIV), paragraph 10 (e))

Texts prepared by the Secretariat for the commission or reports of subsidiary bodies

III. EXHIBITS

E/1982/14
E/CN.6/1982/14

**COMMISSION ON THE STATUS OF WOMEN
REPORT ON THE TWENTY-NINTH SESSION**

24 February-5 March 1982

ECONOMIC AND SOCIAL COUNCIL

OFFICIAL RECORDS, 1982

SUPPLEMENT No. 4



UNITED NATIONS

Annex IV
LIST OF DOCUMENTS BEFORE THE COMMISSION
AT ITS TWENTY-FIFTH SESSION

<u>Document number</u>	<u>Agenda item</u>	<u>Title or description</u>
A/36/564 and Corr.1	3	Report of the Secretary-General on the World Conference of the United Nations Decade for Women
E/CN.6/1982/1 and Corr.1	2	Annotated provisional agenda for the twenty-ninth session
E/CN.6/1982/2 and Corr.1 and Add.1	3 (a)	Report of the Secretary-General on measures taken by Governments to implement the Programme of Action for the Second Half of the United Nations Decade for Women
E/CN.6/1982/3 and Corr.1	3 (b)	Report of the International Labour Organisation on its activities of special interest to women
E/CN.6/1982/4	3 (b)	Report of the Inter-American Commission of Women
E/CN.6/1982/5	3 (b)	Report of the United Nations Educational, Scientific and Cultural Organisation on its activities of special interest to women
E/CN.6/1982/6	3 (c)	Progress report of the Secretary-General for 1980-1981
E/CN.6/1982/7	3 (c)	Progress report of the Secretary-General on the development of statistics and indicators on the situation of women
E/CN.6/1982/8	5	Report of the Secretary-General on the preparations for the World Conference to Review and Appraise the Achievements of the United Nations Decade for Women

Annex I

ATTENDANCE

Members

Canada: Maureen O'Neil, Louise Holmes,* J. R. Crowe,* Freda Paltiel, Judy Erola

China: Guan Minqian, Zhu Meide, Xie Shanshan

Cuba: Olga Finlay, Jorge Morales*

Czechoslovakia: Dagmar Holkové, Vaclav Kodis*

Egypt: Nihad Abou Zikry, Nahed M. El-Ashry,* Mr. Hamed Ali

Finland: Marjatta Rasi, Eeva-Liisa Tuominen,* Ulla Vaisto-Melleri,* K. Jantinen,*

France: Marcelle Devaud, Michel Ramoville,* Cécile Goldet,* Claude Jolif,*
Edith Nowak,* Lucretia Testart

German Democratic Republic: Selga Boers, Heinz Dushring,* Siegfried Nitsche*

Ghana: Florence Dolphyne**

Guatemala: Nina Haydee León Hernández

Honduras: Martha Luz Mejía, Martha de Midence*

India: P. Patil, V. P. Narvah,* S. Menon,* A. Sreenivas

Iraq: Adnan Assif, Baror Mahmood*

Italy: Paola Giolitti de Biase, Lamberto Zannier,* Ester Ciani

Japan: Toko Nitta, Ryoko Akamatsu,* Mitsuho Horiuchi, Masamichi Yoshifuji,
Akane Mori, Hiroko Matsuo

Lesotho: Mahlape T. Goane

Malaysia: Nik Safiah Abdul Karim, Fatimah P. Sri Datin Hamid-Dun,*
Siti Norma Yacob, Tuan Syed, Shahizan Yunus, Syed Daniel

Nigeria: Olajumoke Gladayo Obafemi, Lasisi Adetuyi*

Norway: Grethe Vaernoe, Gerd Voliset,* Lars Wessell,* Erling Stromberg*

* Alternate.

** Did not attend.

Pakistan: Attiya Inayatullah, Asiz Ahmad Khan*

Panama: Ernesto Koref

Senegal: Amadou Ba

Spain: Maria Isabel Pérez Berrano Jauregui, D. Enrique Suárez de Puga*

Sudan: Fatima Talib Ismael**

Trinidad and Tobago: Elmina Clarke-Allen, Lenore Dorset,* Cynthia Bishop*

Uganda: Marjorie Dungu**

Ukrainian Soviet Socialist Republics: Nina K. Kovalskaia

Union of Soviet Socialist Republics: T. N., Nikolaeva, L. S. Lobanov,*
A. N. Samoilov, V. A. Tsarev,
A. I. Shaitukhov

United Kingdom of Great Britain and Northern Ireland: R. T. Gardner of Parkes,
T. Spens,* C. J. Ingham,*
M. P. Carter,*
S. N. Mackenzie,*
W. G. Sandover*

United States of America: Nancy Clark Reynolds, Vivian L. Derryck,*
Margaret E. Galey, Harvey J. Feldman, Julia Jacobson,
James D. Phillips, Phillis Kaminsky, Robin Ritterhoff,
Carol A. Colloton

Venezuela: Hanna Binstock, Wilma Aray de Jiménez,* Delma Miralles,*
Dulce Maria Planas

Zaire: Bolie Nonkwa, Mutombo Tshitambwe,* Bintou'a Tshibola, Ngoi Kabuya

States Members of the United Nations represented by observers

Algeria, Argentina, Australia, Austria, Bulgaria, Chile, Denmark, Ecuador,
Germany, Federal Republic of, Greece, Hungary, Indonesia, Iran, Israel, Mexico,
Netherlands, New Zealand, Peru, Philippines, Poland, Portugal, Romania, Sweden,
Tunisia, Turkey, Yugoslavia

Non-member States represented by observers

Holy Sec., Republic of Korea, Switzerland

United Nations Secretariat

Economic and Social Commission for Asia and the Pacific, Economic Commission for Latin America, Economic Commission for Africa, Economic Commission for Western Asia

United Nations bodies

United Nations Children's Fund, United Nations Industrial Development Organization, World Food Programme, International Research and Training Institute for the Advancement of Women

Specialized agencies

International Labour Organization, Food and Agriculture Organization of the United Nations, United Nations Educational, Scientific and Cultural Organization, World Health Organization

Other intergovernmental organisations represented by observers

Commonwealth Secretariat, Council of Europe, League of Arab States, Inter-American Commission of Women (OAS)

Liberation movements

South-West Africa People's Organization, African National Congress of South Africa, Pan Africanist Congress of Azania

Non-governmental organizations

Category I: International Alliance of Women, International Confederation of Free Trade Unions, International Council of Women, International Federation of Business and Professional Women, International Planned Parenthood Federation, Women's International Democratic Federation, World Federation of United Nations Associations

Category II: All India Women's Conference, Associated Country Women of the World, Bahá'í International Community, Commission of the Churches on International Affairs (World Council of Churches), International Catholic Child Bureau, International Council of Jewish Women, International Federation for Home Economics, International Federation of University Women, St. Joan's International Alliance, Socialist International Women, Union of Arab Jurists, World Association of Girl Guides and Girl Scouts, World Association of World Federalists, World Jewish Congress, World Union of Catholic Women's Organizations, World Women's Christian Temperance Union, World Young Women's Christian Association, Zonta International

ARTICLE D 5. REPORTS OF THE REGIONAL COMMISSIONS OF THE
ECONOMIC AND SOCIAL COUNCIL

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II. REPORT ON REGIONAL CO-OPERATION	112
III. ANNUAL REPORTS OF THE REGIONAL COMMISSIONS	119
IV. EXHIBITS	127

I. GENERAL CONSIDERATIONS

The regional commissions of the Economic and Social Council are the following:

Economic Commission for Europe (ECE)

Economic and Social Commission for Asia and the Pacific (ESCAP)
(formerly the Economic Commission for Asia and the Far East
(ECAFE))

Economic Commission for Latin America (ECLA)

Economic Commission for Africa (ECA)

Economic Commission for Western Asia (ECWA)

When the commissions are mentioned together, they should be listed in the order indicated above, which is the order in which they were created.

The regional commissions prepare an annual report on their work. The reports are issued as supplements to the Official Records of the Economic and Social Council.

At its organizational session of 1979, the Council decided as follows (paragraph 2 of its decision 1979/L):

"The Council decided to discontinue the submission to it of the reports of the regional commissions. The reports would be transmitted directly to all Member States and the Secretary-General would revise the format and content of his annual report on the meetings of the executive secretaries in order that it should highlight developments within each region and draw the Council's attention to specific issues requiring its consideration. The report would also bring to the Council's attention any decisions or recommendations of the commissions that statutorily required approval by the Council."

The Council now receives a report on regional co-operation, which serves as the basis for its consideration of regional activities. The form and content of the report on regional co-operation are described in chapter II, and the form and content of the annual reports in chapter III, below.

II. REPORT ON REGIONAL CO-OPERATION

The annual report on regional co-operation prepared by the Secretary-General should include:

- (a) A brief assessment of the major developments within each region;
- (b) An outline of the work of the regional commissions;
- (c) An account of the discussions at the meetings of the executive secretaries.

The form and content of the report are described below.

Introduction

The introduction should state the period covered in the report and the session of the Council to which it is submitted. It should mention the annual reports of the commissions, with document references, and should state that the reports supply further background information about the matters dealt with in the Secretary-General's report on regional co-operation.

Chapter I: Issues calling for action by the Economic and Social Council or brought to its attention

Chapter I of the report should bear the heading "Issues calling for action by the Economic and Social Council or brought to its attention". It should be divided into sections, one for each of the commissions. It should present the full texts of any draft resolutions and decisions recommended to the Council for action in the reports of the commissions, with footnote references to the parts of the reports in which the relevant matters are discussed.

Any action recommended to the Council should be in the form of a draft resolution or draft decision, as described below.

Omnibus draft resolution

For each of the commissions the draft texts recommended for action should be grouped in one comprehensive or omnibus resolution, which may, if necessary, be divided into a number of separate resolutions designated A, B, C etc., each bearing its own title, or into sections, identified by roman numerals (see skeleton and article D 10 below).

For a commission such as ECLA that meets only once in two years, the omnibus resolution would be included only in the years in which a session is held.

The omnibus draft resolution should be introduced by a paragraph worded as follows:

"At its ... meeting, on ..., the Economic Commission for ... approved the following draft resolution for submission to the Economic and Social Council for action:"

The forms shown below are recommended for the omnibus draft resolution:

Form 1: Omnibus draft resolution containing several separate resolutions

Activities of the Economic Commission for ...

A

Title of draft resolution 1/

The Economic and Social Council,

Recalling its resolution ... of ... on problems of availability and supply of ...

1. Decides, ...
 2. Requests the Secretary-General to prepare, for submission to the Committee on ...
- ...

B

Title of draft resolution 2/

The Economic and Social Council,

Having considered the report of the Economic Commission for ...

Invites Governments to intensify their efforts with a view to ...

1/ See chapter III, [section ...], paragraphs ... below.

2/ See chapter III, [section ...], paragraphs ... below.

The footnote reference may come after the main heading ("Activities of the Economic Commission for ...") if a blanket reference is considered to be sufficient.

*
* *
*

Form 2: Omnibus draft resolution divided into sections under a common preamble

Activities of the Economic Commission for ..., ^{1/}

The Economic and Social Council,

Recalling the provision in paragraph 4 of its resolution ... of ... to the effect that ...

I

1. Urges all Governments to make firm commitments to support and implement the measures ...

2. ...

II

3. Endorses the conclusions contained in the report of the ...

4. Emphasizes the importance of ...

^{1/} See chapter III, section ..., below.

Other draft resolutions and decisions

Chapter I may if necessary include, in addition to the omnibus resolutions relating to each of the commissions, one or more draft resolutions of a general nature relating to several or all of the commissions. It should also bring to the notice of the Council any other matters requiring special attention such as proposed changes in membership. In addition, it may contain draft decisions.

Chapter I may contain a draft resolution indicating the Council's approval of the programme budget for regional co-operation when this is relevant.

As there is no longer a need for the Council to take note of the reports of the commissions, no draft resolution to that effect should be included.

Chapter II: Major developments within the regions

Chapter II should bear the heading "Major developments within the regions". In separate sections devoted to each of the regional commissions, a brief description should be given of the major developments affecting the commission's work. For this purpose, the chapter may give a brief summary of the statements made by the executive secretaries at the opening of the sessions of their respective commissions. The chapter should deal with economic and social progress and problems and with regional strategies, and may touch on any political or other considerations affecting the economic and social conditions and activities in the region and on trends and changes in the programme of work.

The chapter should be based on drafts submitted by the executive secretaries and should bear a footnote indicating that fact. It should not cover more than 10 pages, and should not devote more than 2 pages to each region. In the years in which ECLA does not meet, the summary of that Commission's activities should be based on the Executive Secretary's year-end appraisal of the regional economic situation.

Chapter III: Work of the commissions

Chapter III, which should be entitled "Work of the commissions", should give a brief account of the work of each of the commissions and of action they have taken to comply with Council resolutions, highlighting any major activities. It should draw to the attention of the Council any decisions taken or recommendations made by the commissions at their sessions that would require its consideration or approval. In this connection, it should make appropriate cross-references to the relevant draft resolutions or decisions reproduced in chapter I and to background information in the annual reports of the commissions. It should also indicate priorities, if any, and should mention the financial and administrative implications, if any, with a reference to the relevant annexes in the reports of the commissions. It should give an analytical summary of the debates held during the commissions' sessions, underscoring new trends and priorities in the needs for economic and social development in each of the regions concerned. It should not summarize commission resolutions or decisions of purely regional interest; it should refer to them only if they relate to broader policy. It should not be a description of Secretariat activities but rather of matters that require the Council's attention or action.

The Council's attention should be drawn to any other actions by the regional commissions the special significance of which would, in the view of the executive secretaries, justify their consideration by the Council.

The chapter should not deal with such matters as the proposed date and place of meetings, which are the concern of the Committee on Conferences, or with the programme of work and the budget, which are the concern of the Committee for Programme and Co-ordination. These matters will be dealt with in other documents, as appropriate.

The chapter should not be longer than 15 pages (3 for each of the commissions).

Chapter IV: Meetings of the executive secretaries

Chapter IV, entitled "Meetings of the executive secretaries", should be based on the deliberations of the executive secretaries at their two annual meetings, and should focus on co-operation and co-ordination of regional and interregional activities and on global policy.

In order to avoid a delay in the issuance of the report on regional co-operation, an account of the work of the executive secretaries may be given in an addendum to the report, to be issued as soon as practicable after their second meeting of the year, which is normally held just prior to the second regular session of the Council.

Annexes

The annexes should not include the following items:

Statements in extenso (see General Assembly resolutions 2292 (XXII), annex, paragraph (b) (as reaffirmed by resolution 31/140, section II, paragraph 5) and 2538 (XXIV), paragraph 10 (e))

Lists of participants

Lists of documents and publications

III. ANNUAL REPORTS OF THE REGIONAL COMMISSIONS

The annual reports of the regional commissions cover the work of the commissions in the period under review (normally the period between the sessions of a commission or, in the case of a commission that holds biennial sessions, the period since its previous annual report).

The pattern of sessions is not uniform for the five commissions: ECE, ESCAP and ECWA now hold annual sessions; ECA, which used to have biennial sessions and, in alternate years, a meeting of the Committee of the Whole, now has annual sessions, also designated conferences of ministers; and ECLA now has a biennial session, without, as before, a meeting, in alternate years, of the Committee of the Whole.

It is suggested that, whatever the nature of the sessions, the annual reports should conform to the general pattern described below, in order to provide members of the Council with comparable background information relating to the report of the Secretary-General on regional co-operation described in chapter II above.

Cover and prefatory matter

For layout and style, the cover shown in exhibit I should be used as a model.

The title-page should contain the same copy as the cover, including the document symbol, and, in addition, the United Nations imprint (comprising the United Nations emblem, the name "United Nations", the words "New York" and the year of publication). The standard note concerning symbols of United Nations documents should appear on the reverse of the title-page above the box containing the symbol of the report (normally a double symbol, in the Council and commission series).

The table of contents should consist of four elements, arranged in parallel columns: (a) chapter numbers, (b) headings and subheadings, (c) paragraph numbers and (d) page numbers. (See exhibit II.)

The front matter may include a list of abbreviations used in the report. The list should come just before the introduction.

Introduction

The introduction should be brief. It should state the period covered by the report and the date of its adoption by the commission or the circumstances of its approval by the members of the commission.

Chapter I: Issues calling for action by the Economic and Social Council or brought to its attention

Chapter I of the report should give the full texts of draft resolutions and decisions submitted to the Council for action, with cross-references to the parts of the report in which the relevant items are discussed. The draft resolutions should be presented in the form of an omnibus draft resolution, as described above, under the instruction on the "Report on regional co-operation". Chapter I should also bring to the notice of the Council any other matters requiring special attention, such as proposed changes in membership.

The number of the meeting at which a draft resolution or other decision submitted for adoption by the Council was approved by the commission should be given in an introductory paragraph.

EXAMPLE:

At its ... meeting, the Commission [unanimously] adopted the following draft resolution for submission to the Economic and Social Council for action:

TITLE OF DRAFT RESOLUTION x/

The Economic and Social Council,

Recalling its resolution ... of ... on problems relating to ...

1. Decides ...

2. Urges ...

...

x/ See chapter III, section C, paragraphs ... to ..., below.

Chapter II: Work of the Commission since ...

The title for chapter II should always indicate the period covered in the review of the commission's work.

EXAMPLES:

Work of the Commission since the ... session 1/

Work of the Commission since ... [date of approval of the previous annual report] 2/

The introductory matter to this or to any subsequent chapter of the report should have no heading.

The three sections making up chapter II should be entitled, respectively:

- A. Activities of subsidiary bodies
- B. Other activities
- C. Relations with other United Nations programmes

An account of the work of a subsidiary body of the commission need be given only if (a) the commission wishes to draw attention to a particular aspect of its work, or (b) the work relates directly to a question that is of immediate interest to the Council. Instead of a summary of the activities of subsidiary bodies, there should be a list of the meetings of such bodies, with a reference to the document symbol of the report on each meeting (see exhibit III below).

Reference may be made in section A, as necessary, to action taken by the commission on the reports of subsidiary bodies; this should be done by referring the reader to the relevant paragraphs of chapter II.

1/ For the report of a commission holding annual sessions, or, in the case of a commission that holds biennial sessions, for the report in the year in which there is no session of the commission.

2/ In the case of a commission that holds biennial sessions, for the report in the year in which a session of the commission is held.

Chapter III

For commissions that have held a session in the period under review, chapter III of the report should consist of the account of proceedings of the session. It should be entitled "... session of the Commission".

The four sections making up chapter III should be entitled, respectively:

- A. Attendance and organization of work
- B. Agenda
- C. Account of proceedings
- D. Programme of work and priorities

Section A

The first paragraph of section A should state the opening and closing dates of the session and the number of meetings held, and should refer to the relevant meetings.

Section A should also contain (a) the names of States and organizations attending the session ^{3/} and a reference to the commission document giving the names of participants; and (b) information on the election of officers and on other organizational matters, such as the composition and work of a drafting committee. No repetitive subheading, such as "Organization of the work of the session", should be used within the section.

The data on the election of officers should include the number of the meeting at which the election took place.

Section B

Section B, introduced by a paragraph stating the number of the meeting at which the agenda was adopted, should give, in column form, (a) the number of the agenda item, in arabic numerals, (b) the title of the agenda item and, in parentheses, the document symbol(s) of the principal paper(s) relating thereto. Note, however, that the titles of those documents should not be included, since they will be given in the annex containing a list of the principal documents issued during the period under review (see under "Annexes" below).

^{3/} For instructions regarding the order of listing, see article D 7. The names of representatives should not be given in the report, nor should the names of United Nations staff members.

EXAMPLE:

xx. At its ... meeting, the Commission adopted the following agenda:

1. Opening addresses.
2. Election of officers.
3. Adoption of the agenda (E/CN..../....).
4. Economic development:
 - (a) Third United Nations Development Decade (E/CN..../....);
 - (b) Development planning and projections (E/CN..../...., E/CN..../....).

Section C

Section C should include such references as are to be made to the opening or other statements. In no case should a statement be given in extenso in chapter III or, indeed, in any other part of the report. If desired, a brief summary of the main points of a statement may be given.

Section C should also give, under headings conforming to the substantive items of the agenda, a brief account of the debates leading to the adoption of resolutions or draft resolutions and decisions.

Accounts of debates on agenda items should be brief. The views expressed should be summed up and presented collectively, as far as possible, and should not normally be attributed to particular speakers. Such forms as "Several representatives expressed the view that ...", "The Commission noted with interest ...", "Some delegations believed that ...", "According to one representative, the situation ..." may be used. Only when it is necessary for purposes of clarification should the speaker be identified. The views expressed should be reduced to the essential points.

The section should refer to, but not repeat, the texts of draft resolutions and decisions recommended for adoption by the Council set forth in chapter I. There should, however, be a clear reference to chapter I, where the texts are reproduced in full, such reference reading: "(For the text, see chapter I, draft resolution ...)".

Where resolutions have been adopted unanimously, that fact should be noted.

Available information regarding the place and date of meeting of the next session should be provided, whether the arrangements are exceptional or otherwise, such information to appear under a subheading entitled "Date and place of meeting of the next session".

Section D

Under the subheading "Programme of work and priorities" should be given also a brief analytical account (of about four pages) of the main trends or changes in the work programme. The detailed work programme formerly submitted to the Economic and Social Council as part of the commission's report need no longer be included. For the information of interested readers, the report should however give a reference to the programme document submitted to the commission or to the Committee for Programme and Co-ordination.

Chapter IV

Chapter IV should be entitled "Resolutions and other decisions adopted by the Commission at its ... session". (The words "Resolutions" and "Decisions" should be given in the plural, whether or not there is more than one text.) It should contain the texts of resolutions and other decisions adopted by the commission (other than those specifically calling for action by the Council), together with the number of the meeting at which the resolutions and decisions were adopted and the date of adoption.

The subheadings "Resolutions" and "Other decisions" should be used, or, in cases where it may be more appropriate, subject subheadings.

All resolutions should be identified by number. (Different systems of numbering have been devised by the various commissions.) The layout should conform to that used for resolutions in the Official Records of United Nations organs. The relevant instructions relating to resolutions should be followed (see article D 10 below). The draft resolutions should be presented in the form of an omnibus draft resolution, as described above under the heading "Report on regional co-operation".

The heading of the resolution consists of the number, followed by a full stop, and the title, with no full stop at the end. Initial capitals should be used in the title only for words that normally have initial capitals. All resolutions should have titles.

Each resolution should bear a cross-reference to the relevant paragraphs of chapter III of the report; such references should be made by means of footnotes to the titles of resolutions.

EXAMPLE:

83 (XVII). Establishment of the Regional Water Resources Council 11/

...

11/ See paragraphs ... to ... above.

For each decision not embodied in a resolution, the subject should be given, together with a cross-reference to the relevant paragraphs of chapter III of the report. Decisions are now numbered, according to various systems devised by the respective commissions.

Annexes

The annexes should include, as appropriate, the following items, under the headings indicated:

I. Statements of financial implications of actions and proposals of the Commission

Pursuant to financial regulation 13.1 of the United Nations, and in accordance with the request of the Council, a statement of the financial implications of draft resolutions and decisions for action by the Council and of commission resolutions and decisions should be given.

II. Meetings of subsidiary bodies

The annex should list, in columns, the names of the bodies and their officers; the dates of their session; and the symbol of their report to the Commission. See exhibit III below.

III. Publications and documents issued by the Commission

The annex should give, in two parts (A and B), a list of the United Nations publications and other major documents prepared by the Commission in the period under review and a list of the documents submitted to the Commission at the session to which the report relates, including reports of subsidiary bodies. The titles and symbols of the publications and documents should be given in an annex.

The commission's terms of reference and rules of procedure may be annexed only if they have been substantially amended since the previous report and are not available in a separate publication.

The annexes should not include the following items:

Statements in extenso (see General Assembly resolutions 2292 (XXII), annex, paragraph (b) (as reaffirmed by its resolution 31/140, section II, paragraph 5) and 2538 (XXIV), paragraph 10 (e))

Lists of participants

Texts prepared by the Secretariat for the Commission or reports of subsidiary bodies

Exhibit I

(Cover page)

IV. EXHIBITS

E/1981/52
E/ESCAP/238

**ECONOMIC AND SOCIAL COMMISSION
FOR ASIA AND THE PACIFIC**

ANNUAL REPORT

30 March 1980 - 20 March 1981

**ECONOMIC AND SOCIAL COUNCIL
OFFICIAL RECORDS, 1981**

SUPPLEMENT No. 12



UNITED NATIONS

(Title page)

E/1981/52
E/ESCAP/239

**ECONOMIC AND SOCIAL COMMISSION
FOR ASIA AND THE PACIFIC**

ANNUAL REPORT

30 March 1980 - 20 March 1981

**ECONOMIC AND SOCIAL COUNCIL
OFFICIAL RECORDS, 1981**

SUPPLEMENT No. 12



**UNITED NATIONS
New York, 1981**

Exhibit II

CONTENTS

	<u>Paragraphs</u>	<u>Page</u>
Introduction		
I. Issues calling for action by the Economic and Social Council or brought to its attention		
II. Work of the Commission since the ... session		
A. Activities of subsidiary bodies		
B. Other activities		
C. Relations with specialized agencies and other organizations		
III. ... session of the Commission		
A. Attendance and organization of work		
B. Agenda		
C. Account of proceedings		
D. Programme of work and priorities		
IV. Decisions adopted by the Commission at its ... session		

Annexes

I. Statements of financial implications of actions and proposals of the Commission	
II. Meetings of subsidiary bodies	
III. Publications and documents issued by the Commission	

Annex

MEETINGS OF SUBSIDIARY BODIES HELD DURING THE PERIOD UNDER REVIEW

<u>Body and officers</u>	<u>Meeting or session</u>	<u>Document symbol of report a/</u>
<u>Conference of Ministers of Transport, Communications and Planning</u> <u>Chairman:</u> Yusuf Ahmed (Ethiopia) <u>Rapporteur:</u> Mahmoudou Samoura (Senegal)	Addis Ababa 9-12 May 1979	E/CN.14/72
<u>Follow-up Committee on Industrialization in Africa</u> <u>Chairman:</u> Tesfaye Dinka (Ethiopia) <u>Rapporteur:</u> S. Z. Jer (Malawi)	Addis Ababa 10-15 March 1980	E/CN.14/772
<u>Intergovernmental Committee of Experts for Science and Technology Development</u> <u>Chairman:</u> Haile Iul Tebicke (Ethiopia) <u>Rapporteur:</u> M. L. Kaba (Guinea)	Addis Ababa 10-16 March 1980	E/CN.14/774
<u>Conference of African Ministers of Trade</u> <u>Chairman:</u> Wole Chekol (Ethiopia) <u>Rapporteur:</u> Leonard Simukwela Subulwa (Zambia)	Sixth session Addis Ababa 17-20 March 1980	E/CN.14/776

Annex (continued)

<u>Body and officers</u>	<u>Meeting or session</u>	<u>Document symbol of report <u>a/</u></u>
<u>Joint Conference of African Planners, Statisticians and Demographers</u> <u>Chairman:</u> Philip G. Gadegbeku (Liberia) <u>Rapporteur:</u> M. Parmeet Singh (Kenya)	First session Addis Ababa 24 March- 2 April 1980	E/CN.14/740
<u>Technical Preparatory Committee of the Whole</u> <u>Chairman:</u> Mersie Ejigu (Ethiopia) <u>Rapporteur:</u> Justin Gindehou (Benin)	First session Addis Ababa 3-8 April 1980	E/CN.14/780

a/ Copies of reports that are not available through the normal distribution channels at United Nations Headquarters or at Geneva may be obtained from the Regional Commissions Liaison Office, at United Nations Headquarters.

ARTICLE D 6. REPORTS OF THE SECRETARY-GENERAL

<u>Chapter</u>	<u>CONTENTS</u>	<u>Page</u>
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II.	MANDATES	132
III.	FORMS OF ISSUANCE	133
IV.	CONFORMITY TO UNITED NATIONS POLICY AND PRACTICE	134

I. NATURE OF REPORTS

Reports prepared by the Secretariat involving matters of United Nations policy normally bear the title "Report of the Secretary-General".

Reports of the Secretary-General are statutory documents issued mainly for the purpose of facilitating the work of the General Assembly, other principal organs and their subsidiary bodies. They include:

- (a) Reports dealing with policy questions engaging the responsibility of the Secretary-General;
- (b) Reports giving an account of action taken in response to a request addressed to the Secretary-General in a resolution or other decision of a United Nations organ;
- (c) Reports on studies or research on specific questions carried out by the Secretariat at the request of an organ, sometimes with the assistance of a consultant or a group of experts.

II. MANDATES

Reports of the Secretary-General are prepared in accordance with specific mandates, in particular:

- (a) The terms of reference of the Secretariat, as set forth in the Charter of the United Nations;
- (b) Resolutions or decisions of organs;
- (c) The work programme approved by the General Assembly in the budget of the United Nations.

III. FORMS OF ISSUANCE

The reports of the Secretary-General are issued in various forms, depending on their nature and function. A characteristic format is adopted for recurrent reports issued under a standing mandate, such as the World Economic Survey, and for reports in specific bodies of documentation, such as reports of the Secretary-General relating to items on the agenda of the General Assembly and of the Economic and Social Council and reports to the Security Council on such matters as credentials.

Reports relating to items on the agenda of legislative bodies are usually issued by offset from typescript or from word-processing print-outs, under the mast-head of the body to which they are addressed, normally the body that requested them. Major reports, in particular recurrent reports, are sometimes issued as printed publications.

Reports relating to items on the agenda of legislative bodies bear a heading corresponding to the agenda items under which they are to be considered and the specific heading "Report of the Secretary-General".

EXAMPLE:

CONTROL AND LIMITATION OF DOCUMENTATION

Report of the Secretary-General

Longer reports may bear, on the cover page, a concise summary of the subject-matter, highlighting the main issues and recommendations.

For longer reports organized under a number of headings, a table of contents should be given after the summary.

The introduction to the report should indicate, as briefly as possible, the legislative authority for it, normally through a reference to the resolution or other mandate under which it is presented. It should not give the history of the item. It may refer to earlier documents on the subject and to earlier resolutions or decisions. It should not however reproduce or paraphrase the resolutions or decisions in whole or in part.

Where appropriate, the reports should contain recommendations or indicate any action that is required.

IV. CONFORMITY TO UNITED NATIONS POLICY AND PRACTICE

Especial care should be taken, in reports of the Secretary-General, to follow the editorial rules set forth in the present Manual; to observe the established terminology; to give accurate quotations and document references; and to conform strictly to the policy guidelines issued from time to time by the General Assembly.

In accordance with various decisions adopted by the General Assembly and other organs and by the Secretary-General regarding the control and limitation of documentation, action-oriented reports emanating from the Secretariat are normally limited to 24 pages single-spaced. An exception is made in the case of documents such as the budget estimates and the medium-term plan that patently cannot be kept within the 24-page limit. (See article H 11.)

ARTICLE D 7. ATTENDANCE LISTS FOR SESSIONS OF UNITED NATIONS
ORGANS AND CONFERENCES

CONTENTS

<u>Chapter</u>	<u>Page</u>
I. LISTS ISSUED DURING A SESSION, MEETING OR CONFERENCE . . .	135
II. LISTING IN REPORTS	136
III. PRESENTATION OF NAMES IN LISTS OF PARTICIPANTS	138
IV. ORDER OF LISTING	139

I. LISTS ISSUED DURING A SESSION, MEETING OR CONFERENCE

At each session of the General Assembly, provisional lists of delegations are issued as documents in the series ST/SG/SER.C/L. . . . After the session, a revised list is issued in the Official Records of the General Assembly for the session concerned.

The revised list is put out in a trilingual version (English, French and Spanish), with the names and titles in the language in which they appear in the credentials.

The attendance list issued during a session of any other United Nations organ should appear as a multilingual document containing the names and the titles, if any, in the language in which they appear in the credentials. If necessary, a revised list may be issued at the end of the session or meeting, incorporating corrections and additions to the original list. The list should be issued as an information document of the body concerned, with an "INF" element in the symbol.

If credentials are submitted in Cyrillic or other non-Latin characters, the names should normally be transliterated in accordance with the rules in force for the language concerned and the titles should be translated into the most appropriate working language, normally the language used by the United Nations for correspondence with the Government (as shown on the worksheet issued by the Correspondence Unit, Department of Conference Services).

In the case of expert groups whose status is such that their documents are issued with a formal symbol, the multilingual list should be issued as a document in the same series as papers submitted by experts, not as an "INF" document.

In the case of seminars and other similar ad hoc meetings, an informal list of participants may be issued in the same series as the working papers. Alternatively, the list of participants in a seminar or similar meeting may be annexed to the report if the following conditions are both met:

- (a) A separate list has not been issued;
- (b) No translation is required.

The list may be multilingual even if the report is issued in one language only. The servicing office or division is responsible for forwarding two copies of the paper or report to the Dag Hammarskjöld Library and for keeping a copy on file so that any subsequent inquiries can be answered.

For all of the types of lists referred to above, the following should be included as appropriate: names of representatives of member States, in the case of a United Nations organ, or, in the case of a conference or seminar, names of representatives of States invited to participate or names of participants invited in their individual capacity; names of observers of States not members of the organ or of States not invited to participate in the seminar or conference; invited lecturers or consultants; the Secretary-General or his representative; names of representatives of other United Nations bodies, specialized agencies, other intergovernmental organizations and non-governmental organizations; and the names of the officers. The order of listing to be followed is shown in chapter IV. The names of countries should all be in the same language - the most convenient one for the meeting concerned.

II. LISTING IN REPORTS

The General Assembly decided, in its resolution 2836 (XXVI), that participants in meetings of its subsidiary bodies should not be listed by name in reports unless they were serving in their individual capacity. Accordingly, in the case of bodies whose membership consists of States, the names of the representatives should not be given (with the exception of those of representatives on functional commissions of the Economic and Social Council, whose member States nominate their representatives for subsequent confirmation by the Council, and, where necessary, those of alternates who have been duly designated and approved in conformity with rule 13 of the rules of procedure of the functional commissions), nor should the names of representatives of other States, other United Nations bodies, specialized agencies or other organizations, or members of the United Nations Secretariat attending the session.

The section concerning attendance in reports of subsidiary bodies of the General Assembly or of the councils and in reports of conferences, seminars or similar meetings held under the United Nations should therefore contain, as appropriate:

(a) The list of members attending (either the names of member States or the names of members serving in their individual capacity) in the case of a United Nations organ, or, in the case of a conference or seminar, the list of States invited to participate or the names of persons participating in their individual capacity;

(b) The list of States Members of the United Nations not members of the organ, or not invited to participate directly in the seminar or conference, that were represented;

(c) The list of States not Members of the United Nations that were represented;

(d) The list of other United Nations bodies, specialized agencies, other intergovernmental organizations and non-governmental organizations that were represented. The order of listing to be followed is shown in chapter IV below.

Except in the case of functional commissions of the Economic and Social Council, the information on attendance should normally be given in the text of the report, in the section concerning the organization of the session, under an appropriate subheading if required.

The attendance list in the report of a functional commission of the Economic and Social Council should appear as annex I to its report.

EXAMPLES:

Example 1

An interregional meeting of experts was convened by the Secretary-General to assist in the formulation of guidelines for the establishment or improvement of ...

The following persons served as members of the group:

Yohannes W. Gerima (Ethiopia), Chairman
Helena Junqueira (Brazil), Vice-Chairman
Herbert L. Pottle (Canada), Rapporteur
Wilfred H. Chinn (United Kingdom of Great Britain
and Northern Ireland)
Ben Mady Cissé (Senegal)
...
Lucienne Talloen-El Rashidi (Belgium)

Example 2

Membership and attendance

The following States members of the Board were represented at the ... session: Algeria, Australia, ...

The following States members of the Conference sent observers to the session: Argentina, Bolivia, ...

The United Nations Development Programme was represented at the session.

The following specialized agencies were represented at the session: International Labour Organisation, ...

The following intergovernmental bodies were represented: European Economic Community, ...

The following non-governmental organizations in consultative status with the Economic and Social Council were represented: Category II: International Bar Association, ...

* * *

III. PRESENTATION OF NAMES IN LISTS OF PARTICIPANTS

The preferred style in all United Nations documents is to omit the prefixed titles Mr., Mrs., Miss and Dr. [French: M., Mme, Mlle, Dr; Spanish: Sr., Sra., Srta., Dr.] (the last-mentioned being used, in any event, only for a medical doctor representing a body such as the World Health Organization in a medical capacity). In the case of a list of participants issued early in a session or conference, however, it may be useful to include such information for protocol purposes.

The presentation of the names of participants is governed by their status. In the case of bodies in which the member is a Government or organization and the person listed a representative of the Government or organization, the name of the Government or organization should be given first, in one of the following forms, as appropriate:

Example 1

Afghanistan: name, Director, Department of ...

...

OR

Example 2

Afghanistan

Name (title or office)

Chile

Name (title or office)

...

If, on the other hand, the participant is serving in his personal capacity (e.g. as an expert, whether nominated by his Government or chosen in some other way), the name should be given first, followed by the name of the country in parentheses, followed by the affiliation.

Example 3

A. Dupont (France), directeur de ...

M. Tuxen (Denmark), President, ...

...

IV. ORDER OF LISTING

If the participants in a meeting are experts attending in their personal capacity, they should be listed in the alphabetical order of their surnames. If they are representatives of Governments or bodies, they should be listed in the standard order shown below. Vice-Chairmen should be listed in the alphabetical order of their names, not in that of their countries. The alphabetical order followed should normally be that of the language of the document save that, where a multilingual list is used, the English alphabetical order should be followed and this fact should be stated in a note or footnote.

The following listing is given for general guidance. The categories included will, of course, depend on the rules of procedure of the body concerned and on any special decisions taken in respect of attendance or participation. Although the subheadings will vary according to the nature of the meeting, the order shown should be respected.

As the right of a person or body to participate in a meeting often has legal implications, care should be taken to make sure that all participants listed are duly qualified. In any case of doubt, the Office of Legal Affairs of the United Nations Secretariat should be consulted.

Members (of the body holding the session)

... [States] (in the alphabetical order of the language concerned)

OR

... [Names of persons participating in their individual capacity]
(in alphabetical order)

States Members of the United Nations represented by observers

... (in alphabetical order)

Non-member States represented by observers

... (in alphabetical order)

Representatives of United Nations Secretariat units

(with names in order of rank or in alphabetical order as appropriate), e.g.:

The Secretary-General or his representative
Secretariat departments or offices
Regional commissions (by order of founding)

Economic Commission for Europe (ECE)
Economic and Social Commission for Asia and the Pacific (ESCAP)
Economic Commission for Latin America (ECLA)
Economic Commission for Africa (ECA)
Economic Commission for Western Asia (ECWA)

United Nations Centre for Human Settlements (Habitat) (UNCES)

...

United Nations bodies

(in alphabetical order of full names), e.g.:

Centre on Transnational Corporations (CTC)
International Narcotics Control Board (INCB)
United Nations Capital Development Fund (UNCDF)

...

* * *

World Food Programme (joint United Nations/FAO programme)

United Nations councils, commissions or committees represented
by observers

[To be used in the case of an organ that has designated an officer or other member as its observer at a session or conference of another United Nations organ]

(in alphabetical order), e.g.:

United Nations Council for Namibia)

...

Specialized agencies and other organizations in the
United Nations system 1/, 2/

[The order of listing given here for the specialized agencies is based on the dates of entry into force of the agreements between the United Nations and the respective specialized agencies. This is the normal order for most attendance lists. Other orders (alphabetical or by seniority in a given context) may be used in prescribed cases.]

International Labour Organisation (ILO)
Food and Agriculture Organization of the United Nations (FAO)
United Nations Educational, Scientific and Cultural Organization
(UNESCO)
International Civil Aviation Organization (ICAO)
World Health Organization (WHO)
World Bank

[The International Bank for Reconstruction and Development (IBRD) is, at its request, designated "World Bank". The term includes the International Development Association (IDA). If the International Finance Corporation (IFC) is listed together with the World Bank and/or IDA, the following form should be used:
World Bank/International Finance Corporation.]

1/ The heading "Specialized agencies and other organizations in the United Nations system" should be used in a list of participants even if the list comprises one or more specialized agencies and only one or two other organizations. In an introductory sentence in a paragraph of a report concerning participation, wording such as the following may be used:

"The meeting was attended by the following specialized agencies or other organizations in the United Nations system."

2/ See also article F 8, chapter VI.

International Monetary Fund (IMF)
Universal Postal Union (UPU)
International Telecommunication Union (ITU)
World Meteorological Organization (WMO)
International Maritime Organization (IMO) [formerly Inter-
Governmental Maritime Consultative Organization (IMCO);
name changed on 22 May 1982]
World Intellectual Property Organization (WIPO)
International Fund for Agricultural Development (IFAD)

* * *

International Atomic Energy Agency (IAEA)

* * *

General Agreement on Tariffs and Trade (GATT)
International Trade Centre (UNCTAD/GATT)
Inter-Organization Board for Information Systems (IOB)

[Note the typographical device used to separate IAEA,
the International Trade Centre and IOB from
the list of specialized agencies.]

Other intergovernmental organizations

... (in alphabetical order of full names)
[Regional development banks should be listed under this heading.]

Non-governmental organizations

... (in alphabetical order by category)

Other organizations

... (in alphabetical order)

[In cases where these are specifically invited, this heading may
be used for bodies such as liberation movements that do not fall
under other headings, care being taken to check the status
(as participants or observers).]

Secretary (or secretariat) of the body holding the
session or meeting

...

[Only the person elected or specifically appointed to this
office should be listed. Assistant secretaries and other servicing
staff should not be mentioned.]

ARTICLE D 8. CORRIGENDA AND ERRATA

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I. DEFINITIONS

The term "corrigendum", as used in the United Nations, designates a document issued to correct an error or errors in the text of an existing document or publication (that is, one that has been distributed), whether for substantive or for technical reasons. A single corrigendum may comprise one or more corrections to an existing document.

The term "erratum" is used to designate a correction made before distribution of a publication; it is usually included in, or attached to, the publication at the time of distribution.

The term "consolidated corrigendum" is applied to a special type of corrigendum in which delegation and Secretariat corrections to a set of summary or verbatim records of meetings of a given body are grouped together and issued in consolidated form. It is put out to validate the records concerned, which are issued in final form subject to correction. This type of corrigendum, which relates only to Official Records, is not dealt with in this Manual. The rules with regard to the wording of corrigenda (see chapter II E below) apply generally to such corrigenda.

"Corrigenda" and "errata" should not be confused with "amendments" and "revisions":

(a) "Amendments" are changes proposed with regard to a text - usually a draft resolution or another amendment - by a person or body other than the sponsor or author of the text. Directions for the presentation and drafting of amendments are given in article B 2, chapter VI.

(b) "Revisions" are texts revised by the sponsor or author (sometimes with the support of additional sponsors). Directions for the presentation and drafting of revisions are given in article B 2, chapter VI.

II. CORRIGENDA

A corrigendum should not be issued merely to correct minor typographical errors.

As a rule, a corrigendum should not be issued to correct a text that has been issued in provisional form and is to be reissued in final form, whether mimeographed, offset or printed. Corrections should be held for incorporation in the final version, unless it is essential for the work of a committee or other body that they be issued in document form. Where feasible, they may be indicated orally at the meeting at which the provisional document is considered.

A. Document symbol

1. Form

The document symbol for a corrigendum consists of the symbol of the document to which it applies, followed by the element "/Corr." and an arabic numeral indicating the number of the corrigendum, e.g. E/1980/32/Corr.1.

In a corrigendum to a bulletin or other publication that does not bear a document symbol, a short form of the title and any serial number (volume and issue, for instance) may be used in place of a symbol, followed by the element "/Corr." and its number.

2. Correction of a corrigendum

If it is necessary to correct a corrigendum, this should be done by issuing a new corrigendum bearing the next number in the series. (In other words, there is no such symbol as .../Corr.../Corr.... .)

B. Mast-head and distribution data

1. Documents bearing a mast-head

If a correction is made to a document bearing a mast-head, the corrigendum should have the same mast-head as the document to which it relates, with the following changes: "/Corr..." should be added to the symbol; the date should be the date of registration of the correction; and the language indication should follow the rules laid down in section C below.

2. Publications and Official Records

A corrigendum to a publication or to a Supplement to the Official Records, neither of which has a mast-head, should be prepared with a fictitious mast-head (for examples, see chapter IV, examples I and J (sales publications), chapter IV, examples K (supplement) and L (publications with document symbols but no sales numbers)). The size and type used should conform as far as feasible to those of the original.

The distribution data (see article B 1, chapter II) relating to the corrigendum should appear in the lower right-hand corner of the first page, under a full-measure rule. These data should be in English, regardless of the language of the corrigendum. They should include the symbol of the document to which the corrigendum relates (both symbols, in the case of a corrigendum to a document with a double symbol) and the language indication, if any, relating to the corrigendum itself. (For examples, see chapter IV, examples H-L.)

On the last page of the corrigendum there should appear (as a tagline), under a full-measure rule, the following information: on the left, the process and place of printing; on the right, the job number, the date (month and year) and the press run, that is, the total number of copies printed. If the corrigendum covers only one page, all the printing information should be given on the left, and the distribution data on the right. (For examples, see chapter IV, examples H-L.)

C. Languages

If the corrigendum applies to all languages:

(a) For documents bearing a mast-head, except those referred to in subparagraph (b) below, the language legends in the symbol block should correspond to those of the original or parent document, the document to which they apply;

(b) For any component of the Official Records, whether issued with a mast-head or as a publication with a cover, there should be no language indication, in accordance with the practice followed for the parent document. (If the corrigendum applies to one or several languages only, this should however be indicated.)

(c) For a publication, no language indication should be given.

If the correction or series of corrections applies to one language version only, the corrigendum is issued in that language only, and the language indication on the corrigendum should be worded accordingly (e.g. ENGLISH ONLY; FRANÇAIS SEULEMENT; ESPAÑOL SOLAMENTE).

If the correction or series of corrections applies to more than one language but not to all the languages of issue of the original document, all the languages of issue of the corrigendum should be listed, followed by the word "only". There should be no indication of the original language of the parent text.

If there is a correction or series of corrections for one language and a different correction or series of corrections for another language, a separately numbered document should be issued for each language, except in the case of a corrigendum to a publication with no document symbol. For instance, the symbol ../Corr.1 might be used for the corrigendum in English, ../Corr.2 for the corrigendum in French, etc.), the corresponding language being indicated on each corrigendum followed by the word "only".

If, say, Corr.1 was in English only and Corr.2 applied to several languages, it is not necessary to indicate on Corr.2 that Corr.1 applied to one language only.

If there are a number of corrections, some of which apply to all the languages of the parent document and some not, they should as a rule all be included in one corrigendum, each correction being numbered and an appropriate notation being inserted where the language of the document concerned is not affected by a particular correction. 1/

EXAMPLE:

1. Page 2, line 5

For national read international

2. Not applicable to English

(The corresponding notation in a French corrigendum should be "Sans objet en français"; in Spanish, "No se aplica al texto español".)

3. Page 10, line 22

Delete global

4. Not applicable to English

It may sometimes, however, be more convenient, if there are a large number of corrections that do not apply to all languages, to issue one corrigendum - say, .../Corr.1 - containing the corrections that do apply to all the languages, and a separate corrigendum for each language for which there are other corrections applying only to that language - say, .../Corr.2 in English only and .../Corr.3 in Spanish only.

In the case of a corrigendum to a publication with a sales number but no document symbol, the following rule applies: all the corrections for the English edition should be issued in one corrigendum, all those for the French edition in one corrigendum, and so on, regardless of whether the corrections are identical in all the languages. (For an example, see chapter IV, example J.)

When a correction submitted to the Arabic, Chinese, English, French, Russian or Spanish text affects also the German, the corner notation on the document should not mention the German, which is not an official language. The German text should be issued separately with the notation:

GERMAN
ORIGINAL: ...

1/ This paragraph does not apply to corrigenda to publications with no document symbol or to corrigenda to provisional meeting records of the type illustrated in example G in chapter IV.

D. Dates

The date of the corrigendum, which appears in the masthead, should be the date of submission of the corrigendum to the Documents Control Section of the Department of Conference Services.

E. Drafting

The title and subtitle, if any, of the document to which the corrigendum applies should appear below the mast-head, 2/ followed by a centred subheading, "Corrigendum". Note that this heading is invariable, regardless of the number of changes to be made.

The simplest and clearest method of explaining the correction should be used. Numerous examples are given in chapter IV to illustrate suitable methods of presentation. Examples of suitable methods of presenting corrections to tables are given in section F below.

Quotation marks should not be used to enclose the words that are to be deleted or inserted. 3/ These words are preceded by a verb or other introductory word or phrase, which should be underscored. Note that the introductory words should not be followed by a colon. No punctuation of any kind should be used, except such punctuation as is integral to the passage being deleted or inserted. 4/ Thus, there should be no final period unless it is part of the passage reproduced.

Where several small corrections are to be made to a passage, it may be better to give the corrected version of the entire passage than to detail the separate changes.

When reference is made to line numbers, for example in a text that does not have numbered paragraphs, the count should not include the symbol block or page number. It should include headings and subheadings.

2/ See, however, the exception to this rule in chapter IV, section C, where the corrected title is given.

3/ Note that in the penultimate example in chapter IV, section A, the quotation marks are an integral part of the passage cited.

4/ Note, for example, the third and seventh examples in chapter IV, section A, in which the punctuation is an integral part of the passage cited.

When reference is made to a page number and a paragraph identified by an ordinal number (because the paragraphs in the document are unnumbered), note that the count of paragraphs should begin with the first full paragraph on the page; if a correction has to be made to text preceding the first full paragraph on a page, the reference should be by line number.

References may be made to sentences rather than to lines.

F. Corrections to tables

In a corrigendum to a table, the entry to be corrected should be identified as clearly as possible. The correction may cite, as appropriate, the number of the table, the column heading, the stub items and the entry to be corrected, normally in that order.

EXAMPLE 1:

Table 4, column headed "Cost", against "Travel and assistance"

For 95 read 98

or

Table 4

In the column headed "Cost", the item for "Travel and assistance" should read 98

EXAMPLE 2:

Table 5, column 3 (Exports)

The entry for Chile should read 4,439

The entry for Venezuela should read 5,632

The total should read 1,580,742

Correction to a heading or legend

The page number and the number of the table should be cited, followed by the word "heading" or "legend".

EXAMPLE:

Page 5, table 8, heading

The heading should read ...

Correction of a column heading

The page number, the number of the table and the number or letter of the column should be cited, followed by the word "heading".

EXAMPLE:

Page 4, table 3, column 4, heading

For Expenditures read Costs

Correction to the body of a table

The page number, the number of the table, the number of the column and the title in parentheses, if necessary for clarity, and the lines should be cited.

EXAMPLE:

Page 6, table 8, column A (Exports), line 5

The entry for France should read 7,984

III. ERRATA

If errors are detected at a stage of production of a publication at which it is not feasible to correct them, they should be listed in the front matter, under the heading "Errata" ("Erratum" if there is only one correction). Alternatively, a separate sheet containing the errata may be prepared and attached to the document at the time of distribution.

The method of presentation of errata should follow that described for corrigenda (see chapter II, section E, above, and chapter IV, section A, below).

EXAMPLE:

ERRATA

Page 89, paragraph 582, line 1

For Committee read Council

Page 99, paragraph 644, line 9

For 203 read 204

IV. EXAMPLES

The principles set forth above are illustrated in the following examples, some of which are factitious. The examples given are in English, but the principles illustrated are valid for the other languages also.

A. Miscellaneous corrections

Paragraph 25, line 1

For overflow read outflow

Paragraph 34, penultimate line

Delete usual

Page 6, footnote 9

After Sweden, insert United States of America,

Page 10

Line 12: for financial implications read administrative and financial implications

Line 17: delete United Nations

Paragraph 1, line 5

The third name should read V. F. Ulanchev

Paragraph 65

For the existing text substitute

65. As far as solid minerals are concerned, Indonesia requires a cash bonus when a contract is made for the grant of a combined evaluation and exploitation right. The United States Outer Continental Shelf Act also stipulates cash payment requirements.

Page 10, paragraph 24, line 6

After resolution 1979/64. insert The Committee unanimously adopted the draft resolution.

[Note that even if the paragraph concerned does not begin on the page cited, the lines should be counted from the first line of text on the page.]

Page 12, second paragraph

The last sentence should read

In the foreign sector, all four countries plan to decrease their heavy dependence on a single source of foreign exchange through a diversification of their exports.

Page 13, last paragraph

At the beginning of the paragraph insert

All four countries are trying to achieve a balance between quality and quantity at all levels of education.

Annex II, page 2

Between the entries for Finland and Guyana insert

Guinea	24 March 1979	23 February 1980
--------	---------------	------------------

Page 8, paragraph 24, table

The fourth entry should read

P-4/1	8 300	13 102	57.9	13.6
-------	-------	--------	------	------

The seventh entry should read

D-2/max.	13 775	22 120	60.6	15.5
----------	--------	--------	------	------

Page 21, paragraph 52

The quoted passage at the end of the paragraph should read

"A mere change of ownership of land and of tenancy rights is not enough - and will usually not even be undertaken or, if undertaken, not be given full effect in practice - if other institutional reforms are not carried out at the same time."

Page 14

Before paragraph 53 insert a new subheading reading

5. Special measures in favour of the least developed among the developing countries

and renumber the remaining subheadings accordingly (pages 15, 16, 17 and 19).

* * *

B. A correction to the mast-head

TITLE OF DOCUMENT IN BLOCK CAPITALS

Subtitle of document

Corrigendum

In the mast-head, the date in the symbol block should read
18 June 1982.

[Note that the date given in the mast-head of the corrigendum
should be the date of the corrigendum.]

* * *

C. A correction to the title

REPORT OF THE INDUSTRIAL DEVELOPMENT BOARD

Note by the Secretary-General

Corrigendum

The title of document E/L.0000 should read as above.

* * *

D. Replacement of a first page

E/AC....//.../Corr.1

...

TITLE OF DOCUMENT IN BLOCK CAPITALS

Subtitle of document

Corrigendum

Replace page 1 of document E/AC....//... by the attached text.

[Note that the new first page should bear the symbol and date that
were on the text that is being replaced, that is, the symbol should not
be followed by a "Corr.". The new text should be on a separate page so
that it may easily be substituted for the original text.]

* * *

E. A corrigendum issued to withdraw a document

A/.../.../Corr.1
...

TITLE OF DOCUMENT IN BLOCK CAPITALS

Corrigendum

Document A/.../... is hereby withdrawn.

* * *

F. A corrigendum issued to correct a symbol

A/AC.105/L.41/Corr.1
...

TITLE OF DOCUMENT IN BLOCK CAPITALS

Subtitle of document

Corrigendum

Document A/AC.105/L.40, dated 31 May 1967, should bear the symbol A/AC.105/L.41.

[Note that the corrigendum is to the correct document symbol.]

G. A corrigendum to a meeting record issued in provisional form 5/

Page 17

Line 1: after I have in mind insert activities of foreign economic interests impeding

5/ This corrigendum is based on corrections sent by participants to a meeting record in the series A/AC.109/PV. The meeting records in this and some other series are issued once only, in provisional form; corrections submitted are subsequently incorporated in a corrigendum for each meeting or in a consolidated corrigendum for a series of meetings held over a given period, with a note indicating that with the issue of the corrigendum the record(s) may be considered final.

Note that corrigenda are not normally issued to meeting records that appear first in provisional form and subsequently in final form, since all the corrections are incorporated in the final version.

Page 21

Line 18: delete draft

Page 22

Lines 4, 5 and 6 should read

Committee's meetings last year. However, a number of delegations have availed themselves of this opportunity and have taken the floor. This is the reason why my delegation asked your permission, Sir, also to make a few brief remarks regarding a

Line 13: for have sovereignty. read are sovereign.

Line 21: for people read a people

Line 22: for other read another

Lines 24 and 25: substitute we believe that the time has come when these forms of colonialism, regardless of the region to which the dominating

Lines 33 and 34: delete the last sentence

H. A corrigendum to a fascicle of the Annexes
to Official Records

UNITED NATIONS

CORRIGENDUM

GENERAL
ASSEMBLY

Ref.: Agenda item 85

TWENTIETH SESSION

ANNEXES

Official Records

February 1966
New York

AGENDA ITEM 85: REPORTS OF THE UNITED NATIONS
JOINT STAFF PENSION BOARD

Corrigendum

Page 3, left column, I (a) (i), line 3

For dependant read disabled

Page 3, right column, title of article VII

For Widow's (or dependent widower's) benefit read Widow's
(or disabled widower's) benefit

I. A corrigendum to a publication with a document
symbol and sales number

CORRIGENDUM

Ref.: Sales No. 67.II.B.20
(ST/ECA/101)

April 1968
New York

UTILIZATION OF OIL SHALE: PROGRESS AND PROSPECTS

Corrigendum

Page 9, paragraph 7, line 2

For almost read over

Page 12, paragraph 19, line 3

For toluene and sulphur thiosulphate read toluene, sulphur and
thiosulphate

Litho in United Nations, New York
9673-May 1968-4,500

ST/ECA/101/Corr.1
English only

Article D 8

J. A corrigendum to a publication with a sales number only

CORRIGENDUM

Ref.: Sales No. E.70.IX.1

November 1970
New York

THE UNITED NATIONS AND DISARMAMENT
1945-1970

Corrigendum

Pages xiv and 347

The title of part six should read The Question of Chemical and Bacteriological (Biological) Weapons

Printed in U.S.A.
9673-May 1968-4,500

Corr. to Sales No. E.70.IX.1
English only

Article D 8

K. A corrigendum to a Supplement to the Official Records

UNITED NATIONS



ECONOMIC AND SOCIAL COUNCIL

Sixty-first session

OFFICIAL RECORDS

CORRIGENDUM

*Ref.: Supplement No. 1
(E/5889)*

February 1978

NEW YORK

RESOLUTIONS AND DECISIONS

Corrigendum

Page 11, left-hand column, first line

*For Science and technology for the future read Science and technology and
the future*

L. A corrigendum to a printed publication with no sales number

CORRIGENDUM

Ref.: E/4614-ST/ECA/1100

April 1969

New York

TAX TREATIES BETWEEN DEVELOPED AND DEVELOPING COUNTRIES

Corrigendum

Page 71

Replace table 2 by the table appearing on the reverse of this sheet.

E/4614/Corr.1
ST/ECA/1100/Corr.1
English only

[Note that the tagline containing the printing data appears on the final page of the corrigendum - not reproduced here.]

Article D 8

M. A corrigendum to the Journal of the United Nations

JOURNAL



MONDAY, 30 NOVEMBER 1981

No. 81/231/Corr.1

PROGRAMME OF MEETINGS AND AGENDA

SCHEDULED MEETINGS

Monday, 30 November 1981

Corrigendum

GENERAL ASSEMBLY

COMMITTEE ON THE EXERCISE OF THE INALIENABLE
RIGHTS OF THE PALESTINIAN PEOPLE

The schedule of the Special Meetings to commemorate the International Day of
Solidarity with the Palestinian People should read

10.00 a.m. -		Trusteeship
1.00 p.m.	73rd (open) meeting	Council Chamber
3.30 p.m. -		Trusteeship
6.00 p.m.	74th (open) meeting	Council Chamber

ARTICLE D 9. COMMUNICATIONS

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I. COMMUNICATIONS FROM GOVERNMENTS AND OTHER QUALIFIED BODIES

When a communication from a Government, mission, specialized agency or other qualified body is to be issued as a United Nations document, the text, or its substantive parts, should normally be reproduced without change, save that:

- (a) The salutation and complimentary closing should be omitted;
- (b) The date should be omitted from the text but given in the heading or subheading in the form:

Letter dated ... from ... to ...

- (c) Clearly unintentional mistakes in spelling, punctuation, resolution numbers, the names of organs, document symbols, dates and the like may be rectified;

- (d) The form of dates within the text may be changed to conform to United Nations style;

- (e) When a communication mentions an attachment that is not reproduced with the communication, a footnote should be inserted stating that fact. If the enclosure is reproduced elsewhere, a reference should be given.

Although every effort should be made, as time permits, to query doubtful passages, no changes other than those indicated above should be made, either by the submitting office or by the editorial unit concerned, without the concurrence of the sender of the letter.

The signature should be given in the following form in English and Spanish. In French, the official title should come above the name.

(Signed) Nescio NOMEN
Official title
[as on the communication]

When a document gives the text of a letter or note verbale (usually from the permanent representative of a mission to the United Nations) containing a request that an enclosed letter, statement or other similar attachment be issued as an official document, the document should bear the heading:

Letter [or Note verbale] dated ... from ... to ...

The text of the enclosure should be given or should begin on a new page.

To facilitate referencing, the enclosed text, often an important communiqué, should bear the heading "Annex", normally in lower-case letters, underlined, above its own title, if any. If there is an attachment to the enclosed text, it should bear the title "Enclosure" or "Attachment" (not "Appendix").

II. COMMUNICATIONS FROM THE SECRETARY-GENERAL

When communications from the Secretary-General are issued as documents such as bulletins or information circulars, they should bear his signature at the end only if they are written in the first person, implying his personal concern.

III. COMMUNICATIONS FROM CHAIRMEN AND OTHER OFFICERS OF UNITED NATIONS BODIES

When a letter from a chairman or other officer to, say, the chairman of another body is reproduced as a document, it should be reproduced without change, except as indicated above for communications from Governments.

The document should bear the title:

Letter dated ... from ... to ...

The title should refer to the officer by title, not by name.

IV. REPLIES TO A QUESTIONNAIRE AND SIMILAR INQUIRIES

Documents based on replies from Governments, specialized agencies or other qualified bodies to a questionnaire or similar inquiry should, if the nature of the subject and of the document permits, give an analysis of the replies rather than a series of quotations. When the replies are reproduced, in full or in part, they may, at the discretion of the editor and the substantive office concerned, be edited for consistency, comparability or conformity to the pattern of the document. In such cases, it should be made clear that the text is an adaptation of the replies.

V. PETITIONS

When petitions and similar communications are issued as documents, they should be reproduced as received, without any change whatsoever.

ARTICLE D 10. RESOLUTIONS AND OTHER FORMAL DECISIONS
OF UNITED NATIONS ORGANS

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I. DEFINITIONS

United Nations resolutions are formal expressions of the opinion or will of United Nations organs. They generally, but not invariably, consist of two clearly defined parts: a preamble and an operative part. The preamble generally recites the considerations on the basis of which action is taken, an opinion expressed, or a directive given. The operative part states the opinion of the organ or the action to be taken.

The term "decisions" is used to designate formal decisions, other than resolutions, dealing with non-substantive or routine matters such as elections, appointments, the time and place of meetings, and the taking note of reports. They are sometimes used also to record the adoption of a text representing the consensus of the members of a given organ on a question.

A "consensus" is a general agreement that emerges in the course of a debate on a given subject. It is usually formulated by the chairman at the end of the debate, and in the absence of any objection is generally accepted as the sense of the meeting. A consensus formulated in a subsidiary body is sometimes submitted to the parent organ, in writing, as a "draft consensus", on which the parent organ votes.

II. SCOPE OF INSTRUCTION

The present instruction deals with some of the questions arising in the drafting and editing of United Nations resolutions and decisions and sets down the usage that has evolved. Unless otherwise indicated, it applies to resolutions and decisions of all United Nations organs.

Numerous examples are given throughout this directive to illustrate the application of the rules. Where useful, they are also given in French and Spanish.

Responsibility for ensuring that the texts of resolutions and amendments thereto shall conform to the style laid down in this instruction rests with the secretary of the committee or other body from which the texts emanate. Attention should be given to this matter at the earliest stage of reproduction of the texts, in consultation with the sponsors of the draft texts. If any further changes are required to ensure accuracy of terminology, clarity of meaning, or proper syntax, they should be made, in consultation with the editors and the officers of the body in question, at the time of preparation of the report of the body concerned, in the case of subsidiary bodies, or, in the case of major organs that issue the adopted text in the form of a provisional document (for example under an A/RES/- or S/RES/- symbol), prior to the issuance of that document.

III. SYSTEM OF IDENTIFICATION

A. General observation

United Nations resolutions are identified by the name of the issuing body, written in full, and a number, according to the systems described below. Although all resolutions other than those of the Security Council have titles, these are not used for purposes of identification.

B. Resolutions and decisions of the General Assembly

The resolutions and decisions of the General Assembly are identified according to the systems explained below.

1. Regular sessions

Until the thirtieth regular session, the resolutions of the General Assembly were identified by an arabic numeral followed, in parentheses, by a roman numeral indicating the session (for example: resolution 3363 (XXX)). When several resolutions, each complete in itself, were adopted under the same number, each of them was identified

by a capital letter placed between the two numerals (for example: resolution 3367 A (XXX), resolutions 3411 A and B (XXX), resolutions 3419 A to D (XXX)). The decisions were not numbered.

The resolutions adopted at the first part of the first session of the General Assembly were originally published without numbers. The numbers were assigned later and listed in the index to the resolutions of the first session; they were also included in reprints of the volume of resolutions of the first part of the first session.

Since the thirty-first session, as part of the new system adopted for symbols of General Assembly documents, resolutions and decisions have been identified by an arabic numeral, indicating the session, followed by an oblique stroke and another arabic numeral (for example: resolution 31/1, decision 31/308). When several resolutions or decisions are adopted under the same number, each of them is identified by a capital letter placed after the two numerals (for example: resolution 31/16 A, resolutions 31/6 A and B, decisions 31/406 A to E).

2. Special sessions

Until the seventh special session, the resolutions of the General Assembly were identified by an arabic numeral followed, in parentheses, by the letter "S" and a roman numeral indicating the session (for example: resolution 3362 (S-VII)). The decisions were not numbered.

Since the eighth special session, resolutions and decisions have been identified by the letter "S" combined with an arabic numeral indicating the session, followed by an oblique stroke and another arabic numeral (for example: resolution S-8/1, decision S-8/11).

3. Emergency special sessions

Until the fifth emergency special session, the resolutions of the General Assembly were identified by an arabic numeral followed, in parentheses, by the letters "ES" and a roman numeral indicating the session (for example: resolution 2252 (ES-V)). The decisions were not numbered. Since the sixth emergency special session, resolutions and decisions have been identified by the letters "ES", and an arabic numeral indicating the session, followed by an oblique stroke and another arabic numeral (for example, resolution ES-6/1, decision ES-6/11).

4. Assignment of numbers

In each of the series described above, the numbering follows the order of adoption. In the case of decisions, which are not issued in

preliminary form as documents, numbers are assigned only after numbers have been assigned to all the resolutions. The numbering of the decisions begins with the next series of hundreds. Thus, if there were between 200 and 300 resolutions, the decisions would begin with 301 (for example, General Assembly decision 34/301).

C. Resolutions and decisions of the Security Council

Resolutions of the Security Council are identified by an arabic numeral, representing the serial number of the particular resolution in the series of all resolutions of the Council, and the year of adoption, in parentheses. They do not bear a title.

EXAMPLE:

English: Security Council resolution 479 (1980)

French: résolution 479 (1980) du Conseil de sécurité

Spanish: resolución 479 (1980) del Consejo de Seguridad

This system of numbering Security Council resolutions was instituted on 1 January 1965 and was applied retroactively to those adopted earlier. The resolutions, numbered in the order of their adoption, are published on a yearly basis in the series Resolutions and Decisions of the Security Council, in the Official Records of the Security Council for the corresponding year. In this final form they are grouped under subject headings. The numbers of resolutions adopted before 1 January 1965 may also be found in the Consolidated Check List of Resolutions of the Security Council, 1946-1964 (S/INF/19/Rev.1/Add.1).

Decisions of the Security Council are not numbered.

D. Resolutions and decisions of the Economic and Social Council

The resolutions and decisions of the Economic and Social Council are identified according to the systems explained below.

1. Resolutions

Until 1977 (up to and including the resumed sixty-third session), the resolutions of the Economic and Social Council were numbered consecutively and were identified by an arabic numeral followed by an indication of the session in parentheses (for example: resolution 1733 (LIV), resolution 1915 (ORG-75), resolution 2046 (S-III), adopted at the fifty-fourth session, the organizational session for 1975 and

the third special session, respectively). When several resolutions were adopted under the same number, each of them was identified by a capital letter (for example: resolution 1926 B (LVIII), resolutions 1954 A to D (LIX)). The last resolution so numbered is resolution 2130 (LXIII), of 14 December 1977. Exceptions to this rule are resolutions adopted by the Economic and Social Council at its first two sessions; in references to those resolutions, the session number (which was indicated, for those two sessions only, by an arabic numeral) precedes the resolution number (also indicated by an arabic numeral).

Since 1978, as part of the new system adopted for symbols of Council documents, the resolutions are numbered on a yearly basis and are identified by two arabic numerals separated by an oblique stroke, the first numeral indicating the year, the second the number of the resolution in the annual series (for example: resolution 1978/36).

2. Decisions

Until 1973 (up to and including the resumed fifty-fifth session), the decisions of the Council were not numbered. From 1974 to 1977 (up to and including the resumed sixty-third session), the decisions were numbered consecutively and were identified by an arabic numeral followed by an indication of the session in parentheses (for example: decision 64 (ORG-75), decision 78 (LVIII), adopted at the organizational session for 1975 and the fifty-eighth session, respectively). The last decision so numbered is decision 293 (LXIII), of 2 December 1977.

Since 1978, as part of the new system adopted for symbols of Council documents, the decisions are numbered on a yearly basis and are identified by two arabic numerals separated by an oblique stroke, the first numeral indicating the year, the second the number of the decision in the annual series (for example: decision 1978/1).

E. Resolutions and decisions of the Trusteeship Council

The resolutions of the Trusteeship Council are identified by an arabic numeral followed by an indication of the session in parentheses. (The resolutions of the first session, which did not include the indication of the session, were subsequently so identified retroactively.)

Example: Trusteeship Council resolution 2167 (XIV)

Decisions are not numbered.

F. Resolutions of other United Nations bodies

Other United Nations bodies and subsidiary organs of the General Assembly and the Councils have developed their own systems of identifying resolutions. For instance, most of the regional commissions of the Economic and Social Council number their resolutions consecutively from session to session in arabic numerals, combining this serial number with the number of the session in roman numerals, in parentheses, following the Council's old system; while the functional commissions and standing committees identify their resolutions by an arabic numeral, beginning each session at 1, followed by a roman numeral in parentheses indicating the session.

1. Resolutions of the Trade and Development Board

Resolutions and decisions of the Trade and Development Board of the United Nations Conference on Trade and Development are both identified by an arabic numeral indicating the number in the total series, followed by a roman numeral in parentheses, indicating the number of the session.

EXAMPLES:

Trade and Development Board resolution 216 (XX)

Trade and Development Board decision 218 (XX)

2. Resolutions of the Industrial Development Board

Resolutions of the Industrial Development Board of the United Nations Industrial Development Organization are identified by an arabic numeral indicating the serial number of the resolution, followed by a roman numeral, in parentheses, indicating the number of the session.

Decisions are identified by a roman numeral indicating the serial number, beginning with I at each session, followed by another roman numeral in parentheses, indicating the number of the session.

EXAMPLES:

Industrial Development Board resolution 52 (XIV)

Industrial Development Board decision V (XI)

G. References to the whole or to parts of composite resolutions

1. Resolutions grouped under a single resolution number

As indicated above, where two or more resolutions, each complete in itself, are grouped under a single resolution number and title, each resolution is further identified by a capital letter; it may or may not have a separate title, provided that, if one has a separate title, all should have separate titles. (See, for example, General Assembly resolutions 2522 (XXIV), 2602 (XXIV) and 34/93.)

References to such resolutions are made as follows:

(a) If it is desired to refer to the resolution as a whole (including all the resolutions), the capital letters identifying the separate resolutions should be mentioned.

EXAMPLES:

General Assembly resolutions 2522 A to F (XXIV)
General Assembly resolutions 34/93 A to R
General Assembly resolutions 35/10 A to C

(Under an earlier system, only the resolution number was given in such cases.)

(b) If it is desired to refer to one or more specifically, the appropriate capital letter or letters should be placed between the arabic numeral and the roman numeral, under the old system, or after the number, under the new system.

EXAMPLES:

English: General Assembly resolution 2602 B (XXIV)
General Assembly resolution 34/83 B
Economic and Social Council resolutions
1068 B to D (XXXIX)

French: résolution 2602 B (XXIV) de l'Assemblée générale
résolution 34/83 B de l'Assemblée générale
résolutions 1068 B à D (XXXIX) du Conseil
économique et social

Spanish: resolución 2602 B (XXIV) de la Asamblea General
resolución 34/83 B de la Asamblea General
resoluciones 1068 B a D (XXXIX) del Consejo
Económico y Social

Cases where such resolutions have been identified by roman numerals and/or capital letters may be met with, but the practice of all United Nations organs in this respect has now been standardized, and capital letters only are used. In references to complete resolutions that have been identified by roman numerals, the roman numeral is treated in the same way as the more usual capital letter and placed between the arabic numeral and the roman numeral indicating the session (see, however, the different use of roman numerals referred to in subsection 2 below).

EXAMPLE:

Economic and Social Council resolution 159 IV (VII)

In cases where both roman numerals and letters have been used to identify resolutions grouped under one resolution number, both should be given, in the appropriate order, between the arabic numeral and the roman numeral that indicates the session.

EXAMPLE:

Economic and Social Council resolution 159 II B (VII)

2. Portions of resolutions

As has been stated, there are a number of resolutions in which portions of text that do not constitute complete resolutions have been identified by roman numerals; they may or may not have separate titles. Such portions of resolutions should be identified, for reference purposes, as sections, the word "section" and the identifying element or elements appearing after the number of the session.

EXAMPLE:

English: General Assembly resolution 34/9 B, section I

French: section I de la résolution 34/9 B de l'Assemblée générale

Spanish: sección I de la resolución 34/9 B de la Asamblea General

Cases where such portions of resolutions have been identified by capital letters may be met with, but the practice of all United Nations organs in this respect has now been standardized, and roman numerals only are used. In reference to portions of resolutions that have been identified by capital letters, the letter is treated in the same way as the more usual roman numeral.

EXAMPLE:

General Assembly resolution 888 (XI), section A

H. Forms of issuance

Resolutions of the General Assembly, the Security Council and the Trusteeship Council are first issued individually in provisional form as documents under the symbols A/RES/-, S/RES/- and T/RES/-, respectively, combined with the number of the resolution. Until 1979, those of the Economic and Social Council were also issued individually in provisional form under an E/RES/- symbol. It should be noted that resolutions should never be referred to by this document symbol. The correct forms of reference are explained in section C, subsections 1 and 2, above.

From 1979 to 1981 the texts of resolutions adopted by the Economic and Social Council were issued in preliminary form in addenda (by chapter) to the Council's report to the General Assembly. As of 1982, they are compiled, by session, together with the decisions, in a Council document bearing a symbol in the E/.../INF. ... series.

The resolutions of the General Assembly and of the councils are later compiled and issued in final printed form in a supplement to the Official Records of the respective organs.

A provisional compilation of the decisions adopted by the General Assembly at a given session is issued at the end of the session as a document in the A/INF/- series for the session. The decisions are later included, in edited form, in the volume of "Resolutions and decisions" for the session concerned.

IV. DRAFTING AND EDITING

A. Titles

In many cases, the title of a resolution is that of the relevant agenda item. However, a modification of the wording may sometimes be required. Where a number of resolutions relating to the same agenda item have been adopted, they should be given different titles. The title of a draft resolution is normally given by the sponsor. If no title is supplied, the editor should consult with the secretary of the body concerned.

The names of organs, offices and instruments used in titles should always be given in full.

B. Order of elements

The order of the component elements of resolutions of United Nations organs should be as follows: (a) the name of the organ; (b) the preamble, if any; (c) the operative part.

EXAMPLES:

The Trusteeship Council,

Having examined the report ...

1. Draws the attention of the ...

...

* * *

The General Assembly

1. Takes note with appreciation of the report of the Secretary-General on the establishment of ...

2. Requests the Secretary-General ...

Some early United Nations resolutions began with the preamble, followed by the name of the organ and the operative part. However, the order described above is the normal one.

The text of the resolution is followed by an indication of the meeting at which it was adopted and the date of adoption.

EXAMPLE:

English: 82nd plenary meeting
 29 November 1979

French: 82ème séance plénière
 29 novembre 1979

Spanish: 82a. sesión plenaria
 29 de noviembre de 1979

The indication of the meeting and the date of adoption should follow each resolution in the case of two or more resolutions grouped under a single number and title and identified by capital letters.

In the case of a resolution adopted at a meeting that continued after midnight, the actual date of adoption should be given. For instance, if a meeting began on 16 December and finished at 12.45 a.m. on 17 December, and a resolution was adopted after midnight, the date of adoption of the resolution would be 17 December.

C. Numbering and arrangement of paragraphs

According to the current practice, preambular paragraphs [French: alinéas du préambule; Spanish: párrafos del preámbulo] are not numbered; operative paragraphs are numbered with arabic numerals, but a single operative paragraph [French: paragraphes du dispositif; Spanish: párrafos de la parte dispositiva] is not numbered. Some early resolutions followed a different style. When it is necessary to refer to or quote texts following an earlier style, such references or quotations should conform to the earlier style.

If a paragraph of either the preamble or the operative part is subdivided, the first degree of subparagraphs should be identified by lower-case letters between parentheses: (a), (b) etc.; 1/ the second degree by lower-case roman numerals between parentheses: (i), (ii) etc. 2/ The indention to be used in typing is illustrated in the examples given in section G below.

The word "and" should not be used to link any of the paragraphs or subparagraphs of a resolution, whether in the preamble or in the operative part.

Note that an operative paragraph is one that begins with an operative verb. An operative paragraph that is subdivided after the operative verb is a single paragraph and the subdivisions are subparagraphs.

EXAMPLE:

<u>English:</u>	<u>The Security Council</u> <u>Decides:</u> (a) To defer consideration of ... (b) To invite ...
<u>French:</u>	<u>Le Conseil de sécurité</u> <u>Décide :</u> a) De renvoyer l'examen de ... b) D'inviter ...
<u>Spanish:</u>	<u>El Consejo de Seguridad</u> <u>Decide:</u> a) Aplazar el examen del ... b) Invitar a ...

1/ In French and Spanish: a), b) etc.

2/ In French and Spanish: i), ii) etc.

It should be noted that in such subparagraphs the words "To" and "That" in English should stand at the beginning of the subparagraph, not at the end of the introductory words.

It is normally desirable that a new idea should be expressed in a separate paragraph. The example given above might therefore be better expressed as follows:

EXAMPLE:

The Security Council

1. Decides to defer consideration of ...
2. Invites ...

It is also undesirable to include two operative verbs in one paragraph. The form shown in the following example should be avoided, unless the verbs are closely interlinked.

EXAMPLE:

Takes note of the statement of the Secretary-General in paragraph 54 of his report ... and agrees with the statement of the Secretary-General that ...

Only the opening operative verb is italicized in such cases (see also section F below).

The same principle applies to preambular paragraphs. The form shown in the following example is preferable to a single preambular paragraph divided into subparagraphs (a), (b) and (c).

EXAMPLE:

The General Assembly,

Noting the report of the Secretary-General on ...

Noting also the conclusions of the United Nations Conference on ...

Noting further the views expressed during the debate on the question in the Commission ...

D. References to paragraphs

When it is necessary to refer to a particular paragraph of a preamble, ordinal numbers should be used, e.g. the first, the second, paragraph of the preamble.

An operative paragraph of an adopted resolution should be identified by its number, e.g. resolution 34/50, paragraph 5. Note that the word "operative" should not be used in specific references to numbered operative paragraphs of adopted resolutions: occasionally, however, a resolution may have a single, unnumbered operative paragraph, and such a paragraph should be referred to as "the operative paragraph".

EXAMPLE:

English: ... as indicated in General Assembly resolution 2091 (XX), paragraph 2

French: ... au paragraphe 2 de la résolution 2091 (XX) de l'Assemblée générale

Spanish: ... en el párrafo 2 de la resolución 2091 (XX) de la Asamblea General

The word "operative" may, however, be used with reference to numbered operative paragraphs of a draft resolution, particularly in the record of a debate on the text. It may also be kept in a verbatim record when it is used by a speaker in the explanation of a vote on a resolution just adopted.

When a reference is made to the operative paragraph of a resolution that has only one operative paragraph, the following form should be used:

EXAMPLE:

In the operative paragraph of General Assembly resolution 34/3 of 4 October 1979, ...

When a reference is made in an operative paragraph to another operative paragraph of the same resolution, it may sometimes be useful to indicate its position in the text, that is, to state whether it is above or below the paragraph in which the reference is made.

EXAMPLES:

English: ... in pursuance of paragraphs 3 and 4 above

French: ... en application des paragraphes 3 et 4 ci-dessus

Spanish: ... de acuerdo con los párrafos 3 y 4 supra

* * *

English: ... the study referred to in paragraph 6 below

French: ... l'étude visée au paragraphe 6 ci-dessous

Spanish: ... el estudio mencionado en el párrafo 6 infra

E. Internal references to the resolution as a whole

A reference in a resolution to the text of the same resolution as a whole should be to "the present resolution" (French: la présente résolution; Spanish: la presente resolución), not to "this resolution", which may be ambiguous.

EXAMPLE:

The General Assembly

...

2. Further requests the Secretary-General to report to the General Assembly at its ... session on the progress achieved in the implementation of the present resolution.

This practice should also be followed when an internal reference is made to matter annexed to the resolution, such as a convention or statute.

EXAMPLE:

The General Assembly

Approves the Convention on ..., the text of which is annexed to the present resolution.

F. Use of italics

In resolutions, the following words should be italicized (in typescript, underlined): 3/

- (a) The name of the organ at the beginning of the text;

EXAMPLES:

The General Assembly,

[Believing ...]

The Security Council

[Decides ...]

- (b) The word or words at the beginning of each paragraph of the preamble expressive of the mood or the action, past or present, of the organ;

EXAMPLES:

[The General Assembly,]

Believing ...

Convinced of ...

Desirous of ...

Expressing confidence ...

Noting with satisfaction ...

Taking note of ...

Having examined ...

3/ See the terminology bulletin on terms used in the preamble and operative part of resolutions (ST/CS/SER.F/313).

(c) The operative verb or phrase at the beginning of each paragraph of the operative part.

EXAMPLES:

[The General Assembly]

Decides to ...

Recommends that ...

Expresses its appreciation to ...

Requests the Secretary-General to ...

Further requests the Secretary-General to ...

Expresses the hope that ...

Takes note with satisfaction of the ...

Calls upon the Governments ...

Calls for ...

Note again that only an opening operative verb is italicized; if a second operative verb occurs in a paragraph, it should not be italicized.

EXAMPLE:

Expresses the hope that ... and requests the Secretary-General to report on the question at the ... session.

The use of italics explained above applies to resolutions and draft resolutions only; decisions are normally presented in the form of a paragraph, without any italics or underlining.

G. Punctuation

Though there may be punctuation within the title of a resolution or decision, there should be no final punctuation mark. Within a title, a colon is generally preferred to a dash.

EXAMPLES:

- 2369 (XXII). Reorganization of the top echelon in the United Nations Secretariat: amendments to the Staff Regulations of the United Nations
- 35/219. Use of Arabic in the subsidiary organs of the General Assembly, in the Security Council and in the Economic and Social Council: amendments to rules 51, 52, 54 and 56 of the rules of procedure of the Assembly

Resolutions

When a resolution has a preamble, there is a comma after the name of the organ and a comma after each paragraph or subparagraph of the preamble; if the resolution has no preamble, there is no punctuation mark after the name of the organ.

In the operative part, there is a semicolon after each paragraph or subparagraph and a full stop at the end, which should be the only full stop in the resolution.

When a paragraph, in either the preamble or the operative part, is divided into subparagraphs identified by letters or lower-case arabic numerals, a colon is placed after the words that introduce the first subparagraph.

The use of punctuation in the various cases described above is shown in the following examples.

EXAMPLE 1:

The Economic and Social Council,

Recognizing the continuing seriousness of the illicit traffic in narcotic drugs in the Near and Middle East,

Conscious of the need for close co-operation between countries having a common frontier,

1. Recommends that the countries in the region ... the campaign against the illicit traffic in narcotic drugs in the region;
2. Invites the Secretary-General, within the limits of existing budgetary resources, to provide any necessary advice and assistance at such a meeting.

EXAMPLE 2:

The General Assembly

1. Authorizes the Secretary-General, with the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions and subject to the Financial Regulations of the United Nations and the provisions of paragraph 3 below, to enter into commitments in the biennium 1980-1981 to meet unforeseen and extraordinary expenses arising either during or subsequent to that biennium, provided that the concurrence of the Advisory Committee shall not be necessary for:

(a) Such commitments, not exceeding a total of \$US 2 million in any one year of the biennium 1980-1981, as the Secretary-General certifies relate to the maintenance of peace and security;

(b) Such commitments as the President of the International Court of Justice certifies relate to expenses occasioned by:

- (i) The designation of ad hoc judges (Statute of the Court, Article 31), not exceeding a total of \$100,000;
- (ii) The appointment of assessors (Statute, Article 30), or the calling of witnesses and the appointment of experts (Statute, Article 50), not exceeding a total of \$50,000;
- (iii) The holding of sessions of the Court away from The Hague (Statute, Article 22), not exceeding a total of \$150,000;
- (iv) The maintenance in office of judges who have not been re-elected (Statute, Article 13, paragraph 3), not exceeding a total of \$75,000 in 1980;
- (v) The payment of pensions and travel and removal expenses of retiring judges, and travel and removal expenses of new members of the Court, not exceeding a total of \$130,000 in 1980, and the payment of pensions of retiring judges, not exceeding a total of \$130,000 in 1981;

2. Resolves that the Secretary-General shall report to the Advisory Committee on Administrative and Budgetary Questions and to the General Assembly at . . .

EXAMPLE 3:

The Economic and Social Council,

Deeply concerned about the volume of documentation and the consequent delays in its circulation and aware of the heavy burden therefore placed on the Secretariat and delegations, as well as the increasing financial costs involved,

Deeply concerned also at the fact that documents are too often not issued in due time in all the working languages of the Council,

Taking into account the provisions of General Assembly resolution 33/56 of 14 December 1978,

1. Decides:

(a) To keep its requests for documents to the minimum compatible with the efficient conduct of its work and within the limits of the available resources of the Secretariat;

(b) To review, at the outset of each regular session, all its recurrent documents to determine whether they have become redundant, have lost their usefulness or could be issued at less frequent intervals;

...

EXAMPLE 4:

The General Assembly,

Having considered paragraph 5 of resolution 114 (V) on institutional issues, adopted by the United Nations Conference on Trade and Development at its fifth session, held at Manila from 7 May to 3 June 1979,

Decides to amend its resolution 1995 (XIX) of 30 December 1964 on the establishment of the United Nations Conference on Trade and Development, as amended by resolutions 2904 (XXVII) of 26 September 1972, 31/2 A of 29 September 1976 and 31/2 B of 21 December 1976, by replacing the word "once" in the second sentence of paragraph 13 of section II by the word "twice".

EXAMPLE 5:

The General Assembly

1. Accepts the financial report ... Board of Auditors;
2. Concurs in the observations ... session.

Decisions

Decisions should be presented in the form of a paragraph introduced by the words:

"At its ... meeting, on ..., the [General Assembly] [, on the recommendation of the ... Committee,] ..."

If the paragraph has subparagraphs containing action verbs, the introductory phrase is normally followed by a colon.

EXAMPLE:

At its ... meeting, on ..., the General Assembly, on the recommendation of the Fifth Committee:

- (a) Took note of ...
- (b) Decided to ...

(There is no underlining or italics.)

H. Abbreviations

Names of organs, organizations, offices etc. must be given in full when mentioned in a resolution. Drafters of resolutions should see to it that any names that appear in the text are given in full and in the correct form. However, to avoid excessive repetition, long titles, though they should be given in full the first time they occur in the preamble and the first time in the operative part of a resolution, may thereafter be shortened, provided that no possible ambiguity exists.

EXAMPLES:

The General Assembly,

Having examined the report of the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples relating to this question,

...

1. Approves the report of the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples relating to this question;

2. Requests the Special Committee to continue to study this question and to report thereon to the General Assembly at its ... session.

* * *

The General Assembly,

...

Taking note of the report of the Secretary-General to which is annexed the report of the Committee of Trustees of the United Nations Trust Fund for South Africa,

Noting that the Committee of Trustees has drawn attention to the need for greater contributions to the Fund ...

1. Expresses its appreciation to the Governments, organizations and individuals which have contributed to the United Nations Trust Fund for South Africa;

2. Commends the Secretary-General and the Committee of Trustees of the Fund for their efforts to promote the purposes of the Fund;

...

* * *

The Economic and Social Council,

Having considered with appreciation the report of the International Conference of Ministers Responsible for Social Welfare, held at United Nations Headquarters from ... to ...

Noting that the recommendations of the Conference developed ...

...

1. Notes with satisfaction the findings, conclusions and recommendations of the International Conference of Ministers Responsible for Social Welfare contained in its report;

2. Recommends Governments:

(a) To give due attention to the findings ... of the Conference;

...

* * *

The Economic and Social Council,

Having considered with satisfaction the progress report of the Secretary-General and the report of the Ad Hoc Group of Experts on Tax Treaties between Developed and Developing Countries set up by the Secretary-General ...

1. Requests the Ad Hoc Group of Experts on Tax Treaties between Developed and Developing Countries to continue its work as envisaged in paragraph 1 of Council resolution 1273 (XLIII);

2. Requests the Secretary-General to convene the Group early in ...

* * *

Great care should be taken in the abbreviation of names of United Nations organs. The Security Council, the Economic and Social Council and the Trusteeship Council, for example, should be referred to as "the Council" only if it has already been made quite clear which Council is meant. References to the General Assembly as "the Assembly" should be made only to avoid excessive repetition of the full name and certainly

not when another Assembly, e.g. the World Health Assembly, is mentioned in the same paragraph. Generally speaking, the short form is used whenever the name occurs more than once in the same paragraph.

Acronyms should not be used in resolutions, except when they form part of an official title - for example, the United Nations/FAO Intergovernmental Committee of the World Food Programme.

The full title of "the Charter of the United Nations" should be used the first time it occurs in the preamble and the first time in the operative part; thereafter, "the Charter" may be used, unless there is a possibility that it may be taken to mean some other Charter - for example, the Charter of the Organization of African Unity. The expression "United Nations Charter" should be avoided.

I. References to documents

A document mentioned in a resolution or draft resolution should be referred to by its symbol unless it appears in the printed Official Records of a United Nations organ or as a United Nations publication with a sales number.

As a general rule, when a document is referred to in a draft resolution appearing in provisional or preliminary form, the document symbol should be placed in parentheses in the text. The word "document" should not be included.

EXAMPLE:

The General Assembly,

...

Takes note of the report of the Secretary-General on economic co-operation among developing countries (A/34/546);

...

In the final version of the resolution as adopted, the reference is removed from the text and placed, without parentheses, in a footnote.

In certain exceptional cases, the parentheses enclosing the document symbol may be dispensed with; the document symbol will then remain an integral part of the text. This method is used only in cases where the normal method would not be practicable, as in the example given below.

EXAMPLE:

The General Assembly,

Recognizing that the consideration that they deserve cannot be given ... to the contents of documents A/C.3/L.239, A/C.3/L.244, A/C.3/L.242/Rev.1 and A/C.3/L.243,

Decides to postpone ... consideration of the points raised in those documents.

If a document referred to in a resolution or draft resolution appears in the printed Official Records of a United Nations organ or as a United Nations publication with a sales number, the precise reference should be given in a footnote.

EXAMPLE:

The Economic and Social Council,

Recalling the recommendations of the World Population Conference, 43/ ...

...

43/ Report of the United Nations World Population Conference, Bucharest, 19-30 August 1974 (United Nations publication, Sales No. E.75.XIII.3), chap. II.

J. References to other resolutions and decisions

Whenever reference is made, within a resolution or decision, to an earlier resolution or decision or to a resolution or decision of another organ, the date of the resolution or decision should be given the first time it is mentioned. The correct forms are shown below.

EXAMPLES:

English:

The General Assembly,

Recalling its resolutions 31/197 of 22 December 1976 and 32/73 A of 9 December 1977 ...

Recalling also its resolution 33/121 of 19 December 1978 ...

...

Renews its request to the Secretary-General that, in pursuance of General Assembly resolution 33/121, he should ...

* * *

French:

L'Assemblée générale,

Rappelant ses résolutions 31/197 du 22 décembre 1976 et 32/73 A du 9 décembre 1977 ...

Rappelant également sa résolution 33/121 du 19 décembre 1978 ...

...

Demande à nouveau au Secrétaire général de redoubler d'efforts, conformément à la résolution 33/121 de l'Assemblée générale ...

[In French, when reference is made within a resolution to a resolution or resolutions together with the name of the issuing body, the words "en date du" are added after the name of the body. In such cases, the numbers of the resolutions are often given together and the dates together, for example, "... dispositions pertinentes des résolutions 3202 (S-VI), 3441 (XXX) et 31/172 de l'Assemblée générale, en date des 1^{er} mai 1974, 9 décembre 1975 et 21 décembre 1976 ...".]

* * *

Spanish:

La Asamblea General,

Recordando sus resoluciones 31/197 de 22 de diciembre de 1976 y 32/73 A de 9 de diciembre de 1977 ...

Recordando asimismo su resolución 33/121 de 19 de diciembre de 1978 ...

...

Reitera su petición al Secretario General de que en cumplimiento de la resolución 33/121 de la Asamblea General ...

It should be noted that when a resolution has been issued in provisional form in a document bearing a symbol such as A/RES/37/-, it should never be referred to by that document symbol but rather by the number assigned to it (e.g. . resolution 37/-).

K. Wording of resolutions

Especial care must be taken, in drafting and editing resolutions, to ensure accuracy in terminology, particularly in the designation of persons, offices, bodies, organizations, titles of legal instruments and the like.

If reference is made in a draft resolution to a statement, specific identification of the statement should be given, including, as applicable, the name and/or title of the speaker, the meeting number (if any), the date of the statement, the document number (if any) and the occasion on which the statement was delivered.

In resolutions, wording such as "15-16 June" or "12-16 June" should be avoided. Instead, "15 and 16 June" and "from 12 to 16 June" or, if necessary, "from 12 to 16 June, inclusive" should be used.

A representative listing, in English, French, Spanish, Russian, Arabic and Chinese, of standard preambular and operative verb forms used in resolutions of United Nations organs is given in Terminology Bulletin No. 313 (ST/CS/SER.F/313).

The general rule that numbers under 10 should be written out and numbers from 10 on expressed in numerals (see article F 9, chapter I) does not apply in resolutions. With the obvious exception of such numbers as those relating to dates, symbols and amounts of money, all numbers should be written out in words.

Reports should not be spoken of as being submitted to a session of an organ but rather as being submitted to an organ at its session.

EXAMPLE:

English:

... requests the Committee to continue to study this question and to report thereon to the General Assembly at its thirty-seventh session.

(NOT to the thirty-seventh session of the General Assembly)

French:

... prie le Comité de poursuivre l'étude de cette question et de faire rapport à ce sujet à l'Assemblée générale lors de sa trente-septième session.

Spanish:

... pide al Comité que prosiga el estudio de la cuestión e informe sobre el particular a la Asamblea General en su trigésimo séptimo período de sesiones.

The expression "[States] Members of the United Nations and of the specialized agencies" should not be used. The correct forms are, according to the construction of the sentence, "[States] Members of the United Nations and members of the specialized agencies", "[States] Members of the United Nations or members of specialized agencies" or "a [State] Member of the United Nations or member of a specialized agency". The term "Member States" may be used when it is clear that the reference is to Members of the United Nations.

The expression "Member Governments" should not be used. The following phrases may be used, as appropriate: "Governments of States Members of the United Nations or members of specialized agencies", "Governments of Member States", or simply "Member States".

L. References to the Secretary-General or to the Secretariat

When reference is made to the Secretary-General or to the Secretariat, it is not normally necessary to add the words "of the United Nations".

An exception would be made in a text in which there was a reference to the secretary-general or to the secretariat of some other organization.

M. References to money

Monetary units should normally be expressed in figures rather than words, the type of currency being made absolutely clear at the first mention. For example, if the currency is United States dollars and the first figure mentioned is 25,500, that sum should be represented as \$US 25,500. Subsequently the abbreviation "US" need not be inserted. Where the sums mentioned are in millions and can be conveniently expressed in decimal form to not more than one decimal point, the word "million" is spelt out.

EXAMPLE:

English:

The General Assembly,

Noting that ... a development fund of \$US 5.2 million ...

Decides in principle to contribute \$2 million to the Development Fund ...

French:

L'Assemblée générale,

Notant que ... d'un fonds de développement de 5,2 millions de dollars des Etats-Unis,

Décide, en principe, de verser 2 millions de dollars au Fonds de développement ...

Spanish:

La Asamblea General,

Tomando nota de que ... un fondo de desarrollo de 5.200.000 dólares de los Estados Unidos,

Decide en principio contribuir con 2 millones de dólares al Fondo de Desarrollo ...

N. Names of newly established bodies

Whenever a body is established by a resolution, the name used to designate it should be the official name and not a provisional or descriptive name subject to later change.

EXAMPLE:

The General Assembly,

...

Approves the idea of establishing a University for Peace as an international centre of higher learning for post-graduate studies ... aimed at training for peace ...

...

O. Annexed matter

If the organ adopting a resolution is thereby adopting or approving a text other than the resolution itself, that text should, where appropriate, be annexed to the resolution, not inserted in it.

Matter which it has been decided to annex may be referred to in the text of the resolution in various ways. Examples of acceptable wording are given below.

EXAMPLES:

English:

The General Assembly

Commends the Agreement on ..., the text of which is annexed to the present resolution.

French:

L'Assemblée générale

Se félicite de l'Accord sur ..., dont le texte est joint en annexe à la présente résolution.

Spanish:

La Asamblea General

Se felicita por el Acuerdo sobre ..., cuyo texto figura como anexo a la presente resolución.

* * *

English:

The General Assembly

...

3. Adopts the provisional regulations ... set out in annex II to the present resolution.

French:

L'Assemblée générale

...

3. Adopte le règlement provisoire ... qui figure à l'annexe II de la présente résolution.

Spanish:

La Asamblea General

...

3. Aprueba el reglamento provisional ... que figura en el anexo II a la presente resolución.

* * *

English:

The General Assembly

Approves the annexed Convention on the ...;

French:

L'Assemblée générale

Approuve la Convention sur ... qui figure en annexe à la présente résolution.

Spanish:

La Asamblea General

Aprueba la Convención sobre ... que figura en el anexo a la presente resolución.

Matter annexed to a resolution immediately follows the text of the resolution. (In the final version of the adopted resolution it follows the number of the meeting and the date of adoption.) It is headed by the word "Annex" and usually has a title as well.

EXAMPLE:

The General Assembly,
Reaffirming ...
...

Commends the Agreement Governing the Activities of States on the Moon and Other Celestial Bodies, the text of which is annexed to the present resolution;

...

89th plenary meeting
5 December 1979

ANNEX

Agreement Governing the Activities of States on the Moon
and Other Celestial Bodies

The States Parties to this Agreement,

Noting ...

If there are two or more annexes to a resolution, they should be identified by roman numerals, so that the headings would read "Annex I", "Annex II" etc.

V. ADDITIONAL INFORMATION GIVEN IN THE VOLUME OF
RESOLUTIONS OF THE GENERAL ASSEMBLY

It is of interest to note that the supplement to the Official Records of the General Assembly containing the resolutions and decisions adopted at a regular session includes annexes providing references to (a) the composition of the Security Council, the Economic and Social Council, the Trusteeship Council and the International Court of Justice, and that of organs established by the General Assembly (annex I); and (b) the source of the text of conventions, declarations and other instruments that appear in the volumes of resolutions and decisions (annex II). It includes also an annex giving an index to the resolutions and decisions contained within the volume (annex III) and a check-list of resolutions and decisions adopted by the General Assembly during the session, indicating the serial order of adoption, the title of the resolution, the agenda item, the plenary meeting at which the resolution or decision was adopted, the date of adoption, the voting result and the page on which the text appears in the volume. [A complete tabulation of the results of recorded votes is given in the verbatim records of the plenary meetings of the General Assembly and in the annex to the Index to Proceedings of the General Assembly (ST/LIB/SER.B/--) for the session concerned.]

ARTICLE E
ELEMENTS OF TEXTS

ARTICLE E 1. TABLES OF CONTENTS

CONTENTS

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A document of any length or complexity should be provided with a table of contents (to be headed "CONTENTS" [French: "TABLE DES MATIERES"; Spanish: "INDICE"]) setting forth the principal headings and subheadings. This not only acquaints the reader at once with the scope of the document and the order of its parts but also serves as a rough index.

A short document or one on a single theme with no major divisions need not normally have a table of contents.

I. GENERAL PRESENTATION

The table of contents should come before, not after, the text of the document, in all languages. In most mimeographed documents, the table of contents, if any, should follow immediately after the title and subtitles, except in cases where the document begins with an introductory note by the Secretary-General or by the Secretariat, in which case it should come after the note. In a publication it should come after the preface or foreword. Front matter preceding the table of contents should be listed in the table.

On a document the heading "CONTENTS" (not "Table of contents") should appear in block capital letters, centred. In a publication the choice of type is a matter for the copy-preparer.

The table of contents should, as a rule, consist of four elements arranged in parallel columns: (a) chapter or section numbers or both, (b) list of headings and major subheadings, (c) paragraph numbers and (d) page numbers. Annexes and appendices, if any, and other end matter should be listed.

Chapter numbers, in roman numerals, should appear under the column heading "Chapter". They should be aligned on the right.

A. Main body

Headings and subheadings listed in the table of contents should correspond exactly with those in the text in wording, punctuation and the use of initial capital letters. The relation of subheadings to main headings should be shown by the use of progressive indention. In typewritten documents, chapter headings are, as a rule, shown in block capital letters. The second line and subsequent lines of a heading should be blocked under the first. Subheadings below the section level are not normally listed in the table of contents. Annexes to chapters should be listed as subheadings to their relevant chapters.

Paragraph numbers should be given under the column heading "Paragraphs". The first and last paragraphs covered by the heading or subheading should be indicated in the form "1-4". If only one paragraph is covered by the heading or subheading, the number should be centred in the column. Paragraph numbers are not indicated in the table of contents of longer reports, particularly those issued in printed form, unless they would serve a useful purpose.

Page numbers should be given under the heading "Page". The page number indicated should be that of the page on which the section or passage covered by the heading or subheading begins. The contents should not indicate the page on which the section ends.

B. Annexes and appendices to main body

If there is only one annex, the word "Annex", in initial capital letters and lower case, underlined, should appear under the column headed "Chapter".

If there is more than one annex, the word "Annexes", in initial capital letters and lower case, underlined, should be centred. The numbers of the annexes, in roman numerals, should be listed in a column under the Chapter column. The numbers should be aligned on the right. Each annex should be paginated separately, beginning with 1.

The titles of the annexes should be ranged under the headings and subheadings and should be followed by leaders extending to the Page column. Paragraph numbers should not be indicated for annexes. Subheadings should not, normally, be listed for annexes.

Appendices to annexes should be listed under the corresponding annexes, as shown in the skeleton outline given in chapter IV below.

C. List of tables

If there are only a few tables, they may, if desired, be mentioned under the appropriate chapter heading or subheading in the table of contents. If there are many and if it appears useful to do so, all the tables contained in the document may be listed in the table of contents. They should be given under a centred heading reading "List of tables". The number and title of each table should be given, with the page reference. Tables should always be listed in the order in which they appear.

D. List of figures

If a publication has only one or two figures (that is, charts and the like), these may, if desired, be listed under the appropriate chapter heading or subheading in the table of contents. If a document or publication has a considerable number of figures or if they are relevant to the whole work, they should be listed, by number and title, in the table of contents, under the heading "List of figures", following the list of tables, if any.

E. List of maps

If there are only a few maps, they may, if desired, be listed under the appropriate heading or subheading in the table of contents. If there are a number of them or if they are relevant to the whole work, they should be listed, by number and title, under a separate heading reading "List of maps". The list should come after the list of figures, if any.

F. Use of leaders

Leaders should be used to guide the eye from headings or subheadings to paragraph numbers (or page numbers where paragraph numbers are not indicated). They should end at the same place in each line, at least five spaces from the paragraph or page column. If, in the body of the document itself, a subheading follows a heading without any intervening text, no leaders should be used after the heading; they should be used only after the subheading.

II. FOOTNOTES TO ITEMS IN THE TABLE OF CONTENTS

It is sometimes necessary to have footnotes to items in the table of contents. If there are not more than five footnotes, asterisks should, preferably, be used to identify them. If there are more than five, superior letters should be used.

III. CONTENTS FOR MORE THAN ONE VOLUME

In a document of more than one volume, each volume should, normally, have its own table of contents covering the matter in the volume. In publications, the full table of contents, covering all volumes, may be given in each volume if this would serve a useful purpose. In such cases the page numbers of other volumes are not normally included.

IV. SKELETON OUTLINE AND EXAMPLES

A skeleton outline of a table of contents is given below, showing the order and presentation of the elements in a typewritten text to be submitted for printing. It is followed by examples.

SKELETON OUTLINE:

CONTENTS

	<u>Paragraphs</u>	<u>Page</u>
Preface		
Explanatory notes		
Abbreviations		

PART ONE

Introduction

Chapter

- I.
- II.
 - A.
 - B.

PART TWO

- III.
 - A.
 - B.
 - Annex.
 - C.
- IV.

CONTENTS (continued)

	<u>Page</u>
ANNEXES	
I.	
II.	
<u>Appendix</u>	

LIST OF TABLES

- 1. ...
- 2. ...
- 3. ...

LIST OF FIGURES

- I. ...
- II. ...

Bibliography ...

Index ...

EXAMPLE 1 (document):

CONTENTS

	<u>Paragraphs</u>	<u>Page</u>
Introduction	1 - 2	3
<u>Chapter</u>		
I. STRUCTURAL AND INSTITUTIONAL REFORMS	3	4
II. STATUS OF THE CO-OPERATIVE MOVEMENT, WITH EMPHASIS ON MULTIPURPOSE AND HOUSING CO-OPERATIVES	4 - 18	6
III. THE ROLE OF CO-OPERATIVES IN LAND AND AGRARIAN REFORM	19 - 23	11
IV. THE ROLE OF CO-OPERATIVES IN THE INTEGRATION OF WOMEN IN THE DEVELOPMENT PROCESS	24 - 33	12
V. THE CONTRIBUTION MADE BY CO-OPERATIVES TO DEVELOPMENT	34 - 46	15
A. Equitable profit-sharing	35 - 37	16
B. Popular participation	38 - 43	16
C. Contribution to development	44 - 46	18
VI. INTERNATIONAL AGENCIES AND THEIR ROLE IN PROMOTING CO-OPERATIVES	47 - 55	19
VII. CONCLUSIONS	56 - 80	22

Annexes

I. Questionnaire on national experience in promoting the co-operative movement	29
II. Countries that have submitted replies to the United Nations questionnaire on national experience in promoting the co-operative movement	31

EXAMPLE 2 (publication):

CONTENTS

	<u>Page</u>
Preface	vi
Explanatory notes	viii
Abbreviations	x

	<u>Paragraphs</u>	
Introduction	1-2	1

Chapter

I. THE DEVELOPMENT OF INTERNATIONAL SEABORNE TRADE . .	3-18	3
A. General developments	3-6	3
B. Developments by types of commodities	7-11	5
C. Developments by groups of countries	12-18	6
II. THE DEVELOPMENT OF THE WORLD MERCHANT FLEET	19-56	8
A. Changes in the world fleet	19-37	8
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2. World seaborne trade in 1965, 1970, 1973 and 1975 by type of cargo and share of groups of countries	9

LIST OF FIGURES

1. The course of freight rate indices and laying-up and scrapping as percentage of world tonnage, 1972-1976: tankers	24
2. The course of freight rate indices and laying-up and scrapping as percentage of world tonnage, 1972-1976: dry cargo vessels	25

ARTICLE E 2. TOPICAL HEADINGS AND SUBHEADINGS

CONTENTS

<u>Chapter</u>	<u>Page</u>
I. PRESENTATION OF HEADINGS	209
II. PUNCTUATION OF HEADINGS	211

Any paper intended for study or reference gains from the use of topical headings marking logical divisions of the subject. In English, the heading should not be treated as part of the text. The text should be complete in itself and the headings should serve only as an editorial device to indicate the structure of the text. In French, the headings may be treated as part of the text.

Topical headings should indicate concisely the subject discussed in the text that follows. They are usually nouns or phrases built about nouns. Headings and subheadings should be balanced in structure; for example, interrogative headings should not be interspersed among noun phrases. A subheading should not repeat the wording of a heading.

I. PRESENTATION OF HEADINGS

When a document contains several main parts or chapters, each of these should, if possible, begin on a new page.

In printed documents, the relative value and relation of headings and subheadings may be shown by the use of different kinds and sizes of type and, if desired, by the use of numbers and letters (see article G 2, chapter VI). In documents offset from typescript, the relative value of headings may be indicated by the use of numbers and letters and by the indentation of headings. The following rules apply mainly to offset documents. 1/ They are applicable to publications also, save that in printed publications the letters and numbers are omitted unless they serve a useful purpose.

1/ In the case of certain documents and publications, especially General Assembly documents, recurrent publications and those placed on sale, exceptions may be made, upon agreement between the editorial services and the submitting departments, in such matters as the division of the text into parts, chapters and sections, particularly if a distinctive presentation has been followed in the past.

A long text that falls logically into major parts may be divided into corresponding parts, normally identified by numbers written out in words with initial capitals: Part One, Part Two etc. (It should be noted that in cross-references to parts, the words are not capitalized, e.g. "See part one.") The words "Part One" etc. are normally centred on a separate line, above the subject-heading of the part.

Chapter headings should normally be identified by roman numerals, section headings by capital letters and subsections by arabic numerals. It is usually unnecessary to have further subheadings, but if the nature of the text is such that they would serve a useful purpose, they may be identified by the series (a), (b), (c) etc.; (i), (ii), (iii) etc.; [French and Spanish: a), b) etc.; i), ii) etc.] a., b., c. etc.; and i., ii., iii. etc., in that order. ^{2/}

The system of identification is shown in the following example.

EXAMPLE:

<u>Part One</u>	(Part, centred and underlined)
RECENT TRENDS IN INDUSTRIALIZATION	(Title of part, centred)
I. PROBLEMS OF INDUSTRIALIZATION	(Chapter heading, centred)
A. <u>Principal problems</u>	(First-degree subheading, centred and underlined)
1. <u>Basic materials</u>	(Second-degree subheading, centred and underlined)
(a) <u>Coal</u>	(Third-degree subheading, underlined, at margin)
(i) <u>Sources of supply</u>	(Fourth-degree subheading, underlined, indented five spaces)
a. <u>Operating mines</u>	(Fifth-degree subheading, underlined, indented ten spaces)
i. <u>Anthracite</u>	(Sixth-degree subheading, indented fifteen spaces)

^{2/} Whether they are used to identify subsections or subparagraphs, the indications (a), (b) etc. and a., b. etc. should not be underlined in a text that is to be reproduced from typescript. In a text that is being prepared for printing, however, they should be underlined.

If, in a text in which all or some of the chapters follow a general pattern, there are some chapters in which certain degrees of subordination are not relevant, it is permissible to skip a degree of subordination in the headings in order to maintain the comparability.

Where it is necessary to use subdivisions of the fourth, fifth and sixth degree, indention is an important visual aid in showing the relation of items to one another and in making clear the co-ordination or subordination of topics or statements.

Care should be taken to make a clear distinction between the numbers and letters identifying headings and subheadings, on the one hand, and the numbers and letters identifying paragraphs and subparagraphs (see article F 6), on the other. The two form entirely separate series.

II. PUNCTUATION OF HEADINGS

Although there may be punctuation within a heading or subheading, there should be no final punctuation mark. This rule applies also to French, in which such final punctuation sometimes occurs in non-United Nations texts. Within a heading, a colon is preferred to a dash.

It should be noted, however, that a run-in side heading is considered part of the text and is followed by punctuation.

EXAMPLE:

Industrial co-operatives. In recent years there has been an increase ...

On the other hand, a number of key words underlined (or italicized in print) at the beginning of a sentence do not constitute a run-in side-heading proper and are not followed by a punctuation mark unless it is required by the meaning of the sentence.

EXAMPLE:

Multipurpose co-operatives have been set up in ...

ARTICLE E 3. FOOTNOTES AND OTHER REFERENCES

CONTENTS

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In United Nations documents and publications, the sources of quoted material and other reference and explanatory information are given through the use of parenthetical references to United Nations documents, bibliographical footnotes and consolidated notes of various types, and reference lists. Guidance in the use of these various forms is given below.

Brief reference is also made, in chapter XIV below, to the use of bibliographies. Detailed guidance in the preparation of bibliographies is given in the Bibliographical Style Manual 1/ in respect of past practice, and in the Reference Manual for Bibliographic Descriptions 2/ and the Cataloguing Manual 2/ in respect of current practice, all prepared by the Dag Hammarskjöld Library.

I. REFERENCE FORMS: DOCUMENT SYMBOLS, FOOTNOTES,
CONSOLIDATED NOTES AND REFERENCE LISTS

A. Document symbols

Documents 3/ that are not reproduced in the Official Records or as United Nations publications are normally referred to by their symbol, which is generally given in parentheses in the text. The following exceptions should be noted:

(a) References in the form of document symbols are put in footnotes in resolutions and in draft resolutions reproduced in the text of a decision that formally transmits it to another organ or to the same organ at a later session for consideration;

(b) References in the form of document symbols are put in consolidated notes in certain cases in Official Records when they relate to documents of an organ or session other than the one to which the Official Record as a whole relates, or to documents that are not directly pertinent to the subject (often an agenda item) under discussion;

1/ United Nations publication, Sales No. 63.I.5.

2/ United Nations Bibliographic Information System (UNBIS)
(February 1980) (internal document).

3/ In the strict acceptance of the word in the United Nations, a "document" is an official paper issued under the authority of a United Nations organ and bearing an official United Nations document symbol, regardless of size or form of issuance. A "publication" is a text issued under the authority of the Publications Board, usually in printed or near-printed form, as part of the publications programme of the United Nations. A "publication" may also be a "document" (see article A 1, chapter III).

(c) References in the form of document symbols are put either in footnotes or consolidated notes, as appropriate, when the reference is indirect and is introduced by a word such as "See" or accompanied by an explanation.

The word "document" should not be used before the symbol in the cases indicated above.

EXAMPLE:

/ For further information on the subject, see A/CONF.87/9.

The word "document" is, however, correctly used before the symbol of a document included in a fascicle of Annexes to Official Records inasmuch as documents included therein bear the heading "Document ...".

EXAMPLE:

/ See Official Records of the General Assembly, Thirty-second Session, Annexes, agenda item 76, document A/32/423, para. 23.

B. Footnotes

Footnotes may be used to provide information of a substantive or explanatory nature that would not be appropriate in the body of the text. With the exceptions noted in section C ("Consolidated lists"), notes giving source references or acknowledging the authority for statements made in the text should be given in consolidated lists of notes.

C. Consolidated lists

In 1982, for technical reasons resulting from the introduction of electronic word-processing equipment for the production of documents, a new system of presenting references in all official documents was initiated.

Under the new system, citations that had, in the past, been presented in serially numbered footnotes at the bottom of the page on which the corresponding indicators appeared are consolidated and placed in sequence at the end of the document, preceding any annexes, under the centred heading "Notes". In the consolidated list, the references are listed one under the other, each beginning with a paragraph indentation.

Exceptions to this procedure require specific authorization, which is granted in such cases as footnotes to draft resolutions or decisions included in a Committee report to the General Assembly or footnotes to a collection of replies by Governments or organizations to requests by

the Secretary-General for information or comments (see chapter III, section B, below under the heading "Main body of text".)

Only notes giving citations or references should be included in a consolidated list. Notes of a substantive nature and explanatory notes should be given in footnotes on the page on which the corresponding text appears. They should be identified by asterisks, beginning with a single asterisk on each page on which such a footnote appears.

Notes to tables should appear as footnotes to the tables to which they refer; they are never given in a consolidated list.

Notes to resolutions and draft resolutions and to decisions and draft decisions should be given as footnotes; they should not be included in the consolidated list.

Notes to annexes or appendices should appear in a consolidated list at the end of each annex or appendix to which they relate.

The rules set forth in this article with regard to the form and style of footnotes should be applied also, mutatis mutandis, to notes given in a consolidated list.

It should be noted that consolidated lists differ in some respects from keyed reference lists (see section D and chapter XVI below).

D. Reference lists

Reference lists are used in technical papers, studies and publications (see chapter XVI below).

II. GENERAL INDICATION OF SOURCES

If a writer wishes to acknowledge a source from which he has drawn information or ideas but not specific quotations, he should not do so by making repeated references to the work(s) in question, with indications of pages and paragraphs. He should rather include a reference to the source in a bibliography or make a general acknowledgement, such as the following, at an appropriate place in the text:

This section is based in part on ... [full reference].
Background material has also been drawn from ... [full reference].

To facilitate the work of translators, writers should, where possible, limit footnote references to United Nations publications and documents and to other publications known to be readily available in several languages.

III. GENERAL INSTRUCTIONS FOR THE PRESENTATION
AND IDENTIFICATION OF FOOTNOTES

A. Presentation

In cases where footnotes are used rather than consolidated lists (see chapter I, section C), footnotes should appear, both in manuscript and in print, at the bottom of the page containing the element to which they refer. They should be separated from the text by a 10-space rule beginning at the left-hand margin. Footnotes that appear on a short page should be typed (or printed) immediately below the text, not at the bottom of the page.

Instructions concerning the placement of footnote indicators in English, French and Spanish texts are given in section F below.

Footnotes should normally be typed in single spacing. In manuscripts that are being prepared for printing, however, they should be typed in double spacing.

When documents are typed in single spacing, the indicator in the text (the "call-out" {French: "appel de note"; Spanish: "llamada"}) is positioned on the line of type and preceded by a space, as in example (a). When documents are typed in one-and-a-half or double spacing, the indicator is positioned half a space above the line of type with no space preceding it, as in example (b). In English the indicator in the text follows the punctuation; in French and Spanish it is generally placed inside the punctuation.

EXAMPLES:

English

- (a) ... not only to increase the yield from the property tax but to prevent land speculation. 12/
- (b) ... not only to increase the yield from the property tax but to prevent land speculation.^{12/}

12/ Administrative Problems of Rapid Urban Growth in the Arab States (United Nations publication, Sales No. 64.II.H.1), pp. 27-28.

French

- (a) ... classes - ambassadeurs, ministres et chargés d'affaires en pied - n'est pas applicable aux missions permanentes auprès d'organisations internationales 75/.
- (b) ... classes - ambassadeurs, ministres et chargés d'affaires en pied - n'est pas applicable aux missions permanentes auprès d'organisations internationales 75/.

75/ Cette classification fait l'objet de l'article 14 de la Convention de Vienne sur les relations diplomatiques.

Spanish

- (a) ... muy evidentemente, se revelan las diferencias en los medios para la consecución de los fines de la sociedad 7/.
- (b) ... muy evidentemente, se revelan las diferencias en los medios para la consecución de los fines de la sociedad 7/.

7/ Es conveniente observar que en el examen de los problemas de la sociedad en los países en desarrollo no conviene trasladar mecánicamente a estos las normas de los países desarrollados de occidente.

When documents are typed, numerals or letters identifying footnotes should be set off, both in the text indicator and in the footnote itself, by a frame, thus: 1/. Reference marks, including asterisks, should not be set off by a frame.

If it is necessary to have two or more footnote references at the same point in a text, the reference indicators should be separated from each other by a comma and a space, and each of the indicators should be set in a frame, thus: 1/, 2/.

If a footnote is so long that it will not all go on the same page, it should be continued at the foot of the following page, preceding any footnote belonging to that page. The break should always be in the middle of a sentence, even if special spacing is required to achieve this, and there should be at least two lines carried over.

Each footnote should end with a full stop.

Footnotes should be typed as shown in this Manual. The first line, beginning with the reference mark (number, letter etc.), should be typed with a normal paragraph indentation (five spaces), and the second and subsequent lines should begin at the margin. If the footnote consists of more than one paragraph, the first line of each should be indented five spaces.

B. System of numbering and lettering: 4/ special use of asterisks

Preliminary matter

Footnotes in each element of the preliminary matter should normally be numbered consecutively with arabic numerals, each set off by a frame, e.g. 1/, 2/, the footnotes in each element being numbered in a new series beginning with 1 (see also section C below). If however the footnotes to the rest of the document are numbered consecutively throughout, the footnotes to each of the elements of the front matter should be identified by letters or reference marks, each element beginning with a new series. (This rule does not apply to the main text of documents printed in the Annexes to the Official Records of United Nations organs.)

To indicate a footnote to the symbol of a document in the corner notation, or to the title of a paper or of an article in a periodical, or a footnote or footnotes to a table of contents, asterisks may be used instead of arabic numerals, e.g. *, **. If, however, there are more than five footnotes, arabic numerals should be used.

Main body of text

Footnotes in the main body of a text may be numbered consecutively with arabic numerals throughout or, if there are many footnotes, throughout each chapter or other major division of the manuscript, each set off by a frame(_/) (see also section C below). The footnotes in each chapter or other major division should be numbered in a new series beginning with 1, unless the document is short or contains only a few footnotes, in which case a single series of consecutive numbers should be used throughout.

4/ These rules are not always applicable to statistical material, which may require special treatment.

In a document that is made up of a series of replies of Governments or organizations to requests by the Secretary-General for information or comments, footnotes should be numbered in each reply beginning with 1. (This will ensure that the note numbers correspond in the different language versions, in each of which the replies are given in the alphabetical order of the names of the Governments or organizations, which differs for each of the language versions concerned.)

Annexes and appendices

Footnotes should normally be identified consecutively throughout each annex or appendix by lower-case letters, each set off by a frame (/), the footnotes in each element being lettered in a new series beginning with a (see also section C below). If there are more than 26 and fewer than 53 footnotes in any one element, the series may be continued by using double letters: aa, bb etc.; alternatively, arabic numerals may be used throughout. Where there are more than 52 footnotes, the indicators should be superior arabic numerals, underlined (to become italic in print).

Where letters are used to identify footnotes in documents that are issued in English, French and Spanish, they should include only the letters of the English alphabet. (Letters such as ñ would thus be omitted even in the Spanish text.) The purpose of this rule is to ensure the concordance of the footnotes in the three texts.

If the annex is a separate document or paper with its own footnotes, reproduced as is, it may retain its own system of identifying footnotes.

References that are repeated

When it is necessary to repeat a reference, the repetition of the number or letter serving as footnote indicator in the text should normally suffice. If, however, the later reference is more than three double-spaced typewritten pages away from the earlier one, or if the document or chapter contains many footnotes, it may be more convenient for the reader if a new number or letter is used; either the reference may be repeated, in full or in abbreviated form, or the new footnote may refer to the earlier one, thus:

/ See note 4.

"Idem" should not be used to indicate repetition of the text of a bibliographical footnote. The form "See note ..." may be used, or the footnote repeated.

It should be noted that these rules apply to footnotes only. In texts in which consolidated notes are used, the reference numbers may be repeated wherever they are relevant.

C. Identification in special cases

Late additions

If extra footnotes have to be inserted in a text after processing of the manuscript has begun, and it would therefore be impracticable to renumber or reletter the entire series of notes, the extra footnotes may be identified by additional letters or numbers, as appropriate. For example, a footnote inserted after footnote 151/ should be numbered 151a/; one inserted after footnote d/ should be identified d¹/ (the underlined 1 to become italic in print).

Translations

When it is found necessary to add a footnote in the translation of a text that has already been issued in the original language, such a footnote should be indicated by an asterisk. In that way, the number or letter series established in the text issued in the original language is maintained in the translation, and each corresponding footnote is similarly identified in all language texts. It should be stressed, however, that additional footnotes should be inserted only when absolutely necessary and when the matter cannot be appropriately included in square brackets in the text.

If, however, a footnote that appears in the original text is not applicable in a translated version, an explanatory footnote bearing the same number should appear in the translation, in order that corresponding footnotes may be similarly identified in all texts. The explanatory footnote may inform the reader of the existence of the footnote in question in the original language version, or describe its content.

If a mistake has been made in the numbering of footnotes in the original text and it is too late to correct the error, the language versions should follow the original so that the numbers may concord, except that, where the error occurs, an adjustment may be made by adding a letter to the footnote number or giving a footnote a double number, e.g. 15a/, 14-15/.

Footnotes in statistical publications

It is the practice of the Statistical Office to identify footnotes by numbers, even those to tables of figures. As many of the publications of that Office, such as the Demographic Yearbook, have hundreds of footnotes, it is not feasible to identify footnotes by letters of the alphabet or by reference marks.

Reference marks

When, in exceptional cases, it is necessary to depart from the ordinary system of numbering or lettering footnotes, the following reference marks may be used, in the order indicated:

- asterisk
- † dagger
- ‡ double dagger
- § section mark
- || parallel
- ¶ paragraph mark

The series may be repeated in duplicate (**, †† etc.) or triplicate (***, ††† etc.) if required. Where there are not more than five footnotes, a series of asterisks may, if desired, be used instead of the series of reference marks. Reference marks other than asterisks can be used only in texts that are to be set in type.

Editor's notes such as "Provisional translation" or "Italics added by the author" may be identified by reference marks.

Reference marks may be used in addition to numbered footnotes to indicate particular traits or circumstances. For example, in a text containing a list, an asterisk may be used, before or after certain items, to designate a given fact or feature, e.g.:

- Alternate representative.

If the list is self-contained, the asterisk footnote appears under the list. If the information set forth in the asterisk footnote relates to elements scattered throughout the text, the asterisk footnote appears only once, in reference to the first mention but covering all cases. The asterisk footnote may, alternatively, be explained in a head-note.

Reference marks may be used in tables for footnotes explaining unusual abbreviations or limitations of data. They may also be used in mathematical texts in cases where the use of numerals or letters as indicators might be confusing.

Where footnotes identified by reference marks and footnotes identified by numbers or letters appear together, the footnotes identified by reference marks should be placed above the others.

Asterisks should come above the line; the other reference marks should be placed on the line.

D. Footnotes in tables

Grammatical form

In footnotes to tables, phrases rather than complete sentences should, where possible, be used.

In English, a present participle of a verb, rather than a past participle or a present tense, should be employed, e.g. "Excluding livestock", rather than "Livestock excluded" or "Excludes livestock".

Indications in tables

In a table, a reference to a footnote should be indicated by a superior lower-case letter, placed to the right of the item to which it refers and set off by a frame. The letters should begin with a/ in each table.

Where there are more than 26 footnotes and fewer than 53 to any one table, the series may be continued by using double letters: aa, bb etc. or, alternatively, in a text to be typeset, arabic numerals underlined (to become italic in print). Such an abundance of footnotes should however be avoided through replanning of the table. (It is often possible, for example, to cut a large table into smaller units.)

In tables in statistical texts prepared by the United Nations Statistical Office, arabic numerals are used for all footnotes. Asterisks, which are often used to indicate probabilities, should not be used in footnotes in statistical material.

The letters or numbers should read consecutively across, rather than down, the columns.

A footnote indicator attached to a column heading or a stub entry refers to all the figures in its column or line and should not therefore be repeated in that column or line.

When a footnote indicator stands alone in a column of a table, it should appear in a frame, centred in the column.

EXAMPLE:

	<u>Total</u>	<u>Agriculture</u>	<u>Mining</u>	<u>Industry</u>
Mexico:				
Pre-plan	5.3	3.0	1.1	6.8
Plan	5.4	4.5	2.6	6.9
Uruguay:				
Pre-plan	0.9	2.0	<u>a/</u>	0.5
Plan	4.4	2.2	<u>a/</u>	6.0

a/ Included in the industrial sector.

Position on page

Table footnotes should be typed directly below the horizontal line at the bottom of the table concerned, not at the bottom of the page.

Note to the title of a table

A note relating to the title of a table should normally appear as a head-note immediately under the title of the table.

Indentation

The rules given in chapter III, section A, above apply to all table footnotes.

Source notes

Although table footnotes are normally lettered, a special convention exists for footnote references to the main source of data. The note should begin with the word "Source" (or "Sources", if there is more than one), underlined, followed by a colon (normally followed, in French, by a lower-case letter); the reference should follow the normal footnote rules.

EXAMPLE:

Source: Statistical Yearbook, 1978 (United Nations publication, Sales No. E/F.79.XVII.1), p. 99.

When the data have been obtained from official sources or compiled from official or unofficial sources, the facts relevant to the case should be stated, e.g. "Data furnished by the ..." or "Compiled from ...".

EXAMPLE:

Source: Compiled from figures supplied by the Food and Agriculture Organization of the United Nations.

If data have been adapted or revised, the fact should be stated.

EXAMPLE:

Source: Calculated from figures in Food and Agriculture Organization of the United Nations, FAO Production Yearbook, 1976, FAO Statistics Series No. 7, vol. 30 (1977).

In exceptional cases, however, where there are a number of different sources, references to them may be given in separate footnotes indicated by letter or symbol rather than in a global source note.

Order of notes

Notes to tables should always appear in the following order: source note; other notes; regular footnotes.

Source notes and other notes should be complete for each table so that each table with its notes may be self-contained.

E. Footnote to a footnote

When a footnote contains an element that would itself normally require a footnote, it is usually desirable to put in parentheses the information that would otherwise appear in a footnote.

EXAMPLE:

B/ At its 36th plenary meeting, on 2 August 1979, the Council decided to take note of the decisions adopted by the Governing Council of the United Nations Development Programme at its twenty-sixth session (Official Records of the Economic and Social Council, 1979, Supplement No. 10, chap. XXI).

If, however, the information is such that it cannot conveniently be enclosed in parentheses, it may be given in a footnote to the footnote. The secondary footnote may be identified by an asterisk or other reference mark. It should be printed in smaller type than the primary footnote.

F. Placement of footnote indicators in text

The number, letter or symbol referring to the footnote should be placed immediately after the word or words denoting the thing or describing the action that requires reference, except as otherwise indicated below. When a full name or title is given, the indicator should be placed at the end of the name or title.

A footnote indicator referring the reader to a footnote giving the source of a quotation should come at the end of the quoted passage, not after the words introducing it. (For examples, see section G below.)

In the case of explanatory footnotes, the indicator normally comes at the end of a phrase or sentence.

EXAMPLES:

... in the report of the Secretary-General / submitted in pursuance of Council resolution ...

... of this question the Committee had before it a study / and various background papers prepared by the Secretariat, including ...

Referring to the reports of the Economic Commission for Europe, / the Economic Commission for Latin America / and the Economic Commission for Africa, / she called attention ...

At the 345th meeting, / ...

After considering the report of the Secretary-General on salary scales for the Professional and higher categories / and the related report of the Advisory Committee on Administrative and Budgetary Questions, /

When there are punctuation marks at the point in the text where the footnote reference is to be made, the footnote indicator should appear after the punctuation in English and before it in French and Spanish.

English:

... to augment the low supply of certain kinds of services in the rural areas (for instance, training of medical auxiliaries to work with fully trained doctors); 1/

French:

... afin de suppléer au manque de certains services dans les zones rurales (par exemple, formation d'auxiliaires médicaux pour travailler avec des médecins diplômés) 1/

Spanish:

... con objeto de aumentar la baja oferta de ciertos tipos de servicios en las regiones rurales (por ejemplo, formación de auxiliares médicos para que colaboren con doctores plenamente capacitados) 1/

When the indicator refers to one element enclosed in parentheses but not to the whole parenthetical element, it should come within the parentheses, after the element to which it relates.

EXAMPLE:

... in two reports (DP/328 and E/1978/53/Rev.1 1/)

When the footnote refers to matter set between dashes, the indicator should come within the dashes.

EXAMPLE:

Referring to the target for the proposed international development strategy for the third United Nations development decade - including in particular the mobilization and integration of women and youth in development mentioned in the report 14/ - he stressed ...

G. Footnotes related to quoted matter

A footnote indicator, whether a figure, letter or symbol, which refers the reader to a footnote giving the source of a quoted passage should come after the passage, not after the words introducing it.

EXAMPLE:

Concerning measures to bring about structural adjustment, the Survey stated:

The boundaries between measures to deal with short-term problems and those designed to bring about longer-term adjustments of productive structures are somewhat blurred." 15/

15/ World Economic Survey 1981-1982: Current Trends in the World Economy (United Nations publication, Sales No. E.82.II.C.I), chap. IV, p. 86.

When quoted matter includes footnotes that must be reproduced, these footnotes should be typed directly below the quoted matter and

should be separated from it by a straight line three quarters of an inch long (10 spaces in typing) beginning at the left-hand margin of the quotation.

EXAMPLE:

He referred to the comment he had made on the subject at a previous session 39/ and quoted the following statement from the report:

"The gross domestic product of the developed market economies as a group increased at an annual trend rate of 3.7 per cent in the 1950s. 8/

"8/ This trend rate has been obtained from a growth curve fitted to the time series of gross domestic product for 1950-1960." 40/

An earlier statement, 41/ on the other hand, which attributed the increase to ...

It should, however, be noted that in a document in which references are given in a consolidated list, footnotes 39, 40 and 41 would appear in the list, rather than at the foot of the page.

If it is necessary to add editorial footnotes within quoted matter, each editorial footnote reference in the quoted passage should be indicated by the number, letter or symbol in the series used in that part of the text proper in which the quotation has been inserted. This indicator should be set off in square brackets. The corresponding

footnote should be typed at the bottom of the page, with its identification set off, in the case of numbers or letters, by the usual frame.

EXAMPLE:

He recalled that in its report, the International Law Commission had referred to the view expressed by the Permanent Court of International Justice:

"The reparation due by one State to another does not, however, change its character by reason of the fact that it takes the form of an indemnity (1/) for the calculation of which the damage suffered by a private person is taken as the measure. 4/

"4/ Publications of the Permanent Court of International Justice, Collection of Judgements, Series A, No. 17, The Chorzów Factory (Merits) case, p. 28." (2/)

1/ See also paragraph 20 below.

2/ Yearbook of the International Law Commission, 1961, vol. II (United Nations publication, Sales No. 61.V.I, vol. II).

IV. FORM OF FOOTNOTE REFERENCES

A. Use of "See" and "Cf." in source references

A footnote consisting of a source reference directly related to a statement in the text should not be introduced by the word "See", even if the reference is to a specific part of the work.

EXAMPLE:

In a number of African and Asian countries, emphasis has been placed on the acceptance of new food and beverages, especially those with a high protein content, and on changes in methods of harvesting, storing and preparing food in order to preserve their nutritional content. 33/

33/ "Planning for development: goals and policies of developing countries for the second half of the 1970s", Journal of Development Planning, No. 11 (United Nations publication, Sales No. E.77.II.14), p. 19.

If the reference is to a source contained in another text and not separately identifiable, "See" should be used.

EXAMPLES:

In the statement of the petitioner / there was much of interest.

/ See A/AC. ... /SR.

* * *

/ Voir par exemple W. E. G. Salter, Productivity and Technical Change, 2^e éd., Londres, Cambridge University Press, 1966.

The word "See" is required in illustrative footnotes, in cross-references, and in footnotes containing or referring to supplementary information.

EXAMPLES:

"The relationship suggested by the data between levels of economic development as expressed in GDP per capita and changes in the distribution of income need to be qualified in a number of respects." 7/

7/ For a more detailed discussion of the question, see "Distribution of income: trends and policies: report of the Secretary-General" (E/1978/29).

* * *

"Access to most social services has been affected by family income as well as by such factors as lack of information, social and cultural alienation, and the geographical location of clients in relation to services." 34/

34/ See, for example, Vito Tanzi, "Redistributing income through the budget in Latin America", Banco Nazionale del Lavoro Quarterly Review, No. 108 (March 1974).

The form "Cf." (confer, "compare") is rarely used in United Nations documents but should be used, where appropriate, in a comparison. It should not be underlined (italicized in print) and should be capitalized only when it stands at the beginning of a sentence or note.

In references introduced by "See" or "Cf.", words such as "chapter", "section" and "paragraph" should be abbreviated only when they follow a document symbol or formal citation (see section H below).

B. Books

The elements making up footnote references to books should appear, as required, in the following order:

- (1) Name(s) of author(s), preceded by given name or initials, as shown on the title page.

(If there are two authors, the names should be separated by "and" (French, "et"; Spanish, "y" or "e"). If there are three names, the first and second should be separated by a comma and the second and third by "and". If there are more than three names the work is considered to be written collectively and only the first name should be given, followed by "and others" (French, "et al."; Spanish, "y otros").

- (2) Title of book, underlined (to become italic in print)

(Initial capital letters should be used for all words except articles, conjunctions and prepositions; in French and Spanish, only the initial letter of the first word and of words that normally take an initial capital letter should be capitalized. A subtitle should be separated from the main title by a colon. When this is not appropriate, a dash may be used in English and Spanish, a full stop followed by a dash in French.)

- (3) Indication of edition, e.g., 2nd ed. (French, 2ème éd. or, in printed texts, 2^e éd.; Spanish, 2a. ed.)

- (4) Name(s) of editor(s), compiler(s), translator(s) etc.

(e.g. Harold Bennett, ed. (French: "édition revue par ...", "textes réunis par ...", "ouvrage collectif publié sous la direction de ..."; Spanish: "compilado por ...", "edición revisada, ampliada y puesta al día por ..."), depending on the type of text).

- (5) Publisher's imprint (place of publication, name of publisher and date of publication, in that order, separated by commas)

(In English, the imprint is enclosed in parentheses, in French and Spanish between commas.)

- (6) Volume number, the word "volume" abbreviated and with an initial lower-case letter, e.g., vol. II; the same rule applies to "tome".

- (7) Chapter, paragraph or page number(s) to which reference is made, in abbreviated form (see section H below).

If no author is given, the editor's name should appear in the author position, at the beginning; otherwise, information on the editor(s), translator(s) etc. should, if necessary, appear in the position indicated above.

If the title of the book is in a language other than that of the document itself, the title should be given in the original, underlined (to become italic in print), in the usual way. If desired, a translation of the title may be added between parentheses (brackets in French), and not underlined. The other data should be given in the language of the document in which the reference appears. When citing, in an English, French or Spanish text, a work whose title is written in Cyrillic characters, the title should normally be transliterated (see chapter XVII below).

If the work referred to is a volume in a series, the title of the book should be underlined in the normal way and should be followed by the title of the series, which should not be underlined.

EXAMPLES:

Standard form

English:

/ Emery Kelen, Peace in Their Time: Men Who Led Us In and Out of War, 1914-1945 (New York, Alfred A. Knopf, 1963).

French:

/ Emery Kelen, Peace in Their Time: Men Who Led Us In and Out of War, 1914-1945, New York, Alfred A. Knopf, 1963.

Spanish:

/ Emery Kelen, Peace in Their Time: Men Who Led Us In and Out of War, 1914-1945, Nueva York, Alfred A. Knopf, 1963.

English:

/ P. Fauchille, Traité de droit international public, 8th ed. (Paris, Rousseau, 1926), vol. I, 3rd part, pp. 32 and 37.

French:

/ P. Fauchille, Traité de droit international public, 8^e éd., Paris, Rousseau, 1926, t. I, 3^e partie, p. 32 et 37.

Spanish:

/ P. Fauchille, Traité de droit international public, 8a ed., Paris, Rousseau, 1926, t. I, tercera parte, págs. 32 y 47.

* * *

More than three authors

English:

/ W. Leontief and others, The Future of the World Economy: A United Nations Study (New York, Oxford University Press, 1977).

French:

/ W. Leontief and others, 1999, l'expertise de Wassily Leontief: une étude de l'ONU sur l'économie mondiale future, Paris, Dunod, 1977.

Spanish:

/ W. Leontief y otros, El futuro de la economía mundial: un estudio de las Naciones Unidas, México, Siglo veinte y uno, 1977.

* * *

Editor, no name of author

English:

/ C. M. Mason, ed., The Effective Management of Resources: the International Politics of the North Sea (London, F. Pinter; New York, Nichols, 1979).

French:

/ The Effective Management of Resources: the International Politics of the North Sea, textes réunis par C. M. Mason, Londres, F. Pinter, 1979.

Spanish:

/ The Effective Management of Resources: the International Politics of the North Sea, C. M. Mason, comp., Londres, F. Pinter, 1979.

Author and editor

English:

/ C. Winick, "Some aspects of careers of chronic heroin users", Drug Use - Epidemiological and Sociological Approaches, E. Josephson and E. E. Carroll, eds. (New York, John Wiley, 1974), pp. 105-128.

/ L. F. L. Oppenheim, International Law: A Treatise, 8th ed., H. Lauterpacht, ed. (London, Longmans, Green and Co., 1955).

French:

/ L. F. L. Oppenheim, International Law: A Treatise, 8ème éd., revue par H. Lauterpacht, Londres, Longmans, Green and Co., 1955.

* * *

Spanish:

/ L. F. L. Oppenheim, Tratado de derecho internacional público, traducción al español por J. López Oliván y J. M. Castro-Rial de la 8a. ed. inglesa a cargo de H. Lauterpacht, Barcelona, Bosch, 1961, t. I, vol. 1.

C. Periodicals

Citation of an entire issue of a periodical should be made as follows:

- (1) Name of the periodical, underlined (italic in print)
- (2) Volume number and issue number
- (3) Date
- (4) In the case of a United Nations periodical with a sales number, the indication "United Nations publication" and the sales number

The name of the periodical should always appear in the language of the periodical; no translation should be given. In English, French and Spanish texts, the titles of periodicals whose names are in Cyrillic characters should be transliterated.

If the date is the principal identifying element and is given instead of the volume and issue numbers, it should follow the name of the periodical, separated from it by a comma. If, on the other hand, the volume and issue numbers are the main identifying element, the date - whether it is the date of the issue or the date of publication - should be enclosed in parentheses. The place of publication and the publisher's name are not normally given in references to periodicals; if, however, the place of publication is not obvious from the context or the title of the periodical, it may be added in parentheses after the title, not underlined.

The date of the periodical should appear in the language of the document.

EXAMPLES:

English:

/ Economic Bulletin for Asia and the Pacific,
vol. XXVII, No. 2 (December 1976) (United Nations
publication, Sales No. E.77.II.F.17).

/ Biulleten' Nauchnoi Informatsii: Trud i Zarabotnaia
Plata, No. 4 (Moscow, 1961).

French:

/ Bulletin mensuel de statistique, vol. XXV, No 5
(Paris, mai 1971).

D. Articles in periodicals

Footnote references to articles in periodicals should be made up of the following elements (see also the instructions in section C above):

- (1) Name(s) of the author(s), preceded by the given name(s) or initials
- (2) Title of the article in quotation marks, only the initial letter of the first word and of words that normally take an initial capital letter being capitalized
- (3) Name of the periodical, underlined (italic in print)
- (4) Volume and issue number
- (5) Date
- (6) In the case of a United Nations periodical with a sales number, the indication "United Nations publication, Sales No. ..."
- (7) The page number on which the article begins

EXAMPLES:

English:

/ John W. Mellor, "The landed and the landless", Ceres, vol. II, No. 1 (January-February 1978), p. 42.

/ S. Niel Hosenball, "The United Nations Committee on the Peaceful Uses of Outer Space: past accomplishments and future challenges", Journal of Space Law, 1979, No. 2.

/ Claude Henry, "Le rapport Rasmussen: petite histoire sociale d'un important document technique", Futuribles, No. 28 (1979), p. 38.

/ "Smallpox surveillance: status at midyear", WHO Chronicle, vol. 31, No. 9 (September 1977), p. 377.

/ O. Long, "The protectionist threat to world relations", Intereconomics (Hamburg), November-December 1977.

French:

/ O. Long, "The protectionist threat to world relations", Intereconomics (Hambourg), novembre-décembre 1977.

/ F. C. Child et H. Kaneda, "Links to the Green Revolution: a study of small-scale, agriculturally related industry in the Pakistan Punjab", Economic Development and Cultural Change (Chicago, Ill.), vol. 23, n° 2, janvier 1975.

Note that if the title of the article is in a language other than that of the document in which the reference appears, it should always be given in the original language but should not be underlined in the footnote (though it should, of course, be underlined if it is quoted in the text); it should appear between quotation marks in the normal way. If desired, a translation of the title of the article may be added between parentheses in an English text or in square brackets in a French or Spanish text.

E. Abbreviated titles in technical works

In certain technical and scientific works, abbreviated titles are used for periodicals in bibliographies, reference lists and footnotes. The following are recognized authorities in this regard: ISO 4 1972: Documentation - International Code for the Abbreviation of Titles of Periodicals; and ISO 832 1975: Documentation - Bibliographical references, abbreviation of typical words.

F. Newspapers

References to articles in newspapers do not usually need footnote references. If the title of the article referred to, the name of the newspaper and the date of the issue are given in the text, that is sufficient identification. If, however, it is not possible to give the necessary information in the text, a footnote may be used. The footnote should give the name of the newspaper, as it appears on the front page, underlined (to become italic in print); the exact date of the issue referred to (day, month and year, in that order); and an indication of the page on which the article referred to appears, if useful.

EXAMPLE:

/ Le Monde, 10-11 October 1979, p. 3.

If the place of publication is not obvious from the context or the title of the newspaper, it may be added in parentheses after the title, not underlined.

G. Use of "ibid.", "idem", "op. cit.", "loc. cit."
and abbreviated references

1. Use of "ibid."

Ibid. (from Latin ibidem, "in the same place") may be used in certain cases in footnotes to avoid repetition of all or a part of the reference in the footnote immediately preceding it.

"See" or "Cf." should never be used together with "ibid.".

Ibid. should not be used to indicate repetition of a document symbol or of any other part of a reference given in parentheses in the text. The document symbol should be repeated, e.g., (A/34/593, para. 5) ... (A/34/593, para. 7), or, where the document symbol is very long and where no other reference intervenes, the paragraph or page alone may be mentioned, e.g. (CCPR/C/R.18/74/Add.1, para. 10) ... (para. 15). Ibid. is used only in footnotes or in a reference list such as a check-list in the Official Records.

At the beginning of a footnote, ibid. should be capitalized. It is followed by a comma.

General

In a text in which footnotes are numbered consecutively throughout, ibid. may be used as explained below, regardless of how far back in the document the preceding footnote occurs.

Ibid. is understood to replace all words that are identical in consecutive notes.

EXAMPLES:

- 1/ International Labour Review, vol. 92, No. 3.
- 2/ Ibid., vol. 93, No. 1.
- 3/ Ibid., No. 2.
- 4/ Ibid., p. 66.
- 5/ Ibid., vol. 89, No. 1.

In the second note, Ibid. stands for International Labour Review; in the third note it stands for International Labour Review, vol. 93; in the fourth note it stands for International Labour Review, vol. 93, No. 2; in the fifth note it stands again for International Labour Review.

Ibid. may be used only to replace all or part of a reference in the footnote immediately preceding it.

EXAMPLE:

1/ Trygve Lie and others, Peace on Earth (New York, Hermitage House, 1949), p. 215.

2/ Ibid., p. 216.

Ibid. may be used to refer to a footnote beginning with op. cit. if the op. cit. footnote comes immediately before it, e.g.

Tinbergen, op. cit., p. 118.

Ibid., p. 120.

Yearbooks and other annual publications

Ibid. can be used in succeeding footnotes to a yearbook or other annual publication of the same year only; it should never be used to refer to a publication of a different year.

Treaty Series

Ibid. may be used in succeeding footnotes to the United Nations Treaty Series or the League of Nations Treaty Series.

EXAMPLE:

1/ United Nations, Treaty Series, vol. 704, No. 10106, p. 219.

2/ Ibid., p. 218.

3/ Ibid., vol. 806, No. 12325, p. 106.

Official Records

The use of ibid. in references to Official Records of United Nations organs is explained in chapter VIII D below.

2. Limited use of "idem"

For convenience, the Latin word idem (never abbreviated "id.") may be used in lists and reference material (for instance, in the "Observations and references" column of check-lists) appearing in United Nations documents, in French and Spanish, to indicate the repetition of the entire entry immediately above it. The word "ditto" is used in corresponding cases in English. The word idem should be capitalized when it stands at the beginning of a note or entry in a list.

In United Nations documents idem is not used to indicate repetition of an author's name in successive references within one footnote; the author's name should be repeated. Idem is not used to indicate the repetition of titles, except in legal references.

3. Use of "op. cit." and "loc. cit."

Op. cit. (for opere citato, "in the work cited") and loc. cit. (for loco citato, "in the place cited") may be used as indicated below to avoid unnecessary repetition of footnotes, op. cit. being used to replace references to books or pamphlets and loc. cit. to replace references to articles in periodicals. They may be used only with the surname of an author. They are never used with the name of an organization or other body. Where the name of the author is given in the text, followed by a footnote indicator, the name should be omitted from the footnote. The first name or initials of the author may, exceptionally, be repeated in a footnote if they will help the reader pick out the previous reference more easily. If more than one work by the same author has been cited, op. cit. should not be used. The title should be repeated, without the publication data; a short form of the title may be used if convenient (see subsection 4 below).

When a book or periodical is cited, the bibliographical reference should be given in full the first time it is mentioned or, in a document with many footnotes, the first time it is mentioned in a chapter or other major division. In subsequent references, op. cit. or loc. cit. may be used, with or without a page reference, to replace the title of the work cited and the reference data.

EXAMPLES:

2/ Rias J. Van Wyk, "Technological change: a macro perspective", Technological Forecasting and Social Change, vol. 15, No. 4 (December 1979), pp. 281-283.

...

5/ Van Wyck, loc. cit., p. 285.

If the name Rias J. Van Wyk appears in the text preceding the reference indicator:

10/ Loc. cit., p. 283.

* * *

/ Baron Descamps and L. Renault, Recueil international des traités du XXe siècle, 1906 (Paris, Rousseau, 1907), pp. 861-862.

/ Descamps and Renault, op. cit., p. 860.

If the names of the authors appear in the text preceding the reference indicator:

9/ Op. cit., p. 16.

4. Use of abbreviated references

An abbreviated reference may be used after the first full citation:

(a) Of a work whose title is cited first, there being no author;

EXAMPLE:

2/ The Concept of a Stable Population: Application to the Study of Populations of Countries with Incomplete Demographic Statistics (United Nations publication, Sales No. 65.XIII.3).

...

9/ The Concept of a Stable Population ..., p. 21.

(b) Where more than one work by the same author has been referred to (in which case it is not possible to use op. cit. or loc. cit. alone);

EXAMPLES:

1/ J. F. Maddux and D. P. Desmond, "Obtaining life history information about opioid users", International Journal of Addictions, vol. 1, 1974, p. 190.

2/ J. F. Maddux and D. P. Desmond, "Reliability and validity of information from chronic heroin users", Journal of Psychiatric Research, vol. 12, 1975, p. 93.

...

7/ Maddux and Desmond, "Obtaining life history information ...", p. 197.

(c) Of a document or publication of an organization in the United Nations system, for which op. cit. and loc. cit. are never used;

(d) If the abbreviated title to be used is shown at the first full citation.

EXAMPLES:

✓ Report of the United Nations Conference on Science and Technology for Development, Vienna, 20-31 August 1979 (United Nations publication, Sales No. E.79.1.21 and corrigenda) (hereinafter referred to as Report of the Conference).

H. Abbreviation of parts of a work

The following words designating parts of a work should be abbreviated as shown when they are used after a document symbol in a reference in parentheses in the text or when they are used in a bibliographical footnote. They should never be abbreviated when they form part of a sentence or when they are used without a numeral.

The word "vol(ume)" should be capitalized only when it is part of the title of a work. In other cases it would be written with a lower-case initial, even in references to periodicals, e.g. vol. IV, No. 3.

English:

chapter, chapters	chap., chaps.
number, numbers	No., Nos.
page, pages	p., pp.
paragraph, paragraphs	para., paras.
section, sections	sect., sects.
volume, volumes	vol., vols.

French:

alinéa, alinéas	al.
chapitre, chapitres	chap.
numéro, numéros	No, Nos (in typescript)
	n ^o , n ^{os} (in print)
page, pages	p.
paragraphe, paragraphes	par.
section, sections	sect.
tome, tomes	t.
volume, volumes	vol.

Spanish:

capítulo, capítulos	cap., caps.
número, números	No, Nos (in typescript)
	N. ^o , N. ^{os} (in print)
página, páginas	pág., págs.
párrafo, párrafos	párr., párrs.
sección, secciones	secc., seccs.
tome, tomes	t.
volumen, volúmenes	vol., vols.

EXAMPLES:

... mentioned in the report of the Working Group (A/33/320, para. 10) ...

/ Official Records of the General Assembly, Thirty-third Session, Supplement No. 23 (A/33/23/Rev.1), vol. I, chap. III, and vol. III, chap. XIII.

/ See also paragraph 70 (b).

/ For a summary of the discussion, see volume II of the report ...

* * *

The following should never be abbreviated:

annex
Article(s) (of the Charter of the United Nations)
document-
figure
part
preamble
resolution
supplement

In legal texts, the abbreviations "art.", "arts." (English and Spanish), "art." (French) for "article", "articles", may be used, if appropriate in the context.

References to paragraph or page numbers in the plural should be given as shown in English, French and Spanish:

	<u>English</u>	<u>French</u>	<u>Spanish</u>
Two consecutive page numbers	pp. 17-18	p. 17 et 18	págs. 17 y 18
More than two consecutive page numbers	pp. 17-21	p. 17 à 21	págs. 17 a 21
Two or more non-consecutive page numbers	pp. 17, 19 and 23	p. 17, 19 et 23	págs. 17, 19 y 23
Specific page "and following"	pp. 17 f., or if more than one page, 17 ff. (<u>not</u> "et seq.")	p. 17 et suiv.	págs. 17 y ss.

V. REFERENCES TO UNITED NATIONS DOCUMENTS ISSUED
WITH A MAST-HEAD

A direct reference to a document issued with a mast-head is normally made by inserting the symbol in parentheses in the text, following the words to be referenced. 5/

EXAMPLE:

Referring to the concise report on the world population situation in 1979 (E/1979/16), she said ...

The abbreviations listed in chapter IV above should be used, as appropriate, in the case of a direct reference, enclosed in parentheses, to part of a document.

EXAMPLE:

Citing the advantages of the proposed approach (A/36/199, para. 7), he emphasized ...

An indirect reference or one that would cause an awkward interruption in the continuity of the text should be given in a footnote. 6/

EXAMPLE:

The views of the other organizations in the United Nations system were divided on the subject. ✓

✓ See the report of the Joint Inspection Unit on the implications of additional languages in the United Nations system (A/32/237) and the related reports of the Administrative Committee on Co-ordination (A/33/340) and the Advisory Committee on Administrative and Budgetary Questions (A/33/368).

5/ For an explanation of the system of identification of United Nations documents by symbols, see article A 1: "Survey of documentation", chapter III; United Nations Documentation (ST/LIB/34/Rev.1); and United Nations Document Series Symbols, 1946-1977: Cumulative List of Indexes (ST/LIB/SER.B/5/Rev.3) (United Nations publication, Sales No. E.79.1.3). Special rules for references in resolutions are given in article D 10.

6/ For guidance on the placement of footnote indicators, see chapter III, section F, above.

It may be necessary, when referring in a publication to a United Nations document issued with a mast-head, to give the title of the document - but only if no indication of its nature is given in the text. If the exact title of the document is given, it should be enclosed in quotation marks, not underlined, and initial capital letters should be used only for the first word and those that are normally capitalized. If a descriptive title is given, it should not be within quotation marks.

EXAMPLE:

The President underscored the catalytic role of the United Nations development system in promoting and implementing TCDC activities. /

/ "Report of the High-level Meeting on the Review of Technical Co-operation among Developing Countries, Geneva, 26 May-2 June 1980" (TCDC/13) (to be issued as Official Records of the General Assembly, Thirty-fifth Session, Supplement No. 39 (A/35/39), annex).

**VI. REFERENCES TO MEETING RECORDS NOT REPRODUCED
IN THE OFFICIAL RECORDS**

Meeting records that do not appear in the Official Records are treated in the same way as documents and are referred to by symbol. (For references to meeting records that appear in the Official Records of the organ, see chapter VIII below.) If page numbers must be cited, care should be taken to see that the reference is to the pages of the final version of the record, not the provisional version.

EXAMPLE:

At a meeting of the Ad Hoc Committee, the representative of ... had made that suggestion (A/AC. .../SR. ..., p. ...).

The existence of a consolidated corrigendum should be indicated if applicable to the meeting record quoted (e.g. CCPR/C/SR.340, para. 40, and CCPR/C/SR.359/Corrigendum, p. 3).

VII. REFERENCES TO UNITED NATIONS PUBLICATIONS

A. Standard form

In references to United Nations publications other than Official Records, the full title, underlined (to become italic in print), should be given either in the text, if convenient, or in the footnote. In the latter case, the indication of the sales number should appear in parentheses.

EXAMPLES:

... in the United Nations Juridical Yearbook, 1977 4/ ...

4/ United Nations publication, Sales No. E.79.V.1.

* * *

/ United Nations Juridical Yearbook, 1977
(United Nations publication, Sales No. E.79.V.1).

Some sales numbers are preceded by a capital letter indicating the language, others not, reflecting changes in the practice. The number should be reproduced as it appears on the publication itself, save that, in all cases, only the last two digits of the year should be given. Note, however, that in English a colon should not be placed after the words "Sales No.". For the usage in other languages, see article A 1, chapter III.

Mimeographed documents that have been reissued (with or without a hard cover) as sales publications - such as certain documents of the Economic Commission for Europe - should be referred to in the same way as all other United Nations publications.

EXAMPLE:

/ The Steel Market in 1971 (United Nations publication, Sales No. E.72.II.E/Mim.14).

When the United Nations publication referred to has a hard cover and no sales number and when there is nothing in the title or symbol to indicate clearly its origin, it may be necessary or desirable to put "United Nations" in the author position.

Similarly, in studies and reports in which publications of different origins are cited, it may be desirable to put "United Nations" in the author position.

EXAMPLE:

/ Naciones Unidas, Seminario sobre instituciones nacionales y locales de promoción y protección de los derechos humanos, Ginebra, 18-19 de septiembre de 1979 (ST/HR/SER.A/2).

B. Reference to a specific chapter in a publication

The title of a chapter to which specific reference is made should be given in a footnote only if necessary; it should not be given if it appears, quoted exactly or not, in the text.

EXAMPLES:

... a study of the determinants of labour supply in Europe in the period 1950-1980, 1/ ...

1/ Economic Survey of Europe in 1967: the European Economy in 1968 (United Nations publication, Sales No. E.69.II.E.1), chap. III.

* * *

... in a study published in 1969. 2/

2/ Economic Survey of Europe in 1967: the European Economy in 1968 (United Nations publication, Sales No. E.69.II.E.1), chap. III, "Determinants of labour supply in Europe, 1950-1980".

C. Signed articles in United Nations periodicals

Signed articles in United Nations periodicals are treated in the same way as articles in any other periodical (see chapter IV, section D, above).

EXAMPLE:

/ J. F. Maddux and D. P. Desmond, "New light on the maturing out hypothesis in opioid dependence", Bulletin on Narcotics, vol. XXXII, No. 1 (1980) (United Nations publication), p. 15.

VIII. REFERENCES TO OFFICIAL RECORDS

A. Standard forms

References to documents or meeting records that appear in the series Official Records of United Nations organs should be given in footnotes. Footnotes pertaining to Official Records normally comprise the following four elements:

- (1) Series (e.g. Official Records of the General Assembly)
- (2) Session
- (3) Volume (e.g. Plenary Meetings; Annexes)
- (4) In the case of Supplements to Official Records, the document symbol, in parentheses following the number of the supplement (omitted in earlier Official Records);
- (5) Specific reference within the volume (meeting, paragraph, document symbol)

EXAMPLE:

/ Official Records of the Economic and Social Council, Sixty-third Session, Supplement No. 6 (E/5994), chap. I.

/ Official Records of the Economic and Social Council, 1979, Supplement No. 3 (E/1979/23), chap. II.

The document symbol or meeting number may appear either in the text, preceding the footnote indicator, or in the footnote, according to the sense and circumstances.

If the text contains numerous references to the same document, the following procedure may be followed to avoid repetition. The first time the document is referred to, the symbol should be given in parentheses (not preceded by the word "document"), followed by a footnote indicator, the footnote giving the full reference to the Official Records. Thereafter, the symbol alone may be used as a reference when necessary.

EXAMPLE:

... in the report of the Committee on Conferences
(A/33/32) 1/ ...

...

... the departures from the approved calendar referred
to in the report of the Committee on Conferences (A/35/32,
chap. III A) ...

1/ Official Records of the General Assembly, Thirty-fifth
Session, Supplement No. 32.

When a meeting number is referred to, a footnote giving the
Official Records reference, if any, should be given if the session
is not made clear in the text.

EXAMPLE:

The Committee had considered the question at its
1470th meeting. 1/

1/ Official Records of the General Assembly, Twenty-first
Session, First Committee.

If there are repeated references to a meeting record that is reproduced
in the Official Records, a footnote giving the full reference should be
inserted the first time the number appears in the text but not
thereafter.

In footnotes or parenthetical references, the word "document" should
precede the symbol only in references to documents that are printed in
the Supplements to the Official Records of the Security Council or in
the Annexes to the Official Records of other organs; in those records
the title of the document is preceded by the heading "Document ...".

EXAMPLES:

... having considered the report of the Secretary-General on the implementation of resolution 32/90 F, / ...

/ Official Records of the General Assembly, Thirty-third Session, Annexes, agenda item 54, document A/33/287.

* * *

... concerning the method of financing outlined in the Secretary-General's report on the subject / ...

/ Official Records of the Security Council, Thirty-third Year, Supplement for January, February and March 1978, document S/12611.

There are also certain supplements to the Official Records of the General Assembly, issued after the close of the session (for instance, Supplement No. 8A of the twenty-fifth session), that consist of a collection of documents, each headed "Document ...". A reference to a document included in such a supplement should be made as follows:

EXAMPLE:

/ Official Records of the General Assembly, Twenty-fifth Session, Supplement No. 8A (A/8008/Add.1-13), document A/8008/Add.13.

The existence of corrigenda and consolidated corrigenda should be indicated.

EXAMPLE:

... having heard the statement of the United Nations High Commissioner for Refugees, / ...

/ Official Records of the General Assembly, Thirty-third Session, Third Committee, 43rd meeting, paras. 1-13; and *ibid.*, Third Committee, Sessional Fascicle, corrigendum.

B. Special category of Official Records

At one time, some reports issued in the series Official Records were not identified as supplements or annexes. Those in the Official Records of the General Assembly sometimes bore on the cover an indication of the agenda item to which they related; these should be referred to by footnote as follows:

EXAMPLE:

/ Official Records of the General Assembly, Twenty-third Session, agenda item 24, document A/7285.

Those with no indication of agenda item should be referred to as follows:

EXAMPLE:

/ Official Records of the General Assembly, Twenty-third Session, document A/7230.

Some reports to the Economic and Social Council at its forty-sixth and forty-seventh sessions took the form of supplements but bore no supplement number. They should be referred to by a footnote as follows:

EXAMPLE:

/ Official Records of the Economic and Social Council, Forty-seventh Session, document E/4748/Rev.1.

C. Correct footnote references to Official Records in English, French and Spanish

In the first few years of the United Nations, the format of the Official Records changed from time to time. It is therefore necessary to check, for instance, the form to be used in footnotes referring to the annexes to the records of meetings of the General Assembly and its Main Committees at the first four sessions, since the practice was not standardized until the fifth session, when the issue of agenda item fascicles was initiated. The same applies to the Economic and Social Council, before the tenth session, and to the Trusteeship Council, before the eighth session.

The annexes to the records of the nineteenth session of the General Assembly are not numbered by agenda item, as is normally the case, since the provisional agenda for that session was not adopted.

They are numbered as follows: annex No. 1, annex No. 2 etc.; the numbers do not correspond to those of the relevant items of the provisional agenda. (There is a list of fascicles in the prefatory fascicle to the volume of annexes to the records of that session.)

In French, though the term Documents officiels has been used since the first session of the General Assembly, the term Procès-verbaux officiels was used for records of the other organs until 1954: the Security Council, before the ninth year; the Economic and Social Council, before the eighteenth session; the Trusteeship Council, before the fourteenth session; and the Disarmament Commission, for meetings, up to the 36th meeting, and for supplements, up to 1954. Since 1954, the term Documents officiels has been used for the Official Records of all the organs.

In Spanish, the equivalent of Official Records is Documentos Oficiales, except that for the first thirty years of the Security Council and for the Disarmament Commission established by General Assembly resolution 502 (VI) of 11 January 1952 it was Actas Oficiales. The current Disarmament Commission, established at the tenth special session of the General Assembly, has no Official Records of its own. It reports to the Assembly in a supplement to the Official Records of the General Assembly.

The numbers of sessions of the General Assembly should always be written out in Spanish, e.g. trigésimo cuarto período de sesiones. The same applies to the years of the Security Council records, e.g. trigésimo cuarto año. In the case of the Economic and Social Council, the numbers of sessions up to and including the tenth should be written out; for subsequent sessions, figures should always be used, e.g. 29^o período de sesiones.

For an explanation of the correct use of abbreviations in footnotes, see chapter IV, section H, above.

Examples of correct footnote references to Official Records are given below, in English, French and Spanish. Where they differ from current usage, they reflect special circumstances prevailing at the sessions concerned.

Examples in English:

GENERAL ASSEMBLY

/ Official Records of the General Assembly, First part of first session, Plenary Meetings, 17th meeting.

/ Official Records of the General Assembly, Second part of first session, Supplement No. 2, chap. III, para. 79.

/ Official Records of the General Assembly, Third Session, Part II, Fifth Committee, 182nd meeting.

/ Official Records of the General Assembly, Fourth Session, Sixth Committee, Annex, document A/997, para. 26.

/ Official Records of the General Assembly, Fifth Session, Annexes, agenda item 3, document A/C.3/172.

/ Official Records of the General Assembly, Nineteenth Session, Annexes, annex No. 21, document A/5721.

/ See the statement made on 19 October 1978 by the President of the General Assembly (Official Records of the General Assembly, Thirty-third Session, Plenary Meetings, 39th meeting, para. 223).

/ Official Records of the General Assembly, Thirty-fourth Session, Plenary Meetings, 91st meeting, paras. 38-73.

/ Ibid., Thirty-fourth Session, Supplement No. 24 (A/34/24 and Corr.1), vol. I. chap. VI. sect. B; and ibid., Supplement No. 24A (A/34/24/Add.1).

SECURITY COUNCIL

/ Official Records of the Security Council, Third Year, No. 97, 337th meeting.

/ Official Records of the Security Council, Ninth Year, Supplement for January, February and March 1954, document S/3185.

/ Official Records of the Security Council, Eleventh Year, 749th meeting, para. 3.

/ A/32/109/Rev.1-S/12344/Rev.1, annex V. For the printed text, see Official Records of the Security Council, Thirty-second Year, Supplement for July, August and September 1977.

/ Official Records of the Security Council, Thirty-fourth Year, 2119th meeting.

/ Official Records of the Security Council, Thirty-fourth Year, Supplement for January, February and March 1979.
document S/13178.

ECONOMIC AND SOCIAL COUNCIL

/ Official Records of the Economic and Social Council, Ninth Session, Annex, p. 292, document E/1400.

/ Official Records of the Economic and Social Council, Eleventh Session, Annexes, agenda item 24, document E/1660.

/ Official Records of the Economic and Social Council, Resumed Eighteenth Session, 834th meeting.

/ Official Records of the Economic and Social Council, Twenty-fourth Session, Supplement No. 3, chap. II.

/ Official Records of the Economic and Social Council, Twenty-eighth Session, 1071st meeting.

/ Official Records of the Economic and Social Council, 1978, Supplement No. 6 (E/1978/46 and Corr.1), para. 99.

TRUSTEESHIP COUNCIL

/ Official Records of the Trusteeship Council, Fifth Special Session, Supplement No. 2.

/ Official Records of the Trusteeship Council, Twenty-second Session, 909th meeting.

/ Official Records of the Trusteeship Council, Forty-fourth Session, Sessional Fascicle, annexes, document T/1782.

/ Official Records of the Trusteeship Council, Forty-seventh Session, Supplement No. 2.

DISARMAMENT COMMISSION

/ Official Records of the Disarmament Commission, Supplement for January to December 1965, document DC/227, para. 3.

/ Official Records of the Disarmament Commission, Supplement for 1972, document DC/235, annex B, document CCD/361.

Examples in French:

ASSEMBLEE GENERALE

✓ Documents officiels de l'Assemblée générale, première partie de la première session, Séances plénières, 17ème séance.

✓ Documents officiels de l'Assemblée générale, seconde partie de la première session, Supplément No 2, chap. III, par. 79.

✓ Documents officiels de l'Assemblée générale, troisième session, deuxième partie, Cinquième Commission, 182ème séance.

✓ Documents officiels de l'Assemblée générale, quatrième session, Sixième Commission, Annexe, document A/997, par. 26.

✓ Documents officiels de l'Assemblée générale, cinquième session, Annexes, point 3 de l'ordre du jour, document A/C.3/172.

✓ Documents officiels de l'Assemblée générale, dix-neuvième session, Annexes, annexe No 21, document A/5721.

✓ Voir la déclaration faite le 19 octobre 1978 par le Président de l'Assemblée générale (Documents officiels de l'Assemblée générale, trente-troisième session, Séances plénières, 39ème séance, par. 223).

✓ Documents officiels de l'Assemblée générale, trente-quatrième session, Séances plénières, 91ème séance, par. 38 à 73.

✓ Ibid., trente-quatrième session, Supplément No 24 (A/34/24 et Corr.1), vol. I, chap. VI, sect. B; et ibid., Supplément No 24A (A/34/24/Add.1).

CONSEIL DE SECURITE

✓ Procès-verbaux officiels du Conseil de sécurité, troisième année, No 97, 337ème séance.

✓ Documents officiels du Conseil de sécurité, neuvième année, Supplément de janvier, février et mars 1954, document S/3185.

✓ Documents officiels du Conseil de sécurité, onzième année, 749ème séance, par. 3.

✓ A/32/109/Rev.1-S/12344/Rev.1, annexe V. Pour le texte imprimé, voir Documents officiels du Conseil de sécurité, trente-deuxième année, Supplément de juillet, août et septembre 1977.

/ Documents officiels du Conseil de sécurité, trente-quatrième année, 2119ème séance.

/ Documents officiels du Conseil de sécurité, trente-quatrième année, Supplément de janvier, février et mars 1979, document S/13178.

CONSEIL ECONOMIQUE ET SOCIAL

/ Procès-verbaux officiels du Conseil économique et social, neuvième session, Annexe, p. 292, document E/1400.

/ Procès-verbaux officiels du Conseil économique et social, onzième session, Annexes, point 24 de l'ordre du jour, document E/1660.

/ Documents officiels du Conseil économique et social, reprise de la dix-huitième session, 834ème séance.

/ Documents officiels du Conseil économique et social, vingt-quatrième session, Supplément No 3, chap. II.

/ Documents officiels du Conseil économique et social, vingt-huitième session, 1071ème séance.

/ Documents officiels du Conseil économique et social, 1978, Supplément No 6 (E/1978/46), par. 99.

CONSEIL DE TUTELLE

/ Documents officiels du Conseil de tutelle, cinquième session extraordinaire, Supplément No 2.

/ Documents officiels du Conseil de tutelle, vingt-deuxième session, 909ème séance.

/ Documents officiels du Conseil de tutelle, quarante-quatrième session, Fascicule de session, annexes, document T/1782.

/ Documents officiels du Conseil de tutelle, quarante-septième session, Supplément No 2.

COMMISSION DU DESARMEMENT

/ Documents officiels de la Commission du désarmement, Supplément de janvier à décembre 1965, document DC/227, par. 3.

/ Documents officiels de la Commission du désarmement, Supplément de 1972, document DC/235, annexe B, document CCD/361.

Examples in Spanish:

ASAMBLEA GENERAL

/ Documentos Oficiales de la Asamblea General, primera parte del primer período de sesiones, Sesiones Plenarias, 17a. sesión.

/ Documentos Oficiales de la Asamblea General, segunda parte del primer período de sesiones, Suplemento No. 2, cap. III, párr. 79.

/ Documentos Oficiales de la Asamblea General, tercer período de sesiones, segunda parte, Segunda Comisión, Anexo, documento A/C.2/125.

/ Documentos Oficiales de la Asamblea General, quinto período de sesiones, Anexos, tema 3 del programa, documento A/C.3/172.

/ Documentos Oficiales de la Asamblea General, décimonoveno período de sesiones, Anexos, anexo No. 21, documento A/5721.

/ Véase la declaración formulada el 19 de octubre de 1978 por el Presidente de la Asamblea General (Documentos Oficiales de la Asamblea General, trigésimo tercer período de sesiones, Sesiones Plenarias, 39a. sesión, párr. 223).

/ Documentos Oficiales de la Asamblea General, trigésimo cuarto período de sesiones, Sesiones Plenarias, 91a. sesión, párrs. 38 a 73.

/ Ibid., trigésimo cuarto período de sesiones, Suplemento No. 24 (A/34/24 y Corr.1), vol. I, cap. VI, secc. B; e ibid., Suplemento No. 24A (A/34/24/Add.1).

CONSEJO DE SEGURIDAD

/ Actas Oficiales del Consejo de Seguridad, tercer año, No. 97, 337a. sesión.

/ Actas Oficiales del Consejo de Seguridad, noveno año, Suplemento de enero, febrero y marzo de 1954, documento S/3185.

/ Actas Oficiales del Consejo de Seguridad, undécimo año, 749a. sesión, párr. 3.

/ A/32/109/Rev.1-S/12344/Rev.1, anexo V. Para el texto impreso, véase Documentos Oficiales del Consejo de Seguridad, trigésimo segundo año, Suplemento de julio, agosto y septiembre de 1977.

/ Documentos Oficiales del Consejo de Seguridad, trigésimo cuatro año, 2119a. sesión.

/ Documentos Oficiales del Consejo de Seguridad, trigésimo cuatro año, Suplemento de enero, febrero y marzo de 1979, documento S/13178.

CONSEJO ECONOMICO Y SOCIAL

Before the sixteenth session of the Economic and Social Council, in 1953, not all the Official Records of the Council were issued in Spanish. References to records that were not published in Spanish should be given in Spanish and the notation "en francés e inglés solamente" should be added in parentheses.

/ Documentos Oficiales del Consejo Económico y Social, noveno período de sesiones, Anexo, documento E/1400 (en francés e inglés solamente).

/ Documentos Oficiales del Consejo Económico y Social, 11° período de sesiones, Anexos, tema 24 del programa, documento E/1660 (en francés e inglés solamente).

/ Documentos Oficiales del Consejo Económico y Social, continuación del 18° período de sesiones, 834a. sesión.

/ Documentos Oficiales del Consejo Económico y Social, 24° período de sesiones, Suplemento No. 3, cap. II.

/ Documentos Oficiales del Consejo Económico y Social, 28° período de sesiones, 1071a. sesión.

/ Documentos Oficiales del Consejo Económico y Social, 1978, Suplemento No. 6 (E/1978/46), párr. 99.

CONSEJO DE ADMINISTRACION FIDUCIARIA

/ Documentos Oficiales del Consejo de Administración Fiduciaria, quinto período extraordinario de sesiones, Suplemento No. 2 (en francés e inglés solamente).

/ Documentos Oficiales del Consejo de Administración Fiduciaria, 22° período de sesiones, 909a. sesión (en francés e inglés solamente).

COMISION DE DESARME

/ Actas Oficiales de la Comisión de Desarme, Suplemento de enero a diciembre de 1965, documento DC/227, párr. 3.

/ Actas Oficiales de la Comisión de Desarme, Suplemento de 1972, documento DC/235, anexo B, documento CCD/361.

D. Use of "ibid." in Official Records 7/

Unnecessary repetition in footnote references to Official Records may be avoided by use of the word ibid., which is understood to replace all words that are identical in consecutive footnotes. In order to avoid ambiguity, it is sometimes necessary, however, to repeat the last common element, particularly the indication of the session, when the volumes referred to are not in the same category (Main Committees, Supplements, Annexes). For example, after the note:

/ Official Records of the General Assembly, Thirty-fourth Session, Supplement No. 1, p. 19.

it would be ambiguous to use the note:

/ Ibid., Annexes, agenda item 5.

The footnote should read:

/ Ibid., Thirty-fourth Session, Annexes, agenda item 5.

The correct use of ibid. is indicated in the following examples:

Examples in English:

1/ Official Records of the General Assembly, Fourth Session, Third Committee, 222nd meeting, para. 17.

2/ Ibid., Second Committee, 150th meeting.

3/ Ibid., Fourth Session, Supplement No. 3, para. 4.

4/ Ibid., Supplement No. 1.

5/ Ibid., Fourth Session, First Committee, 326th meeting, para. 18.

6/ Ibid., Ninth Session, Annexes, agenda item 99, document A/C.5/777, sect. IX.

* * *

1/ Official Records of the General Assembly, Thirty-fourth Session, Supplement No. 24 (A/34/24 and Corr.1).

2/ Ibid., Supplement No. 23 (A/34/23/Rev.1), chaps. I-III, V and IX.

3/ Ibid., Twenty-ninth Session, Supplement No. 24A (A/9624/Add.1), para. 84.

7/ For instructions on the use of ibid. in footnotes other than those referring to Official Records, see chapter IV, section G, above.

Examples in French:

- 1/ Documents officiels de l'Assemblée générale, quatrième session, Troisième Commission, 222ème séance, par. 17.
- 2/ Ibid., Deuxième Commission, 150ème séance.
- 3/ Ibid., quatrième session, Supplément No 3, p. 8.
- 4/ Ibid., Supplément No 1.
- 5/ Ibid., quatrième session, Première Commission, 326ème séance, par. 18.
- 6/ Ibid., neuvième session, Annexes, point 99 de l'ordre du jour, document A/C.5/777, sect. IX.

* * *

- 1/ Documents officiels de l'Assemblée générale, trente-quatrième session, Supplément No 24 (A/34/24 et Corr.1).
- 2/ Ibid., Supplément No 23 (A/34/23/Rev.1), chap. I à III, V et IX.
- 3/ Ibid., vingt-neuvième session, Supplément No 24A (A/9624/Add.1), par. 84.

Examples in Spanish:

- 1/ Documentos Oficiales de la Asamblea General, cuarto período de sesiones, Tercera Comisión, 222a. sesión, párr. 17.
- 2/ Ibid., Segunda Comisión, 150a. sesión.
- 3/ Ibid., cuarto período de sesiones, Suplemento No. 3, pág. 8.
- 4/ Ibid., Suplemento No. 1.
- 5/ Ibid., cuarto período de sesiones, Primera Comisión, 326a. sesión, párr. 18.
- 6/ Ibid., noveno período de sesiones, Anexos, tema 99 del programa, documento A/C.5/777, secc. IX.

* * *

- 1/ Documentos Oficiales de la Asamblea General, trigésimo cuarto período de sesiones, Suplemento No. 24 (A/34/24 y Corr.1).
- 2/ Ibid., Suplemento No. 23 (A/34/23/Rev.1), caps. I a III, V y IX.
- 3/ Ibid., vigésimo noveno período de sesiones, Suplemento No. 24A (A/9624/Add.1), párr. 84.

E. Abbreviation of references in certain cases

In lengthy documents or publications that contain numerous footnote references to Official Records, such as the Repertory of Practice of United Nations Organs, it is permissible to use an abbreviated form of reference, provided that the method used is clearly set out in an explanatory note in the preliminary matter. The appropriate editorial unit should be consulted on the form to be used.

IX. REFERENCES TO RESOLUTIONS

References to resolutions of the General Assembly, the Security Council, the Economic and Social Council or the Trusteeship Council should be made as described in article D 10. No reference should be made to the volume of Official Records of the organ concerned in which the resolution is printed.

EXAMPLE:

The Economic and Social Council, in its resolution 1979/72, endorsed the report of the Group of Experts on Definitions and Terminology for Mineral Resources ...

[No footnote reference]

* * *

In references to resolutions of subsidiary or ad hoc bodies, it may be useful to inform the reader where the text appears.

EXAMPLES:

By its resolution 2 (XXIV), / the Sub-Commission had decided that the Working Group ...

/ E/CN.4/1070, chap. XII.

* * *

The Commission on the Status of Women, by its resolution 3 (XXIII), / had made recommendations concerning the appointment of qualified women to the highest ranks of the international civil service.

/ Official Records of the Economic and Social Council, Forty-eighth Session, Supplement No. 6, chap. XII.

X. REFERENCES TO THE YEARBOOK OF THE INTERNATIONAL LAW COMMISSION

The printed records of the International Law Commission appear in yearbooks, volume I containing records of the Commission's sessions and volume II containing documents (volume II, Part One: documents of the session; volume II, Part Two: report of the Commission).

In the years before 1962, volumes I and II bore the same sales number, followed by the indication "vol. I" or "vol. II".

EXAMPLE:

 / Yearbook of the International Law Commission, 1959,
vol. II (United Nations publication, Sales No. 59.V.1,
vol. II).

 / Annuaire de la Commission du droit international, 1959,
vol. II (publication des Nations Unies, numéro de vente :
59.V.1, vol. II).

 / Anuario de la Comisión de Derecho Internacional, 1959,
vol. II (publicación de las Naciones Unidas, No. de venta:
59.V.1, vol. II).

Since 1962 a different sales number has been assigned to each volume, and the volume number is no longer part of the sales number. In the case of volume II, however, the sales number includes an indication of the part.

EXAMPLE:

 / Yearbook of the International Law Commission, 1979,
vol. II, Part I (United Nations publication, Sales No.
E.80.V.5 (Part I)).

Note that references in the text of a Yearbook of the International Law Commission to previous issues should not include the sales number. However, references to such a Yearbook in any other document or publication should include the sales number, as shown in the above examples.

For the rules concerning the use of ibid. in references to yearbooks, see chapter IV, section G, above.

XI. MISCELLANEOUS FOOTNOTES

A. Documents and publications of other organizations in the United Nations system

Footnote references to documents or publications of other organizations in the United Nations system should include, as appropriate, the following information (not necessarily in the order shown): the title of the document or publication; the name of the agency, which may appear as either author or publisher; the series and number and/or the document number; the place of publication, name of publisher and year; the volume; chapter, page number or other specific reference.

If there are repeated references to the same document or publication, an abbreviated form may be used after the first full reference (see chapter IV, section G, subsection 4, above). Op. cit. should not be used in footnote references to documents or publications of organizations in the United Nations system.

Ibid. should be used in references to the same work as that cited in the preceding footnote (see chapter IV, section G, subsection 1, above).

If a document or publication does not exist in a given language, the title should be given in the original language with an appropriate explanation.

B. Established periodicals of international organizations

References to established periodicals of international organizations should follow the normal style for periodicals. The name of the organization should not be given at the beginning of the footnote if it is obvious from the title or the publication data.

C. League of Nations publications

References to publications of the League of Nations follow the classical pattern. Typical forms are shown in the following examples. (The official documents of the League of Nations were issued in English and French.)

EXAMPLES:

English:

✓ League of Nations, Official Journal, 6th Year, No. 2
(February 1925), p. 143.

French:

✓ Société des Nations, Journal officiel, 6ème année, No 2
(février 1925), p. 143.

English:

✓ League of Nations, Treaty Series, vol. CLV, p. 259.

French:

✓ Société des Nations, Recueil des Traités, vol. CLV,
p. 259.

English:

✓ League of Nations, Official Journal, Special
Supplement No. 194, p. 57.

French:

✓ Société des Nations, Journal officiel, Supplément
spécial No 194, p. 57.

D. Judgments, advisory opinions and orders of the International Court of Justice

In references to judgments, advisory opinions and orders of the International Court of Justice, the title should normally be cited as shown on the verso of the front cover of the volume referred to.

EXAMPLE:

/ Certain expenses of the United Nations (Article 17, paragraph 2, of the Charter), Advisory Opinion of 20 July 1962: I.C.J. Reports 1962, p. 151.

/ Certaines dépenses des Nations Unies (Article 17, paragraphe 2, de la Charte), Avis consultatif du 20 juillet 1962 : C.I.J. Recueil 1962, p. 151.

E. Government publications and documents

General pattern

As it is not always possible to ascertain the forms preferred by individual Governments for the citation of their publications and documents, and in order to ensure some measure of uniformity with its own documentation, the United Nations follows the standard pattern of citation. The citation of government publications and documents should include any or all of the following items, in the order shown, separated by commas:

Name of country (not "Government of"), if not obvious from the title or publication data

Name of government department or other unit

Title of document or article, in quotation marks

Title of publication or periodical, underlined (italic in print)

Title of series and number, not underlined

Document number, if any

Publication data (place, name of government printing office or other authority, and year) (in parentheses)

Specific reference (chapter, page etc.)

Command papers

Papers laid before the Parliament of the United Kingdom of Great Britain and Northern Ireland are issued as command papers. The different series and the method of identification are as follows:

First series (1833-1868/69)	1 to 4222
C series (1870-1899)	C.1 to C.9550
Cd. series (1900-1918)	Cd.1 to Cd.9239
Cmd. series (1919-1955/1956)	Cmd.1 to Cmd.9889
Cmd. series (1956/1957-)	Cmd.1 to -

EXAMPLES:

English:

✓ Report of the Committee on the Training of Civil Servants, Cmd. 6525 (London, HM Stationery Office, 1944), p. 6.

✓ Statement on the Defence Estimates 1968, Cmd. 3540 (London, HM Stationery Office, 1968).

French:

✓ Statement on the Defence Estimates 1968, Cmd. 3540, Londres, HM Stationery Office, 1968.

Spanish:

✓ Statement on the Defence Estimates 1968, Cmd. 3540, Londres, HM Stationery Office, 1968.

F. Documents of a regional organization

Documents of a regional organization should include the title of the document, the series, the publication data, and any specific reference required. If the name of the organization is not shown in the title or in the publication data, it should appear at the beginning of the footnote. The general pattern is shown in the following examples:

EXAMPLES:

English:

/ American Convention on Human Rights, "Pact of San José, Costa Rica", OAS Treaty Series No. 36
(Washington, D.C., Organization of American States, 1970).

French:

/ Convention américaine relative aux droits de l'homme, "Pacte de San José de Costa Rica", OEA Série sur les traités No 36, Washington (D.C.), Organisation des Etats américains, 1970.

Spanish:

/ Convención Americana sobre Derechos Humanos, "Pacto de San José de Costa Rica", OCA Serie sobre Tratados No. 36, Washington (D.C.), Organización de los Estados Americanos, 1970.

G. Unpublished material

References to unpublished material should include the following, if known:

Name of the author or organization

Title, between quotation marks

Indication of the nature of the work (thesis, work in preparation, unpublished manuscript)

The collection in which it may be found

The date

EXAMPLES:

/ Annie Jean Simonian, "The role of legal and financial factors in the formation and development of Lebanese corporations", Master of Arts dissertation, American University of Beirut, January 1969.

/ Josefina R. Cortes, "Factors associated with the migration of high-level persons from the Philippines to the United States of America", unpublished doctoral dissertation.

If it is necessary to refer to a paper prepared by or for the United Nations that is to be published but has not yet been issued, the relevant facts may be given in a footnote such as the following:

/ To be issued as a United Nations publication.

/ To be included in the Proceedings of the ... Conference, to be issued as a United Nations publication.

H. References to legal texts

There are special conventions for the citation of sources of information or quotations from legal texts such as statutes and cases. The forms to be used in references to the United Nations Treaty Series and the League of Nations Treaty Series are shown in sections K and C respectively.

The form of references to judgments, advisory opinions and orders of the International Court of Justice is shown in section D.

I. Works issued in microforms

Works issued in microforms (microfiches and microfilm) should be treated as published works. A footnote or bibliographical reference to such works should describe the microform rather than the item originally produced in hard form.

The chief source of information for microfilms and microfiche is the title frame. For instructions on the preparation of microfiche title frames, see United Nations Microfiche Standard (ST/PB/30) (1970).

A distinction should be made between (a) works for which the producer of the microform is the publisher and (b) works which have already been published in hard form and for which the original publisher retains copyright or publishing rights.

Where the microform producer is the publisher, a footnote reference should include the following items, in the order indicated:

Author

Title (underlined, italic in print)

Publication data (place, publisher, year, in parentheses, followed by a comma)

Indication of form of micro edition (specify microfiche or microfilm)

A specific reference to the number of the reel or fiche, if relevant

For texts available both in the original hard copy and in microform, the relevant information should be given first for the hard-copy version and then for the microform edition.

For the few United Nations publications for which the United Nations retains copyright, the following form should be used:

Title (United Nations publication, Sales No. ...), reprinted on microfilm by Copyright © by the United Nations, 19... .

J. Permission footnotes

If it is intended to quote a passage from a copyright publication, permission must be sought from the copyright owner. The owner often specifies the form in which he wishes acknowledgement to be made. If he does so, the form he requests should be followed exactly.

A footnote acknowledging permission to use should include:

The name of the author

The title of the work

The name of the publisher

The name of the copyright holder

When an excerpt from a United Nations publication that is copyright is used in a United Nations document or publication, whether or not it, in turn, is copyright, there is, of course, no need to indicate permission to use. It may however be desirable to indicate in the source footnote that the work is under copyright by the United Nations, e.g:

© Copyright 1980 by the United Nations.

See also article H 6.

Article E 3

K. United Nations Treaty Series

References to instruments printed in the United Nations Treaty Series may be made by volume, number and page number. It is not necessary to give the year of the volume, which often is many years later than the year of the instrument referred to. If the reference is to the instrument as a whole, the page reference should be to the page on which it begins; if the reference is to a specific part of the instrument, the corresponding page number(s) should be given.

EXAMPLES:

... taking note of the report of the Secretary-General (A/33/224) on the implementation by States of the provisions of the Vienna Convention on Diplomatic Relations of 1961, /
...

/ United Nations, Treaty Series, vol. 500, No. 7310, p. 95.

* * *

... implementation of international instruments, notably the 1951 Convention relating to the Status of Refugees 5/ and the 1967 Protocol relating to the Status of Refugees 6/

5/ United Nations, Treaty Series, vol. 189, No. 2545, p. 150.

6/ Ibid., vol. 606, No. 8791, p. 267.

* * *

/ Vienna Convention on Diplomatic Relations of 1961, (United Nations, Treaty Series, vol. 500, No. 7310), p. 95.

For the use of ibid. in references to the Treaty Series, see chapter IV, section G, above.

L. Footnote relating to a mimeographed document transmitting a non-United Nations document or publication

In certain cases, the Secretary-General transmits to the members of a United Nations organ a document or publication he has received from a Government or organization. There is an established form for footnote references to such documents.

EXAMPLES:

/ Transmitted to the members of the General Assembly by a note of the Secretary-General (A/4903).

/ Rapport soumis par le Gouvernement belge à l'Assemblée générale des Nations Unies au sujet de l'administration du Ruanda-Urundi pendant l'année 1958 (Brussels, Imprimerie Clarence Denis, 1959). Transmitted to the members of the Trusteeship Council by a note of the Secretary-General (T/1487).

M. Report of a United Nations seminar

Reports of seminars organized by the United Nations may be issued as informal papers to be circulated to participants, as offset documents bearing a special cover and a United Nations document symbol; or, with the approval of the Publications Board, as United Nations publications. No footnote or other reference is required for informal papers. The standard forms of reference to reports issued as documents and as publications are shown in the following examples.

EXAMPLES:

/ Technico-economic, Organizational and Administrative Aspects of Inland Waterborne Transport: Report of the United Nations Interregional Symposium, Leningrad, 9-29 September 1968 (ST/TAO/SER.C/114).

/ Seminar on the Effects of Scientific and Technological Developments on the Status of Women, Iasi, Romania, 5-18 August 1969 (ST/TAO/HR/37).

/ Report of the Interregional Seminar on the Training of Professional and Voluntary Youth Leaders, Holte, Denmark, 6-22 October 1969 (United Nations publication, Sales No. E.70.II.H.4).

N. Proceedings of a United Nations conference

References to volumes of the proceedings of a United Nations conference should include the title, as it appears on the title-page, the volume number and title, if there is more than one volume, the United Nations sales number, and, if necessary, the precise reference in the volume.

EXAMPLES:

/ Proceedings of the United Nations Conference on Trade and Development, vol. I, Final Act and Report (United Nations publication, Sales No. 64.II.B.11); ibid., Second Session, vol. I and Corr.1 and 3 and Add.1 and 2, Report and Annexes (United Nations publication, Sales No. E.68.II.D.14); and ibid., Fifth Session, vol. I, Report and Annexes (United Nations publication, Sales No. E.79.II.D.14).

/ Proceedings of the World Population Conference, Belgrade, 30 August-10 September 1965, vol. I, Summary Report (United Nations publication, Sales No. 66.XIII.5), meeting B.5, "Projections of urban and rural population, economically active population, households and families", statement by the Moderator, pp. 272-279.

References to papers contributed to a conference should include the name of the author, the title of the paper (between quotation marks), the title of the proceedings, the volume number and title, the sales number, and the page number(s) in the volume.

EXAMPLES:

/ Report of the World Conference of the International Women's Year, Mexico, 19 June-2 July 1975 (United Nations publication, Sales No. E.76.IV.1), chap. II, sect. A, "World Plan of Action for the Implementation of the Objectives of the International Women's Year".

/ Wilhelm Bickel, "Los trabajadores extranjeros y el desarrollo económico en Suiza", Actas de la Conferencia Mundial de Población, Belgrado, 30 de agosto a 10 de septiembre de 1965, vol. IV: Selección y Resúmenes de Monografías: Migración, Urbanización, Desarrollo Económico (publicación de las Naciones Unidas, No. de venta: S.66.XIII.8), pág. 58.

O. Statistical papers

Statistical papers are issued in series, according to subject. The standard forms of reference to them are shown in the following examples.

EXAMPLES:

/ Population and Vital Statistics Report: Data Available as of 1 January 1971, Statistical Papers, Series A, vol. XXIII, No. 1 (ST/STAT/SER.A/95).

/ Compendium of Social Statistics: 1977, Statistical Papers, Series K, No. 4 (United Nations publication, Sales No. E/F.80.XVII.6).

P. Monthly Bulletin of Statistics

The Monthly Bulletin of Statistics is identified as shown in the following example.

/ Monthly Bulletin of Statistics, vol. XXV, No. 5 (May 1971).

Q. Report of the Preparatory Commission of the United Nations

Footnote references to the report of the Preparatory Commission of the United Nations should be given as in the following example:

/ Report of the Preparatory Commission of the United Nations (PC/20), chap. VIII, sect. 2, paras. 59-60.

R. Documents of the San Francisco Conference, 1945

References to official documents (mimeographed or printed) of the United Nations Conference on International Organization, held at San Francisco in 1945, should be by symbol only.

EXAMPLE:

/ United Nations Conference on International Organization, II/1/34.

References to unofficial (typewritten) verbatim minutes should give the name of the organ, the date of the meeting, the number of the bound volume and the page number.

EXAMPLE:

/ United Nations Conference on International Organization, Steering Committee, 5 May 1945, vol. 68, p. 13.

S. Examples of typical footnotes

The examples given below illustrate a number of the rules set forth in the foregoing sections of this chapter.

/ International Labour Office, *Sharing in Development; A programme of Employment, Equity and Growth for the Philippines* (Geneva, 1974), p.6.

/ International Labour Office, *Sharing in Development ...*, pp. 16 and 196.

/ International Labour Office, *Education and the Employment Problem in Developing Countries*, by M. Bloug (Geneva, 1973), p. 97.

/ Hungary, Central Statistical Office, *Statistical Yearbook, 1972* (Budapest, 1974), pp. 337 and 341.

/ United Kingdom of Great Britain and Northern Ireland, Central Statistical Office, *Social Trends*, No. 4 (London, Her Majesty's Stationery Office, 1973), p. 94.

/ Statistics Canada, *Perspective Canada: a Compendium of Social Statistics* (Ottawa, July 1974), pp. 262-265.

/ Organisation for Economic Co-operation and Development, *Economic Surveys: Canada* (Paris, 1973), p. 11.

/ European Economic Community, *Exposé sur l'évolution de la situation sociale dans la Communauté en 1971* (Brussels and Luxembourg, 1972).

/ Commission of the European Communities, *Exposé sur l'évolution ... en 1973*, pp. 252-255.

/ Report of the Commission on Human Rights on its thirty-fourth session (*Official Records of the Economic and Social Council, 1978, Supplement No. 4*) (E/1978/34); report of the Committee on the Elimination of Racial Discrimination (*Official Records of the General Assembly, Thirty-third Session, Supplement No. 18*) (A/33/18); and report of the United Nations High Commissioner for Refugees (*Official Records of the General Assembly, Thirty-third Session, Supplement No. 12*) (A/33/12).

/ International Labour Office, Summary of Reports on Ratified Conventions (Articles 22 and 35 of the Constitution) (Geneva, 1975).

/ A. A. Evans, Hours of Work in Industrialized Countries (Geneva, International Labour Office, 1975), pp. 75-76.

/ Disarmament and Development: Report of the Group of Experts on the Economic and Social Consequences of Disarmament (United Nations publication, Sales No. E.73.IX.1).

/ "The costs of aid-tying to recipient countries: progress report by the secretariat of UNCTAD", Proceedings of the United Nations Conference on Trade and Development, Second Session, vol. IV, Problems and Policies of Financing (United Nations publication, Sales No. E/68.II.17).

/ United States Arms Control and Disarmament Agency, World Military Expenditures and Arms Trade, 1963-1973 (Washington, D.C., Government Printing Office, 1974).

/ Agricultural Credit, World Bank Paper: Rural Development Series (Washington, D.C., World Bank, 1975), pp. 12 and 18.

/ H. Chenery and others, Redistribution with Growth: An Approach to Policy (London, Oxford University Press, 1974), p. 271.

/ Land Reform Sector Paper (Washington, D.C., The World Bank, 1975), p. 62.

/ John W. Mellor, "The landed and the landless", Ceres, vol. II, No. 1 (January-February 1978), pp. 42-46.

/ See, for example, Stefan Ancerewicz, "Enklawy niedostatku" (Enclaves of indigence), Polityka (1975).

/ "World population situations: note by the Secretary-General" (A/C.2/32/L.8), 28 September 1977, para. 31.

/ H. Hanslówka, "Health population and socio-economic development", in Population Growth and Economic Development in the Third World, Léon Tabah, ed. (Liège, International Union for Scientific Study of Population, 1975), vol. I, chap. IV, p. 198.

/ Government of Denmark, Living Conditions in Denmark: Compendium of Statistics, 1976 (Copenhagen, 1976), pp. 58-61.

/ Government of Sweden, Ministry of Health and Social Affairs, Parental Insurance in Sweden, Some Data (Stockholm, 1977), p. 9.

XII. CROSS-REFERENCES

Cross-references should normally be given in parentheses in the text. They may be given in footnotes if they are long or complicated.

Wherever possible, cross-references should be made to paragraphs and not to pages, so that they may be the same in all the languages in which the text is issued. In a paper that is to appear in one language only, however, reference to page numbers is permissible.

Where agreement has been reached between the editorial services and the submitting department to make cross-references to pages in a publication, it will be the responsibility of both, and of the Publishing Division, to see that such references are completed at the page-proof stage. The relevant page of the manuscript should be given in pencil, in a circle, and a marginal note to the Publishing Division should be added, indicating that the page number in the printed text should be supplied.

XIII. BIBLIOGRAPHICAL REFERENCES TO UNITED NATIONS AND OTHER PUBLICATIONS ISSUED IN SEVERAL LANGUAGES

Authors and editors should bear in mind that documents containing many references to United Nations and other publications that have been, or may be, issued in several languages often present a problem for translators, particularly when the references are to pages, which are not usually the same for all languages.

In cases where the references are intended primarily to establish the authority for certain passages rather than to direct the reader to the works in question, it would involve unnecessary research to find the appropriate page reference in other languages or, in some cases, even to find out whether the text exists in some or all of the other working languages.

When a reference is given to a specific passage of a work in which the paragraphs are numbered, the reference should normally be to paragraphs rather than to pages. If the paragraphs are not numbered, the reference should if possible be to chapters, sections or other divisions of the work. It is however recognized that, when reference to paragraphs, chapters or sections is not possible, it is sometimes necessary and useful to cite pages; this should be done only when strictly necessary.

Any information available to the author of the manuscript or to the editor with regard to the title or existence of versions in other languages of works cited or to corresponding pages or other references should, as usual, be given on the "citation list" (form IS.15) accompanying the request for translation (form D. 2) (see article G 1).

In the translated versions of documents the text of which is not readily available in the language of the translation, the following procedures are followed:

- (a) Vague references to pages are suppressed;
- (b) The names of author organizations and bodies are translated;
- (c) The titles of well known works are given in their translated form but page references, if precise, are given in the form: "p. ... du texte anglais" or the equivalent, care being taken to indicate the bibliographical details;
- (d) If the versions, in other languages, of the works cited are not known certainly to exist, the original title is retained and the simple page reference to it.

XIV. BIBLIOGRAPHIES

Bibliographies prepared by the Dag Hammarskjöld Library follow, where feasible, the style indicated in the Reference Manual for Bibliographic Descriptions and the Cataloguing Manual, under the computerized United Nations Bibliographic Information System (UNBIS). However, bibliographies contained in documents prepared in other units of the United Nations Secretariat and by persons outside the Organization are usually given in the earlier style of bibliography, the rules for which are laid down in the Bibliographic Style Manual. 8/

A brief explanation of the main rules to be followed in the preparation of a bibliography in the earlier style set forth in the Bibliographic Style Manual, which is still standard for bibliographies other than those included in a computerized system, are given below, together with some examples, followed by specimen pages of a bibliography.

The form of entries in bibliographies differs from that used for bibliographical footnotes or entries in a keyed reference list.

A bibliography should follow any other end matter (annexes etc.) except an index and should not be given an annex number.

The entries should not normally be numbered but should be arranged in alphabetical order.

8/ United Nations publication, Sales No. 63.I.5.

Each entry should be wholly in the language of the book, periodical etc., though titles in an alphabet other than that of the document in which the bibliography appears should normally be transliterated. (In a bibliography containing numerous entries in, for instance, Russian, it may be convenient to group them together and leave them in Cyrillic characters.) Exception: the name of a country, etc. used as author (see section B below) should be in the language of the bibliography.

If more than one work by the same author is listed, the author's name should be replaced in the second and subsequent entries by a rule: _____.

A. Books and pamphlets

The order of elements in references to books and pamphlets should be the following:

- (1) Name of author - if no author, name of editor or compiler - ending with a period

(The surname should be given first, followed by the given name or initials, as they appear on the title-page of the work. If there are two or three names, the second and third names should be written with the initials or given name first, followed by the surname. If there are two names, they should be separated by "and". If there are three names, the first and second should be separated by a comma and the second and third by "and". If there are more than three names, the work is considered to be written collectively and should be entered under its title.)

- (2) The full title, including the subtitle - the subtitle being separated from the title by a semicolon - followed by a period

(Initial capital letters are used only for the first word of the title and for any words that are normally capitalized.)

- (3) Identification of edition (except the first edition), followed by a period

- (4) Publisher's imprint: place of publication, in the language of the publication; name of publisher, in a shortened form, usually the surname only; date of publication (these three items separated by commas and the entire imprint followed by a period)

- (5) The number of volumes, if more than one, or the pagination, if the book is in one volume, followed by a period

- (6) A reference to illustrations, maps, charts etc. - only if they are important
- (7) Where applicable, the title of the series and volume number or part in the series, enclosed in parentheses
- (8) Notes on the content of the work, if required

(These should be clearly set off typographically from the entry to which they pertain.)

EXAMPLES:

Ferrell, R.H. Peace in their time; the origins of the Kellogg-Briand Pact. New Haven, Yale University Press, 1952. 293 p. (Yale historical publications. Miscellany, 55)

Organization of American States. Council. Agreement between the OAS and the International Labour Organisation. Washington, Pan American Union, 1951. 12 p. Text in English, French and Spanish

Rakowski, M. Ekonomiczne badanie i ocena inwestycji przemysłowych. Warszawa, Polskie Wydawnictwo Gospodarcze, 1952. 112 p.

For a work with more than three authors, the order of items 1 and 2 above is reversed. Such a work is considered to be written collectively, and the title should be given first, followed by a period. The word "By", underlined, introduces the name of the first author, which is followed by the words "and others", underlined, and a period.

EXAMPLE:

Peace on earth. By Trygve Lie and others. New York, Hermitage House, 1949. 251 p.

B. Government publications

General

In general, government publications are subject to the same rules of bibliographical listing as those that apply to books and pamphlets. The order of essential elements is the same (see section A above).

The author element of the citation is normally the name of a government or government agency and should include, as appropriate: (a) the name of the country, state, city, town or other government district; (b) the name of the major division of government; (c) further subdivisions, if necessary.

A publication issued in the name of a government agency should be entered under the name of the government, followed by that of the responsible agency, i.e., legislative body, executive department, court etc.

The name of the country, self-governing dominion, Non-Self-Governing Territory, Trust Territory, protectorate etc. should be given in the language of the bibliography. The remainder of the entry should be in the language of the publication.

When a personal author appears on the title-page of a government publication, the work should be listed under the name of the official issuing agency and the name of the personal author should be shown by addition after the title.

EXAMPLE:

U.S.A. Library of Congress. Division of Documents.
Government documents bibliography in the United States and
elsewhere. By James B. Childs. 3. ed. Washington,
Government Printing Office, 1942. 78 p.

Reports made to a department or other government agency by a person who is not an official, and scientific papers, addresses and other material which is not administrative in character but which is issued officially by the department to which the author is attached should be entered under the name of the personal author. However, a collection of reports to a government agency by different persons should be entered under the name of the agency.

Official gazettes

Official gazettes should be entered directly under the name of the government, without any indication of a subdivision.

EXAMPLE:

France. Journal officiel de la République française. ...

Dependent territories

The publications of officials or official bodies having governing power over a dependent territory should be entered under the name of the dependent territory rather than under the name of the administering

Power. The title of the official or the name of the office should be used as a subheading.

EXAMPLE:

Papua New Guinea. Report on the administration of Papua New Guinea, 1 July 1970-30 June 1971. Canberra, Australian Government Publishing Service, 1972. 395 p.

Laws

Laws, statutes, decrees and other acts having the force of law should be entered under the country, state or other jurisdiction.

EXAMPLES:

Australia. Acts of Parliament of the Commonwealth ... 1901-1935 ... Canberra, The Government, 1936. 4 v.

France. Recueil des lois ... I. Lois promulguées du 3 janvier au 28 avril 1952. Paris, Imprimerie de l'Assemblée nationale, 1952. 712 p.

Venezuela. Código civil de los Estados Unidos de Venezuela, 1922. Ed. oficial. Caracas, Litografía del Comercio, 1940. 363 p.

France. Loi relative à la navigation aérienne. Paris, Direction générale de l'aéronautique et des transports aériens, 1942. 19 p.

Constitutions

Constitutions and official drafts of proposed constitutions should be entered under the name of the country or state, with the form subheading "Constitution" if necessary.

EXAMPLES:

Belgium. Constitution belge du 7 février 1831. Bruxelles, Moniteur belge, 1950. 23,23 p.

Title and text in French and Flemish

Pakistan. Constitution. The Government of India Act, 1935, as adapted by the Pakistan (Provisional Constitution) order, 1947. Karachi, 1948. 83 p.

C. Periodicals and newspapers

If the reference is a general one to a periodical or newspaper, it should consist of the title, not underlined (with the initial article, if any, omitted, and with only the first word and proper nouns capitalized), followed by the place of publication (in parentheses) in the language of the periodical, the volume and part if necessary, and the date or dates of the issue cited. When exact dates are required, as for newspaper citations, they should include the day, the month (in the language of the publication) and the year, in that order.

EXAMPLES:

Documentation économique (Paris) v. 8-10, 1949-1951.

Politiken (København) 24 oktober 1953.

References to specific articles

In references to specific articles, the following essential information should be given, in the order shown:

- (1) Author's surname, followed by initials or given name (if initials, no comma follows; if given name, a period follows)
- (2) Title of the article, followed by a period
- (3) Name of the periodical or newspaper, underlined (to become italic in print), with the initial article, if any, omitted, and with only the first word and proper nouns capitalized
- (4) Place of publication, in parentheses, in the language of the periodical; in the case of a newspaper, only if not apparent from the title itself
- (5) Volume number of periodical (in arabic numerals), issue number if necessary or useful and pagination of the article (these three items separated by colons); 9/ in the case of a newspaper, the exact date (day, month - in the language of the periodical - and year, in that order), followed by the page number of the article, separated from the date by a colon
- (6) Date of issue of periodical, in the language of the periodical

9/ If an issue has an issue number and date, preference should be given to the date, e.g. 29:2-7, June 1968. If the issue does not have a month in the date, the following form may be used: 29:2-7, 1968, no. 3. The volume number usually covers a year. In some cases, however, the issues are numbered consecutively from issue to issue and from year to year, so that the so-called volume number may be equivalent to the number of the issue. In such cases, the following form may be used (the abbreviation "no." appearing before the issue number in the position of the volume number): no. 270:2-7, 1968.

EXAMPLES:

Simon, Manfred. Cinquième session de la Commission des droits de l'homme. Revue de droit international, de sciences diplomatiques et politiques (Genève) 27:529, octobre-décembre 1949.

Brody, Jane E. Pollution linked to physical illis. New York Times 14 October 1971:31.

D. United Nations documents

In "mixed" bibliographies, listing United Nations documents and other material - books published by commercial publishers, government publications etc. - the words "United Nations" should appear in the author position, that is, at the beginning of each entry. A similar rule should be followed for documents and publications of specialized agencies. The following information should also be given, as appropriate, in the order shown: the name of the organ or office responsible for issuing the document; the title (initial capital letters being used only for the first word and for proper nouns); the registration date or year of publication; the pagination; the symbol in parentheses; a reference to the Official Records volume in which the document appears. The following information should also appear, as appropriate, in note form (set off typographically from the entry): the distribution classification (if "Limited" or "Restricted"); the sales number; the title and symbol of the Yearbook of the International Law Commission, for documents incorporated therein.

EXAMPLES:

United Nations. Department of Economic and Social Affairs. World economic survey; current trends in the world economy. 1981-1982. 97 p. (E/1982/46-ST/ESA/124)
Sales No. E.82.II.C.1

United Nations. International Law Commission. Proposals and comments submitted by Mr. Alfred Verdross regarding the draft provisional articles on consular intercourse and immunities. 13 March 1959. 2 p. (A/CN.4/L.79)
International Law Commission. Yearbook, 1959, v. 2, p. 84-85. (A/CN.4/SER.A/1959/Add.1)

In a bibliography that lists only United Nations documents, they should be arranged by symbol, in alphabetical and numerical order. The same information should be given as indicated above, except that the symbol takes the place of the author, which should be indicated by a subheading in the listing, for example, "United Nations General Assembly".

Specimen pages of a bibliography

- Adler, J. H. The underdeveloped areas: their industrialization. New Haven, Yale Institute of International Studies, 1949. 30 p. (Memoranda, 31)
- Aleksandrov, B. Problemy sel'skogo khoziaistva slaborazvitykh stran. Novoe vremia (Moskva):9-15, 15 aprilia 1953.
- Arena, C. Il problema dell'industrializzazione. Rivista di politica economica (Roma) 37:577-588, maggio 1947.
- Aten, A. Enige aantekeningen over de nijverheid in Indonesië. Indonesië ('s-Gravenhage) 6:19-27, Juli 1952; 6:193-126, November 1952; 6:330-345, Januari 1953; 6:411-422, Maart 1953; 6:536-564, Mei 1953.
The two first articles are in Dutch, the others in English.
- Benham, F. C. Reflexiones sobre los países insuficientemente desarrollados. Trimestre económico (México) 19:45-47, enero-marzo de 1952.
- Blue print of Pakistan's industrial development. Pakistan quarterly (Karachi) Special number:85-90, 1949.
- Buchanan, N. S. Deliberate industrialization for higher incomes. Economic journal (London) 56:533-553, December 1946.
For discussion see: T. Balogh. Note on the deliberate industrialization for higher income, Economic journal (London) 57:238-241, June 1947; H. Belshaw. Observations on industrialization for higher income, Economic journal (London) 57:379-387, September 1947.
- Ceylon. Executive Committee for Labour, Industry and Commerce. Report on industrial development and policy. Colombo, 1946. 27 p. (Sessional paper XV-1946)
- Corral, Enrique del. La industrialización de España. [Madrid, Publicaciones Españolas, 1952] 29 p. (Temas españoles, 19)
- Federation of Greek Industries. Greek industries in 1945. Athens, 1946. 65 p.
- France. Institut national de la statistique et des études économiques. La Grèce. Paris, Presses universitaires, 1952. 308 p. "Industrie", p. 125-145.

- Institut international des civilisations différentes. L'attraction exercée par les centres urbains et industriels dans les pays en voie d'industrialisation. Bruxelles, 1952. 662 p. (Compte rendu de la XXVIIe session, Florence. juin 1952)
Bibliography.
- Institute of Pacific Relations. 10th Conference, Stratford-on-Avon, 1947. Problems of economic reconstruction in the Far East; report. New York, 1949. 125 p.
"Industrial development", p. 71-80.
- Inter-American Economic and Social Council. Secretariat report on economic conditions and problems of development in Latin America. Washington, Pan American Union, 1950. 156 p.
Published also in Spanish.
- Itagaki, Y. Strategy and policy of economic development in underdeveloped countries; a significance of the stage theory. Hitotsubashi journal of economics (Tokyo) 2:1-12, September 1961.
- League of Nations. Economic, Financial and Transit Department. Industrialization and foreign trade. Geneva, 1945. 171 p.
Ser. L.O.N.P.1945.II.A.10)
- Liu, Ta-chün. China's economic stabilization and reconstruction. New Brunswick, Rutgers University Press, 1948. 159 p.
Published under the auspices of the Sino-International Economic Research Center, New York, and the China Institute of Pacific Relations, Shanghai.
- Marette, André. Le problème de l'industrialisation des territoires français d'outre-mer. Paris, Librairie générale de droit et de jurisprudence, 1939. 238 p.
Bibliography.
- Morruau, F.-X. L'industrialisation outre-mer. In L'économie de l'Union française d'outre-mer. Paris, Sirey, 1952. p.233-253.
- Philippines. Office of Economic Co-ordination. Reports of the Second Industrial Survey Group to Japan. Manila, Bureau of Printing, 1952. 43 p.
- Rakowski, M. Ekonomiczne badanie i ocena inwestycji przemysłowych. Warszawa, Polskie Wydawnictwo Gospodarcze, 1952. 112 p.
- Rosen, G. Patterns of Far Eastern industrial development; with special reference to their influence on foreign trade in the Far East. New York [1950] 32 p. (Institute of Pacific Relations. 11th Conference. Secretariat paper, 5)

Russenberg, H. Die Auswirkungen der Industrialisierung von Agrarländern auf Industrie-Exportstaaten. St. Gallen, Verlag der Fehr'schen Buchhandlung, 1949. 206 p. (Veröffentlichungen der Handelshochschule St. Gallen. Reihe A, Heft 20)

U.K. Board of Trade. Report of the United Kingdom Industrial Mission to Pakistan, 1950. London, H.M. Stationery Office, 1950. 79 p.

United Nations. Economic and Social Council. Bibliography on the processes and problems of industrialization in under-developed countries. 29 March 1954. 76 p. (E/2538)

U.S.A. Department of state. Division of Library and Reference Services. Point Four: Far East; a selected bibliography of studies on economically underdeveloped countries. Washington, 1951 46 p. (Bibliography, 57)

Library of Congress. General Reference and Bibliography Division. China; a selected list of references on contemporary economic and industrial development, with special emphasis on post-war reconstruction. Comp. by Helen F. Conover. Rev. ed. Washington, 1946. 118 p.

Special Technical and Economic Mission to Thailand. Industrial activity in Thailand. Bangkok, 1953. 42 p.
Mimeographed.

XV. DIFFERENCES BETWEEN BIBLIOGRAPHICAL FOOTNOTES
AND ENTRIES IN A BIBLIOGRAPHY

Bibliographical footnotes follow many, but not all, of the rules of style outlined for bibliographies. The order of elements is, where applicable, the same, but there are a number of differences in the presentation:

(a) A footnote should be given in the form of a paragraph, with the first line indented. (Each entry of a bibliography is blocked, with notes indented.)

(b) In footnotes the name of the author should be given in the normal order, not inverted. (In bibliographies the surname is given first.)

(c) In footnotes the titles and subtitles of works should be underscored in manuscript (italicized in print). (In bibliographies they are not underscored in manuscript or italicized in print.)

(d) In footnotes the name of the author and the titles should be separated by commas. (In bibliographies other marks are used, according to special conventions.)

(e) In footnotes the publication data (place of publication, publisher and date of publication) should be given in parentheses in English. (In bibliographies they are separated by other marks, according to special conventions.)

(f) In footnotes the number of volumes and of pages should not be given. The volume (if any) and the paragraph or page numbers to which reference is made should, where pertinent, be indicated at the end of the reference, usually after the parentheses enclosing the publication data. (In bibliographies the total number of volumes and pages is given.)

(g) Footnotes should not include information concerning illustrations, maps and charts. (These are included in bibliographical entries.)

(h) In footnote references to articles, the title of the article should be enclosed in quotation marks and the name of the publication in which it appears should be underscored. (This is not done in bibliographies.)

(i) In footnotes, if the title of a work or article is in a language other than the language of the document, a translation of the title may be given in parentheses in English, and in brackets in French and Spanish. The translation should not be enclosed in quotation marks. (No translation is given in bibliographies.)

(j) The notes on the content of a work that are sometimes given in bibliographies should not be given in footnotes.

(k) In footnotes, subtitles should be separated from titles by colons. (In bibliographies they are usually separated by semi-colons.)

(l) The forms used for footnote references to Official Records of United Nations organs are not the same as the forms used in bibliographies.

XVI. KEYED REFERENCE LISTS

A. General use

Keyed reference lists may be used instead of footnotes in technical papers, studies and publications, particularly where references are preponderantly bibliographical rather than explanatory, and where the same works are referred to repeatedly. They are not used in United Nations documents issued with a mast-head. In a publication made up of separate studies on different aspects of a question or of articles by different authors, such a list may be inserted after each section or article. It should include only items to which reference has been made in the text.

It may be desirable in some cases to use both a keyed reference list - because, for instance, there are frequent citations of the same works - and explanatory footnotes. If the explanatory footnotes are few in number, reference marks (asterisks etc.) may be used for the footnote indicators, instead of the usual numbers or lower-case letters.

B. Form

Arabic numbers in parentheses are used in the text to refer to entries in a reference list, thus: (1). Where necessary in order to avoid ambiguity, for instance in technical texts containing other numbers in parentheses, the reference numbers may be enclosed in square brackets rather than parentheses. They should normally be placed inside the punctuation marks. In typescript, they should be placed on the line of type. The corresponding number in the reference list should not be enclosed in parentheses. The items in the reference list should appear in the order in which they are referred to in the text.

The list should be headed "References". It should follow the annexes, if any, and should not be called an annex. If there is a general bibliography in addition to the reference list, the reference list should precede the bibliography. The reference list and bibliography should precede the index, if any.

The entries in a reference list should follow footnote form, not bibliographical style.

C. Combined reference list and bibliography

A keyed reference list is sometimes combined with a bibliography. The references are given alphabetically in bibliographical form (see section IV) and are numbered consecutively with arabic numerals; reference indicators are placed in the text as required. Such lists should be used only when the references are to sources; it is not suitable for use when specific references are to be made to chapters or paragraphs.

XVII. TRANSLITERATION OF TITLES OF RUSSIAN WORKS

The system of transliteration from Russian into English, French and Spanish set forth in terminology bulletin No. 257 (ST/CS/SER.F/257 and Corr.1) should be used, where appropriate, to transliterate titles of books, articles or periodicals and names of authors in Cyrillic characters appearing in multilingual bibliographies, or in bibliographical footnotes. It should however be noted that it is not always necessary to transliterate titles in Cyrillic characters in multilingual bibliographies.

ARTICLE E 4. STANDARD TABLES

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I. SCOPE OF RULES

The rules set forth below apply to tables other than those relating to budgets, staffing and similar finance matters, which are dealt with in article E 5 below.

II. DEFINITION

For the purpose of this instruction, a table is defined as a "list of facts, numbers etc., systematically arranged, especially in columns" (Concise Oxford Dictionary). Tables are used to present statistical or other information in an orderly arrangement, usually for the purpose of comparison of the items tabulated. A table must have at least two columns. A simple listing should not be referred to as a table.

A glossary of terms relating to tables is given at the end of this instruction.

III. RESPONSIBILITY

The author of a text is responsible for the construction of the tables and for their accuracy. He must make the initial decisions concerning form, number, subjects and data. He should try to organize them in a form that will be as close as possible to their presentation in the printed version.

IV. PLANNING OF TABLES

Many of the rules of assembling tables are concerned with keeping the face of the table clean, so that its graphic quality stands out, unencumbered by abbreviations, ditto marks or explanatory notes. Simplicity and order are the aims, and the author who consistently follows rules to these ends will gain in the clarity and force of his tables.

Ideally, the tables should be planned when the paper as a whole is planned so that they can be fitted into place in the detailed outline. This helps to avoid the repetition in tabular form of data adequately treated in the text or in figures.

A simple succession of figures that would occupy only one column or line of a table need not be tabulated, but should run on with the text:

EXAMPLE:

The percentage increase in prices in recent years is:
1979, 10.9; 1980, 10.6; 1981, 9.8.

Comparisons, on the other hand, are often effectively presented in a small "text table", unnumbered and untitled, save for an explanation in the preceding text, of which it is often grammatically a part. Text tables are separated from the text by extra space.

EXAMPLE:

The regulated river-flow, in cubic metres per second, was:

	<u>Summer a/</u>	<u>Winter</u>
Dam A	102	93
Dam B	-	10
Dam C	37	50
	<u>139</u>	<u>153</u>

a/ May to October, inclusive.

As shown in the example, the footnotes to text tables, which are normally identified by letters, are entered immediately below the table. They are set off by a short line at the left and indented. The unit or units may be indicated in the sentence introducing the text table.

A list of statements such as the following:

Weight	106 lb
Height	5 ft 3 1/2 in.
Dress size	6

may for convenience or clarity be listed in tabular form, but it is not a true table and should not be treated as one.

If the author's purpose in presenting statistical information is to illustrate a trend, he should consider the possibility of presenting the information in a graph rather than a table. Only in exceptional circumstances should the same information be presented both in a table and in a figure for the same purpose.

For texts that are to be typographically reproduced, tables should be typed on separate sheets. The place in the manuscript where the table is to be inserted should be clearly marked:

"Table ... to come here"

For texts that are to be reproduced by photo-offset, the following rules should be observed. Small tables that are to be reproduced in the same size, that is to say, without being reduced by a photographic process, should be typed in at the place where they are to appear. In the case of tables that are to appear on a full page or that are to be reduced in size when reproduced, the space required for the table should be left blank in the copy.

In the table, "items" (e.g. countries, products, substances, groups or persons) are normally listed vertically in the stub, and "characteristics" (e.g. population density, costs, income and such quantifiable elements) are normally listed horizontally in the boxheads. When, however, a large number of characteristics are to be shown for a small number of items, the items may be listed horizontally in the column headings, and the characteristics vertically, in the stub. A complicated table may often be simplified by reversal of the items in the stub and the titles in the column headings.

V. PRESENTATION OF TABLES

A table should ideally be presented upright on a single page. If this is not possible, one of the following forms may be used:

(a) A wide table may be presented sideways on one page, on two facing pages or on a number of successive pages;

(b) A wide table may be presented upright across two facing pages;

(c) In a document reproduced from typescript, a long table may be presented on a number of successive pages, with the word "continued" repeated at the foot of each page.

The table number is repeated on every page, together with the word "continued", underlined in typescript, italicized in printed documents, in parentheses. Column headings are repeated on each page, except when the table is presented sideways on two facing pages. The title of the table should not as a rule be repeated.

When the table consists of a large number of columns, it may often be broken up into smaller tables. In constructing the table the author and editor should endeavour to visualize how it will be set up in the printed version, and make sure that it will be broken evenly at convenient or logical points. Copy-preparers should consult with editors if revision of a table is required.

Sometimes a long table is set in "narrow-divide", that is, broken into two or more parts, and each part placed under the preceding part. In "broad-divide", the table is similarly broken but set broadside of the page in such a way that the reader must always turn the page clockwise. The "parallel" table is set on two facing pages. Narrow-divide and broad-divide tables have the stub repeated in each segment of the table. Parallel tables need not repeat the stub, but the lines on both pages should be numbered.

VI. HEADING

Main or long tables should bear a heading, normally comprising the following: the word "Table" followed by the appropriate number (e.g. "Table 1", "Table 2" etc.) and a title. The heading may be given in either of the forms shown in the following examples, the choice depending on the nature of the manuscript, the size of the page, and the kinds of type available. The presentation should be uniform for all tables in the work.

EXAMPLE 1:

Table 21

Output of copper: test holes drilled in Burma, 1980/81

EXAMPLE 2:

Table 21. Output of copper: test holes drilled in Burma, 1980/81

Facts shown in the column headings should not be duplicated in the table heading.

The first word of the title should be capitalized; other words should be capitalized only in accordance with normal usage.

A. Numbering

Tables other than text tables (see chapter IV above) are numbered consecutively throughout the manuscript in arabic numerals beginning with table 1. Exceptions to this rule may be made in the case of periodicals and other publications the special requirements of which necessitate the numbering of tables by article, chapter or other major division of the text. In such cases they may be numbered, for example, Table I.1, Table I.2. If there is only one table, it should not be numbered, and the word "Table" should be omitted from the heading.

Tables appearing in annexes and appendices are normally numbered in the same series as those that appear in the main text, and they should be so listed in the general "Contents". However, when an annex is self-contained, the tables of the annex may form their own series and may be identified as "Annex table 1" or "Table A.1", for example. It may sometimes be suitable to group all the tables at the end of the work, in which case also they may be numbered "Annex table 1", "Annex table 2" etc. If there is more than one annex, and each has a series of tables, they may be numbered, for example, "Table A.I.1", "Table A.II.1" etc.

Every table included should be mentioned in the text. It should be cited by its number, unless it is the only table, and not by a phrase such as "the following table".

Figures and maps form their own series and are numbered separately from tables (figures with roman numerals and maps with arabic numerals).

B. Title

Each table should have a brief descriptive title. The title should state the main general subject without needlessly stating the subjects that will form the column headings. A conventional order of items for table titles is as follows: subject; area; and period covered if the body of the table does not contain this information or if there is more than one table with the same title.

In documents reproduced from typescript or word-processing print-outs, the title is usually presented in block capital letters. In documents and publications reproduced by printing, the choice of type is a matter for the copy-preparers. It should be uniform throughout the document.

C. Head-note

A short explanatory note that is necessary for the correct reading of the entire table may be placed in a head-note in parentheses centred below the title. Abbreviations should not be used in a head-note. If the explanation is long, it may be given in a footnote to the title, indicated by an asterisk.

If one unit of currency or measure is used throughout the table, the unit may be given in a head-note. The unit should be written with an initial capital letter and enclosed in parentheses and should be centred under the title. Abbreviations and symbols such as 000 and t/d should not be used.

EXAMPLES:

(US dollars) 1/
(Base: 1978)
(Percentage) not (Per cent)

If, however, units differ from column to column, each unit should be under its own column heading.

When the numbers in the columns end in a uniform number of ciphers, groups of ciphers (thousands, tens of thousands and so on) may be eliminated to avoid repetition, and an appropriate indication may be made in the head-note, as shown in the following example.

EXAMPLES:

(Thousands of tons) not (000 tons) or (thousand tons)
(Thousands of US dollars) not (\$US 000)

Sometimes the head-note presents specific data extending the title.

EXAMPLE:

Table 7. Slug-injection test data

(Pre-injection water-level below land surface: 234.05 feet)

1/ If there is an explanatory note in the front matter of the volume to the effect that references to dollars (\$) are to United States dollars, there is no need to repeat "US".

D. Cut-in subheads

Cut-in subheads may be used as shown in the following example when common units are given for different breakdowns in a table.

Table 4.

	1976	1977	1978	1979
	<i>Annual percentage change</i>			
Volume growth				
Exports	14.9	-5.3	-0.8	1.0
Imports	-6.8	13.1	-1.0	8.0
Terms of trade	1.6	-0.9	3.9	-4.2
	<i>Million current US dollars</i>			
Trade balance	-2 489	-4 380	-4 317	-6 363
Exports	4 878	5 254	5 671	6 522
Imports	7 367	9 634	9 988	12 885
Balance on services and transfers	2 654	2 798	3 300	3 005
Remittances	1 415	1 427	1 745	1 730
Tourism	725	750	935	870
Transportation	429	568	590	630
Interest	-279	-258	-305	-565
Other	364	311	335	340
Balance on current account	165	-1 582	-1 017	-3 366
Capital account	1 185	1 653	653	1 914
Net reserve movements	1 354	111	-324	-1 452
Foreign currency reserves	3 347	3 458	3 134	1 682
Gross foreign debt	8 002	9 540	11 833	14 000
Net foreign debt	7 069	8 424	10 726	12 700
Net foreign debt minus currency reserves	3 722	4 966	7 592	11 018
	<i>Percentage</i>			
Ratio of total net debt service to all exports	11	14	14	17
Ratio of total net convertible debt service to all convertible current receipts	14	17	16	20

Source: National statistics.

VII. BODY OF THE TABLE

The body of the table consists of the column headings and the columns (including the stub).

Horizontal, table-width rules limit the main body of the table at top and bottom. A rule also marks off the column headings from the grid. There are normally three table-width rules in all.

Shorter horizontal rules, or spanners, may be drawn in the boxheads extending across two or more adjacent columns if it is desired to show a connection between them: examples are shown under "Column headings".

Vertical rules are not usually drawn to separate the columns, nor are the sides of the table boxed in. An exception may be made when certain columns are grouped, in which case vertical rules would serve to set off the groups. In geological matter, stratigraphic tables commonly require vertical lines.

In both column heads and stub items, time data are arranged in chronological order, reading from left to right or from top to bottom, unless some other order arises from the logic of the table.

Where a total is given, it should be separated from the figures of which it is composed by a short ruled line. A double ruled line should be drawn under grand totals or final totals. The words "Total" or "Grand total" appear as close as possible to the designated totals.

As tables are meant to be explicit, none but the most familiar abbreviations and symbols are used in boxheads or stubs. When space limitations demand their use, uncommon abbreviations should be defined in a footnote. If they are used in tables and text throughout a document, they should be defined in the explanatory notes in the front matter.

A. Abbreviation of months

The names of months may be abbreviated, when it is necessary to save space, as follows:

English: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec. The names of three months, May, June and July, should not be abbreviated.

French: jan., févr., juill., sept., oct., nov., déc. The names of five months - mars, avril, mai, juin, août - should not be abbreviated.

Spanish: ene., feb., mar., abr., jun., jul., ago., sep., oct., nov., dic. The name of the one month - mayo - should not be abbreviated.

B. Listing of States

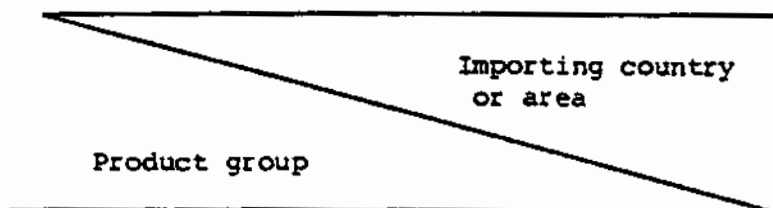
Unless there is a technical reason for some other order, the names of countries should normally be listed in the alphabetical order of the language of the document or publication. However, in the case of those bilingual and trilingual publications in which the texts are printed side by side in columns, an exception must be made when a paragraph or more of text follows the name of each country (in replies from various Governments, for example); here the alphabetical order of the language printed in the first column (on the left-hand side) should be followed, so that the texts may correspond.

C. Column headings

The column heading indicates the classification of figures listed under it. The heading of the first column refers to the stub items listed under it; it does not refer to the other column headings reading across the table.

In the rare cases in which a horizontal designation is necessary, in, for example, statistical tables, the first column heading may be arranged as follows:

EXAMPLE:



In a text to be set by letterpress, such a diagonal should be avoided.

If a particular unit or basis of measurement is to be understood for all the items in a column, it is shown in parentheses, centred, under the column heading. The unit should be written with an initial lower-case letter (not a capital letter, as it is in a head-note (see chapter VI, section C, above)). Abbreviations and symbols may be used in the column headings provided that they are used consistently throughout the table.

If it is necessary to number the columns for reference purposes, arabic numbers should normally be used. They should be enclosed in parentheses and placed under the column heading in the boxhead. It is not usually necessary to number the stub.

When an item in the column heading refers to two or more adjoining columns, it may be centred above these columns, separated by a ruled line, or "spanner", from the individual column headings. The spanner may reach from mid-point to mid-point of the columns included or may extend over the whole width of the elements included. It should not be so placed as to appear to form an underline for the headings above it.

EXAMPLE:

Annual fat consumption			
All fats	Visible oils and fats	Percentage of total fat consumption	Period

Initial capitals are used in column headings, except for units.

D. Stub items

When the stub items have a logical sequence pertinent to the table, they should be so arranged. When there is no other logical sequence, they should be placed in alphabetical, chronological or serial order.

When the items fall into groups significant to the table, the groups may be separated by spaces. In long tables, where there are no other logical groups, the items may be separated, in groups of five, for ease of reading.

In a listing of countries or areas under continents, the countries and areas should be arranged alphabetically under each continent. Abbreviated forms should not be used unless, because of the limitations of space, they are absolutely necessary.

Leaders may be used after each entry in the stub to guide the eye along the row to the first column. The point of the leaders farthest to the right should be vertically aligned. If a stub item includes more than one row, the leaders should come at the end of the last row. Whenever possible, leaders should be shown on manuscripts.

If a stub item covers more than one line, the text should be blocked in typescript; in a printed text the run-over line or lines should be indented. The column entries should be aligned on the last line of the stub item.

The words "Total" and "Grand total" should be ranged to the right in the stub.

E. Grid

Alignment of columns

Columns of comparable whole numbers are aligned on the right. Decimals are aligned at the decimal points.

EXAMPLE: 605
 3.69
 0.649
 701.08

However, if the figures are not comparable and refer to different units, they should be centred.

EXAMPLE: 3 892
 2.5
 34
 6

Words, abbreviations and signs are aligned on the left. Dissimilar items may be aligned on the left or centred.

EXAMPLES: Ag Cu
 Zn 1658
 O 6%

Cu	m ³ /sec
B	5.6

Grouping of data

As the identification of units and other explanatory matter are placed elsewhere, the cell normally contains only the figure or fact being tabulated. If further explanation is needed, the item is footnoted, as shown in chapter VIII, section C, below.

Sometimes a figure or fact refers to two or more categories represented by adjacent columns or rows. In such a case, the cell-item may be centred between these adjacent columns or rows. A horizontal rule extending on either side of the cell-item serves to indicate the columns being embraced. In the case of rows, the same indication is made by means of a single brace, the point of which should be directed towards the smaller element. If a brace is broken, a second brace should be inserted to show where the items go back to the original pattern.

EXAMPLES:

Table 1. Distribution of value added in manufacturing, by group of industry, African countries

(Percentage)

Country	Textiles	Clothing	Basic metals	Metal products
Algeria . . .	2.9	5.6	2.3	16.4
Congo	— 11.6 —		48.8	2.7
Ghana	7.3	9.6	— 8.5 —	

Table 2. Domestic production of basic industrial equipment in Argentina and Brazil

(Percentage)

Industry	Argentina	Brazil	
Steel	45	77	
Petroleum refining	89	15	
Petrochemicals			35
Gas exploitation			25
Paper and pulp	84	89	

Figures may be placed in parentheses for special purposes, for example to indicate minus amounts, e.g. (40 000), or lesser reliability. The key word should in such cases appear in parentheses in the column heading, e.g. (deficit).

Style of numbers

The digits of a numeral representing an integer (whole number) are spaced off in groups of three from the right, representing thousands, millions etc. EXAMPLE: 2 560 492. Commas are not used to separate the groups, and there is no decimal point or dash to the right of the units digit.

When it is not intended to state an amount of money to the last fractional unit of currency but only to approximate the amount to the nearest unit, the decimal point and zeros to the right are omitted. EXAMPLE: \$US 3 000 not \$US 3 000.00; F 1 632 not F 1 632.00; unless the exact amount is indeed meant. It should be noted that these rules do not apply to budget tables (see article E 5, chapter VI, below).

Non-integers are represented by decimal fractions. In English, the mark separating the units and the tenths digits (decimal point) is a full stop (period), not a comma or other mark. If the fraction is a proper fraction (less than unit), a zero is always placed in the units position (immediately to the left of the decimal point). EXAMPLE: 0.63 not .63.

To avoid conveying a false idea of the precision of a displayed sum of a column of numbers, all numbers in the column (including the

total) should be rounded off to the same extent, unless it is important to show that the components of the total are not known to the same degree of precision. In this case, the total should be rounded to the same extent as its least precise component.

When appropriate, it should be stated, in the text, in the explanatory notes or in a head-note, that the columns do not necessarily add to the totals because of rounding.

F. Symbols used in tables

If no information is given in a cell of the grid, an appropriate symbol should be used to explain the absence. Ditto marks should not be used to indicate the repetition of items; the information should be repeated.

All symbols used in tables throughout a document should normally be listed and identified in the explanatory notes in the front matter, in the form indicated below. If only one table is given, or if only a single table makes use of certain symbols, they may be footnoted under that table or given in a key in a head-note.

Besides the standard mathematical symbols, the following symbols are used in tables in United Nations texts other than budget tables (see article E 5, chapter V, below).

Two dots (..) indicate that data are not available or are not separately reported.

An em dash (--) indicates that the amount is nil or negligible.

A hyphen (-) indicates that the item is not applicable.

A minus sign (-) before a figure indicates an amount subtracted. Note that the minus sign comes immediately before the number:

-1 000	{ not	- 1 000
-10		- 10

Parentheses () indicate a deficit or decrease, except as otherwise indicated.

A point (.) is used in English to indicate decimals. [A comma is used in French and Spanish.]

In tables that may be used in other language versions, abbreviations such as n.e.s. (not elsewhere specified) should not be used; a symbol may be devised for the purpose.

VIII. MATTER BELOW THE TABLE

A ruled, table-width line separates the main body of the table from the matter below it.

Such matter may include source notes, explanatory notes and regular footnotes. They should appear in that order.

In a table covering two or more pages, the notes may be collected together at the end of the table. This should always be done if the notes recur.

A. Source notes

A special convention exists for references to the main source or sources of data, the form of the reference being dependent upon a number of different factors, as indicated below:

(a) When the main source is a publication, the order of elements should be as follows: first, the word "Source" (or "Sources", if there is more than one), underlined, followed by a colon, then the name of the author, the title (underlined), the publication data in parentheses (in English) and, if the material consists of a direct excerpt from the sources, the page reference.

EXAMPLES:

English Source: Yearbook of International Trade Statistics,
1977 (United Nations publication, Sales No. E/F.78/XVII.11),
p. 5.

Source: F. W. Clarke and H. S. Washington, "The
composition of the earth crust", U.S. Geological Survey,
Prof. Paper 127 (Washington, D.C., 1924)

Source: OECD, Development Co-operation, 1975 Review
(Paris, 1975).

Source: IMF, Balance of Payments Yearbook, various
issues.

French Source: OCDE, Co-opération pour le développement -
Examen 1975, Paris, 1975.

Source: FMI, Balance of Payments Yearbook, diverses
années.

Spanish Fuente: OCDE, Development Co-operation, 1975 Review,
Paris, 1975.

Fuente: FMI, Balance of Payments Yearbook, varios
volúmenes.

(b) When the data have been obtained from official sources or
compiled from official or unofficial sources, the facts relevant to the
case should be stated, e.g.: "Data supplied by ..." or "Data compiled
from ...".

EXAMPLE:

English Source: Data supplied by the OECD secretariat.

French Source: données fournies par le secrétariat de l'OCDE.

Spanish Fuente: Información facilitada por la secretaría de
la OCDE.

(c) If data have been adapted or revised, the fact should be stated.

EXAMPLE:

English Source: UNCTAD secretariat calculations, based on data supplied by the World Bank.

French Source: calculs du secrétariat de la CNUCED, d'après des données fournies par la Banque mondiale.

Spanish Fuente: Cálculos de la secretaría de la UNCTAD sobre la base de datos proporcionados por el Banco Mundial.

(d) In exceptional cases, however, where there are many different sources, references to them may be given in separate footnotes to the tables, indicated by letter or symbol, rather than in a global source note.

* * *

Note that in source notes, "ibid.", "op. cit.", "loc. cit." and abbreviated references should not be used. The text of the references given in source notes should be complete, so that each table is self-contained.

B. Explanatory notes

Directly below the source acknowledgement, if any, and preceding the footnotes, are placed any notes containing additional data or explanatory matter necessary to the correct reading of the table.

EXAMPLE:

Note: Pumping rate assumed as 24 hours per day, 365 days per year.

Alternatively, such matter may be given in a head-note (see chapter VI, section C, above).

C. Regular footnotes to tables

Regular footnotes to tables appear under the table, following the source note and explanatory notes, if any. If the table covers more than one page, the footnotes should be grouped at the end of the table.

The terms "ibid.", "op. cit." etc. should never be used in footnotes to tables; the titles of reference works should be repeated, since each table is self-contained.

Footnotes to tables should normally be identified by letters set off in a frame, e.g. a/. The letters should begin with a/ for each table.

If there are more than 26 and fewer than 53 footnotes to a table, the series may be continued by using double letters: aa/, bb/ etc. Where there are more than 52 footnotes, the indicators should be superior arabic numerals. If the text is to be printed typographically, the numerals should be underlined (to indicate composition in italic).

If a footnote consists of a single line or paragraph, that line, or the first line of the paragraph, should be indented. If a footnote consists of more than one paragraph, the first line of each paragraph should be similarly indented.

In a table, a reference to a footnote should be indicated by a superior lower-case letter, placed to the right of the item to which it refers, and set off by a frame, e.g. a/, b/.

The letters or numbers should normally read consecutively across, rather than down, the columns.

If it is necessary to have two or more footnote references at the same point in a text, the reference indicators should be separated from each other by a comma, e.g. a/, b/.

If a footnote indicator appears in a cell without any other items, it should be centred in the cell, and set in a frame.

A footnote referring to a number of items in the table may be given as a footnote to the title.

A footnote indicator attached to a column heading or a stub entry refers to all the figures in its column or row and therefore should not be repeated in that column or row.

Reference marks may be used in tables for footnotes explaining unusual abbreviations or limitations of data.

In footnotes to tables, phrases, rather than complete sentences, should where possible be used. A present participle of a verb, rather than a present or past tense, should be employed, e.g., "Excluding livestock", rather than "Excludes livestock".

If a footnote is referred to in the text or in another footnote, it should not be shown in a frame.

EXAMPLE:

f/ Official Records of the Economic and Social Council, 1979, Supplement No. 3 (E/1979/23). See also footnote a.

D. Key to a table

A key to a table may appear as a centred headnote above the table or as an explanatory note under the source note. It may be given in the forms shown below:

A: estimates

B: appropriations

C: allocations

OR

A: estimates; B: appropriations; C: allocations.

IX. SAMPLE TABLES

TABLE 10. POPULATION, GROWTH OF GROSS DOMESTIC PRODUCT AND PRIVATE CONSUMPTION *per capita*, BY INCOME GROUP OF COUNTRIES, 1970-1975

Country group ^a	Population, 1970		Gross domestic product per capita in 1970			Private consumption per capita in 1970		
	Millions	Percentage share ^b	Annual average rate of increase, 1970-1975 ^c	Average level		Annual average rate of income, 1970-1975 ^c	Average level	
				1970	1975		1970	1975
I. Countries with <i>per capita</i> GDP in 1970 of less than \$200 ..	1 150.5	48.5	1.1	108	114	1.2	80	85
II. Countries with <i>per capita</i> GDP in 1970 of \$200 or more but less than \$400	257.5	10.9	3.5	293	348	3.5	200	238
III. Countries with <i>per capita</i> GDP in 1970 of \$400 or more but less than \$1,000	255.6	10.8	5.1	591	757	4.4	403	499
IV. Countries with <i>per capita</i> GDP in 1970 of \$1,000 and more	710.3	29.9	1.9	2 971	3 269	2.7	1 788	2 045

SOURCE: Centre for Development Planning, Projections and Policies, Department of International Economic and Social Affairs of the United Nations Secretariat, based on data from various international and national sources.

^a Excluding centrally planned economies for which data

on GDP are not available. For a list of countries included in groups I to IV, see chap. I, table 2.

^b Percentage of the combined population of countries in groups I, II, III and IV.

^c Weighted averages.

TABLE 13. NATIONAL POVERTY LINES IN SELECTED DEVELOPED MARKET COUNTRIES

Country and year	Proportion of population below poverty line	Poverty line as percentage of private disposable income per capita		
		For one person ^a	For two persons ^a	For a family of four
Australia (1973)	8.2	65.1	87.1	122.2
Belgium (1972) ^b	14.4	56.3	92.3	131.0
Canada (1972)	15.1	74.7	124.4	174.2
France (1972)	29.8	59.6	92.7
Ireland (1971) ^b	24.0	62.0	103.4	166.3
United Kingdom (1972)	13.2	78.4	112.5	154.3
United States of America (1972) ...	11.9	63.0	81.3	123.7

SOURCE: Organization for Economic Co-operation and Development, *Public Expenditure on Income Maintenance Programmes* (Paris, July 1976), p. 65.

^a Non-retired.

^b Private estimates.

GLOSSARY

- body:** the space enclosed between the column heads and the tail rule
- boxhead:** the heading at the top of a column or combination of columns, sometimes enclosed in a box; also called "column heading"
- braces:** a printing mark used to connect items vertically ({ }) or horizontally (—)
- cell:** a rectangular space in the grid where columns and rows intersect
- column:** a vertical section of the body
- footnote:** a lettered note appearing below the table explaining a lettered reference in the table
- grid:** the system of vertical and horizontal rules or spaces under the boxheads and to the right of the stub that serves to divide that part of the table into rectangular spaces
- head-note:** an explanatory note appearing between the title of the table and the body
- leaders:** a series of dots used to guide the eye, usually from an item in the stub to figures in the columns
- row:** a horizontal series of items
- rule:** a straight line, vertical or horizontal, drawn in a table to delimit its parts
- spanner:** (also called a subdividing or panel rule)
a straight horizontal line drawn in boxheads to show a connection between two or more adjacent columns
- stub:** (also called the text column)
the first, or left-hand column, which contains the list of items classifying figures compared in the table
- unit:** basic measure of value, length, mass or other quantity used as standard in terms of which other quantities are expressed

ARTICLE E 5. BUDGET AND OTHER FINANCIAL TABLES

CONTENTS

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The rules set forth below should be observed in the preparation of tables relating to budgets and other financial matters. It should be noted that some of the forms differ from those used for other types of tables, as described in article E 4 above.

The presentation of tables should be consistent within a document or publication and, if feasible, within any body of documentation relating to a given subject. Where several forms are acceptable, the author of a document should choose one that may be followed consistently, taking into account such factors as space, the form in which the text will be reproduced (mimeographed, offset from typescript, offset from computer or word-processing print-outs, or typesetting) and, above all, clarity. Model tables are given at the end of this section.

I. TITLE OF TABLE

In tables that bear a title, the wording of the title should be as precise, specific and comprehensive as possible, so that the table may be self-explanatory and so that the column heads may be uncluttered.

EXAMPLE:

Staffing resources devoted to support of women's activities in the regional commissions, 1980, by level and source of funding

(RB = regular budget; XB = extrabudgetary sources)

Level	ECA		ECLA		ECWA		ESCAP		Total	
	RB	XB	RB	XB	RB	XB	RB	XB	RB	XB
P-5	-	-	-	-	-	-	-	-	-	-
etc.	-	-	-	-	-	-	-	-	-	-

II. DESIGNATION OF UNITS

The designation of currencies should conform to the instructions given in article E 6, chapter I, section A 2; article F 1, chapter V; and article F 8, chapter X.

In large and complicated tables in the budget in which all figures relate to United States dollars, the unit may be given under the title in such forms as the following:

- (US dollars) [NOT "In US dollars"]
- (Thousands of US dollars)
- (Costs in thousands of US dollars) [where the table includes elements other than costs]
- (Costs expressed in US dollars at 1978 rates)

Other common units may also, where appropriate, be similarly identified.

In text tables, particularly those in which there are elements other than amounts in dollars, a dollar sign (\$) should appear above the columns concerned. (In accordance with the Financial Regulations and Rules of the United Nations (ST/SGB/Financial Rules/Rev.2 (1978)), the budget of the United Nations is presented in United States dollars. As it is obvious that amounts mentioned in budget accounts and such documents and tables are in United States dollars, it is not normally necessary to specify this fact.) In tables in which there are horizontal rules, the dollar sign should come under the second rule, not in the column heading box (see models in chapter XII below).

III. FRAMES AND DIVIDING LINES

Tables other than text tables should normally have three horizontal rules, one above and one below the column heads and one at the bottom of the whole table. Other horizontal lines should be used only if their use would really facilitate comprehension of the table. Horizontal rules may sometimes be used to divide off major sections of a large and complicated table; spaces may more often be used effectively for this purpose.

Vertical lines should not normally be used.

IV. WORDING OF COLUMN HEADS

Especially care should be taken in deciding on the wording of column heads. Each should designate exactly the nature of the information given in the corresponding column. Unnecessary words should be avoided. For example, in a table concerning costs, it is superfluous to use the word "Cost" in a column head. In decked headings, the word or phrase above the spanner should cover only relevant subheads, but at the same time it should cover all relevant subheads.

EXAMPLES:

Wrong:

Programme area	Established posts		Total
	Salaries	Common staff costs	

Correct:

Programme area	Established posts		Total
	Salaries	Common staff costs	

V. USE OF SIGNS, SYMBOLS AND ABBREVIATIONS

In budget, accounts and staffing tables, there should be an entry in every cell of the grid. Otherwise, the tables will be difficult, if not impossible, to read. The entry should be centred. A hyphen should be used to indicate that an item is zero or not applicable. (The letters "n.a." should not be used.) Two dots (or more if the cell is very wide) should be used to indicate that no information is available. (This indication is, however, rarely used in budget tables. Where it is used, it should normally be followed by a footnote indicator, and the reason for the omission should be explained in a footnote to the table.) Parentheses round a number should be used to indicate a deficit or decrease. Where such parentheses are used, the word "(Deficit)" or "(Decrease)", in parentheses, should appear in the column heading. Care should be taken to distinguish between a deficit or decrease and an amount to be subtracted. In certain circumstances, particularly after the indication of an amount to be subtracted, it may be necessary or desirable to indicate that an amount is to be added.

Briefly, therefore, the following signs are used in budget and staffing tables:

- nil or negligible, or not applicable
- .. not available
- () deficit or decrease

If, for any reason - for example, if a table is to be offset from another document prepared outside the United Nations - other signs are used in a table, they should be explained clearly.

In tables in which space is limited, abbreviations not otherwise sanctioned may be used. In tables relating to documentation, for example, reference to languages may be expressed by the initial letters of the official and working languages (A: Arabic; C: Chinese; E: English; F: French; R: Russian; S: Spanish). They should be given in the alphabetical order of the language version concerned and should be separated by commas (with or without spaces), depending on the space available, thus:

A, C, E, F, R, S

In budget tables, the dollar sign (\$) and the percentage sign (%) are used in column heads. The place of the signs is shown in the models.

VI. CLARITY

Items in the stub should not be numbered or lettered unless the numbers or letters have some significance that has been explained in the text or that is self-evident. The relative value of items and sub-items should be expressed by indention. Underlining should be used only where it really serves to clarify the table. No punctuation should be used before leaders; a colon should be used after entries under which there are sub-entries and which are therefore in the nature of subheadings.

EXAMPLE:

Pre-session documentation

(A,C,E,F,R,S) (100 pages):

Salaries:

Translation

Revision

Typing (non-local recruits) . . .

In-session documentation

(A,C,E,F,R,S) (30 pages):

Salaries (including subsistence):

Translation

Revision

Typing (non-local recruits) . . .

Post-session documentation

(A,C,E,F,R,S) (90 pages):

Salaries:

Translation

Revision

Typing (non-local recruits) . . .

Printing

Where this would facilitate comprehension of the table, leaders should be used after the stub entries to guide the eye of the reader to the relevant figure (see model 2). The stub entries may also be divided into groups of five, with spaces between the groups, or into any other groups suggested by the logic of the table.

When the amounts shown in a table include figures with decimals, zeros should be used before and after the decimal point in any amount in which there is no other figure (e.g., 0.4; 5.0) (see also model 3). All amounts should be aligned at the decimal point.

In a table in which all amounts are expressed in thousands, the zeros should be omitted in the columns and it should be explained in the text, or in an indication of the unit in parentheses above the table, that the amounts are in thousands of dollars.

EXAMPLE:

(Thousands of US dollars)

In the text, however, the amounts should be written out in full, that is, all the zeros should be shown in each figure.

VII. PRESENTATION OF TOTALS AND SUBTOTALS

In a simple table consisting of a stub and one or two columns adding to a total, a single rule should be placed under the last item in each column of figures and a double rule under the total.

In more complex tables in which there are subtotals, totals and, perhaps, a grand total, either of the styles described below may be followed. Whichever is selected, it should be used consistently throughout the document.

Style A (double-column treatment)

The subtotal should appear to the right of the column of figures, on the same level as the last item in the column of figures (see model 1). 1/

EXAMPLE:	17 568	
	5 850	
	4 608	
	360	
	<u>16 140</u>	44 526

1/ It should, however, be noted that, because of the limitation of space, the form followed in model 1 is hybrid, the first set of totals being given in style A (double column) and the final totals, of items I-IV plus V, in style B (single column). Such hybrid forms should, if possible, be avoided.

Note that the rule comes under the column of figures, not above the subtotal. A single rule should also appear under the last of the subtotals in a column of subtotals and, where there are intermediate totals, under the last of the intermediate totals. A double rule should appear under the final total or grand total.

Style B (single-column treatment)

In a simple table or where space does not permit the placing of subtotals to the right of the column of figures, the subtotal may appear under the last figure in the column of figures comprised in the subtotal. In this case, a rule should appear under each of the subtotals that are added to give the total, in order that they may stand out (see model 2). Where, however, the subtotal is to be added in with the figures under it in the next subsection, there should not be a line under the subtotal (see model 1, items IV and V).

In a table set in a frame, or in any table in which a full-measure rule is used under the columns of figures, no further lines should be placed at the foot of individual columns or under totals.

If it is desired to show expressly that an amount is a subtotal, style B should be used.

EXAMPLE:	17 568
	5 850
	4 608
	360
	16 140
	<hr/>
	44 526
	<hr/>

In a wide table in which totals are given at the foot of every column, a rule may be inserted under the columns and another under the totals, across the whole width of the table except for the stub (see model 4).

VIII. GENERAL POINTS OF STYLE

The following statement should be made, where relevant, in the text or in a head-note:

"Amounts under 100 have been omitted."

In a simple table or tabulation, the words "Total" and "Subtotal" need not be used if it is obvious that a figure represents a total or subtotal. Where they are used, the words "Total" and "Subtotal" should always be given in the singular.

In the stub, the word "Total" or "Subtotal" should be indented several spaces to the right of other items above it.

It is rarely necessary to explain components of the total at the bottom of a table. It should be obvious from the table itself; if not, other means of presenting the information should be considered. A reasonable case is however shown in model 5.) It may be necessary or useful to explain an intermediate total, as shown in model 2.

When a numbered table covers more than one page, the word "Table" and the number of the table should be repeated, followed by the word "(continued)", underlined and in parentheses. The title and boxheads should be repeated when this would facilitate the reading of the table.

When part of a table is carried over to another page, it is not normally desirable to show amounts that are carried forward.

IX. USE OF BASIC TABLE FOR ALL LANGUAGE VERSIONS

Where possible, a table should be so constructed that it may be used for all language versions, with only the title, column heads and stub items translated into other languages.

Thus, in any table in which certain items would normally be given in the alphabetical order of the language concerned (for example, where there is a list of countries or an indication of language versions), the alphabetical order of the original document should be kept so that the body of the original table may be used for offset in all languages without change.

Similarly, spaces should be used to mark off thousands in figures; in English, decimals should be marked off with periods. (In this regard, see article F 9, chapter II, "Decimals".) In the text, the amounts are written out in full and never with a decimal marking off hundreds. Where amounts under 100 are omitted in tables, they should normally be omitted in the text also. If there is any special reason for including amounts under 100, this may, however, be done.

X. TABLES IN TEXTS PREPARED OUTSIDE THE UNITED NATIONS SECRETARIAT

Texts prepared by persons or bodies outside the United Nations may contain tables in which a total is given at the top of a column, with a breakdown under the total. This form should be avoided but may be left if it is properly presented and if changing it to the standard form would involve an undue amount of work. In such tables a single rule should appear under subtotals and a double rule under totals or grand totals.

XI. CORRECTIONS TO TABLES

Suggestions for the indication of corrections to tables are given in article D 8, chapter II, section F.

XII. MODELS

Model 1

Table 5. United Nations Conference on New and Renewable Sources of Energy, Nairobi, 10 to 21 August 1981

	Total services	Unit cost ^{a/}	Cost ^{b/}	
			\$	0
I. Pre-conference				
(600 pages, A, C, E, F, S, D)				
Translation	1 018 days	251/day	255 500	
Revision	338 days	264/day	89 500	
Typing	1 128 days	175/day	197 200	
Interpretation	6 000 000 page impressions	0.007/page impression	36 200	
Distribution	124 000 documents	0.045/document	5 600	530 000
II. Main services				
Interpretation (A, C, E, F, S, D) 1 120 days 303/day 339 200				
Supporting staff				
Conference officer	154 days	33/day	5 100	
Document distribution clerk	154 days	33/day	5 100	
Other supporting staff	154 days	33/day	5 100	151 000
III. Distribution				
(600 pages, A, C, E, F, S, D)				
Translation	1 018 days	251/day	255 500	
Revision	338 days	264/day	89 500	
Typing	1 128 days	175/day	197 200	
Interpretation	6 000 000 page impressions	0.007/page impression	36 200	
Distribution	124 000 documents	0.045/document	5 600	530 000
IV. Post-conference				
(200 pages, A, C, E, F, S, D)				
Translation	320 days	251/day	80 500	
Revision	112 days	264/day	29 500	
Typing	372 days	175/day	65 000	
Interpretation	1 200 000 page impressions	0.007/page impression	8 400	
Distribution	4 700 documents	0.045/document	210	177 000
Total I, II, III and IV				1 606 000
V. Requirements of the Office of General Services				
Sound engineering			0 000	
Security, equipment and information services			30 000	
General operating expenses			12 000	70 000
Grand total				1 676 000

a/ For the purpose of cost estimates, the unit rates for interpretation, translation, revision and typing include the element of travel.

b/ Amounts under \$100 have been rounded.

Article E 5

Article E 5

	<u>Vienna International Centre</u> (section 22M) \$	<u>UNIDO former</u> (section 12) \$	<u>Office of General Services</u> former (section 22D) \$	<u>Total</u> \$
A. Staff services				
Administration	293 900	-	-	293 900
Buildings Management Service	661 900	649 900	-	1 311 800
Safety and Security Service	608 000	610 600	-	1 218 600
Co-ordination Office	-	-	296 000	296 000
Total, A	<u>1 563 800</u>	<u>1 260 500</u>	<u>296 000</u>	<u>3 120 300</u>
B. Common service costs				
Rental and maintenance of premises	795 600	145 700	-	941 300
Cleaning services	703 500	582 800	-	1 286 300
Utilities	1 369 300	455 700	-	1 825 000
Rental and maintenance of equipment	285 900	390 400	-	676 300
Communications	761 700	1 403 700	10 000	2 175 400
Miscellaneous services . . .	27 700	60 600	-	88 300
Supplies and materials . . .	309 200	577 300	2 000	888 500
Furniture and equipment . .	-	173 000	-	173 000
Total, B	<u>4 252 900</u>	<u>3 709 200</u>	<u>12 000</u>	<u>8 054 100</u>
Grand Total, A and B	<u>5 816 700</u>	<u>5 049 700</u>	<u>308 000</u>	<u>11 174 400</u>

Table 5. Revised estimates under section 28C. Electronic Data Processing and Information Systems Division - International Computing Centre, Geneva (United Nations share)

(Thousands of US dollars)

<u>User</u>	<u>Estimates in A/C.5/34/19</u>			<u>Revised estimates</u>			<u>Increase/ (Decrease)</u>
	<u>1980</u>	<u>1981</u>	<u>Total</u>	<u>1980</u>	<u>1981</u>	<u>Total</u>	
Statistical Office	619.8	651.3	1 271.1	694.0	780.3	1 474.3	203.2
UNCTAD	637.8	668.8	1 306.6	741.4	750.0	1 491.4	184.8
ECE	141.2	151.3	292.5	130.5	132.6	263.1	(29.4)
UNIDO	10.0	10.0	20.0	0.8	0.8	1.6	(18.4)
UNOG	369.1	388.0	757.1	308.2	289.4	597.6	159.5
	<u>1 777.1</u>	<u>1 869.4</u>	<u>3 647.3</u>	<u>1 874.9</u>	<u>1 953.1</u>	<u>3 828.0</u>	<u>180.7</u>

Section 21. Office of the United Nations Disaster Relief Co-ordinator

TABLE 22.7. ESTABLISHED POST REQUIREMENTS

Programme: Executive direction and management (including New York Liaison Office)

	Regular budget		Extrabudgetary sources		Total	
	1978-1979	1980-1981	1978-1979	1980-1981	1978-1979	1980-1981
<i>Professional category and above</i>						
USG	1	1	-	-	1	1
ASG	-	-	-	-	-	-
D-2	1	1	-	-	1	1
D-1	-	1	1	-	1	1
P-5	-	-	-	-	-	-
P-4	-	-	-	-	-	-
P-3	-	-	-	-	-	-
P-2/1	-	-	-	-	-	-
Total	2	3	1	-	3	3
<i>General Service category</i>						
Principal level	-	1	1	-	1	1
Other levels	1	1	2	2	3	3
Total	1	2	3	2	4	4
Grand total	3	5	4	2	7	7

Summary of additional resources

53. The additional resources requested for 1981 total \$412,400, as shown (in thousands of dollars) below.

<u>Programme area</u>	<u>Established posts</u>		
	<u>Salaries</u>	<u>Common staff costs</u>	<u>Total</u>
Energy-related industrial technology (1 P-5, 1 P-4, 2 GS)	75.2	23.3	98.5
Special measures for the least developed countries (1 P-4, 1 GS)	35.6	11.0	46.6
System of continuing consultations on the equitable distribution of world industry (1 P-5, 1 P-4, 1 GS)	64.4	20.0	84.4
Development and transfer of technology (2 P-4, 1 GS)	60.4	18.7	79.1
Institution building and training operations (2 P-5, 2 GS)	<u>79.2</u>	<u>24.6</u>	<u>103.8</u>
TOTAL (4 P-5, 5 P-4, 7 GS)	314.8	97.6	412.4

TABLE 28L.9. TOTAL 1980-1981 ESTIMATES FOR THE SECRETARIAT OF THE
CONSULTATIVE COMMITTEE ON ADMINISTRATIVE QUESTIONS

(Thousands of US dollars)

Main objects of expenditure	1978-1979 appropriations	Estimated additional requirements			Total increase	1980-1981 estimates
		Revaluation of 1978-1979 resource base (at revised 1979 rates)	Resource growth (at revised 1979 rates)	Inflation in 1980 and 1981		
Salaries						
Established posts	539.1	9.5	-	1.6	11.1	550.2
Consultants	42.7	1.5	(16.3)	0.4	(14.4)	28.3
Common staff costs						
Representation allowances	1.2	-	-	-	-	1.2
Other common staff costs	138.8	2.2	-	1.8	4.0	142.8
Travel of staff	39.1	1.4	(8.3)	0.5	(6.4)	32.7
Contractual services	23.0	0.8	13.2	0.6	14.6	37.6
General operating expenses	7.7	0.2	0.1	0.2	4.5	12.2
Total	791.6	15.6	(7.3)	5.1	13.4	805.0

ARTICLE E 6. EXPLANATORY NOTES AND DISCLAIMERS

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I. EXPLANATORY NOTES

A. Standard formulas

The list that follows sets forth some of the standard formulas to be used, as required, in the front matter of United Nations publications and in certain documents. The items are listed in the order in which the notes appropriate to any particular text should normally appear. The special nature of some publications or documents might suggest some other order of importance. The wording indicated should be retained with minor changes, as needed.

1. United Nations symbol note

If there is an explanatory note in the front matter, the following document symbol note may be included in it; if not, the note may appear on the reverse of the title-page.

English:

NOTE

Symbols of United Nations documents are composed of capital letters combined with figures. Mention of such a symbol indicates a reference to a United Nations document.

French:

NOTE

Les cotes des documents de l'Organisation des Nations Unies se composent de lettres majuscules et de chiffres. La simple mention d'une cote dans un texte signifie qu'il s'agit d'un document de l'Organisation.

Spanish:

NOTA

Las signaturas de los documentos de las Naciones Unidas se componen de letras mayúsculas y cifras. La mención de una de tales signaturas indica que se hace referencia a un documento de las Naciones Unidas.

2. Currencies

The examples given below apply to English texts. The terminology bulletin on currency rates (current issue ST/CS/SER.F/325) should be consulted for names and abbreviations in English, French and Spanish.

For a reference to a well-known currency, the following forms should be used in English:

References to dollars (\$) are to United States dollars, unless otherwise stated.

References to "pounds" (£) are to pounds sterling, unless otherwise stated.

etc.

For currencies that are not so well known, the appropriate symbol should be given throughout the text. For example, Jamaican dollars should be abbreviated "\$J" before amounts wherever they are mentioned. The following explanatory note should be used:

The monetary unit in _____ is the _____ (). During the period covered by the report, the value of the _____ in relation to the United States dollar was \$US 1 =

If, during the period concerned, the value of the currency fluctuated, the word "mean" should be inserted before the word "value".

If there is reference to more than one currency other than United States dollars, the following formula should be used:

The following exchange rates are used in the conversion of country currencies to United States dollars:

<u>Country</u>	<u>Currency</u>	<u>Exchange rate</u> <u>per US dollar</u> <u>in 19..</u>
Afghanistan	afghani (Af)	45.00
Burma	kyat (K)	9.90
Pakistan	Pakistan rupee	10.53

etc.

If during the period concerned, the value of the currency fluctuated, the words "mean value" should be inserted, in parentheses, after the appropriate entry under the exchange rate.

If sub-units of a currency are used throughout the text, these should be identified immediately following the reference to the basic currency unit:

One hundred thousand rupees is one lakh, and 10 million rupees, or 100 lakhs, is one crore.

3. Growth rates

Annual rates of growth or change refer to annual compound rates, unless otherwise stated.

4. Use of symbols

A solidus (/) between dates (e.g. 1980/81) indicates a financial year [or crop year, or academic year].

Use of a hyphen between dates (e.g. 1980-1985) indicates the full period involved, including the beginning and end years.

A point (.) [or a comma (,) in French or Spanish] is used to indicate decimals.

A space is used in tables to distinguish thousands and millions.

5. Definition of terms

The term "billion" signifies a thousand million. [to be used only if there is any possibility of misunderstanding]

Reference to "tons" is to metric tons, unless otherwise specified. 1/

References to "gallons" are to British imperial gallons; one British imperial gallon equals 4.545 litres.

OR

References to "gallons" are to United States gallons; one United States gallon equals 3.785 litres.

1/ The term "tonne" is now accepted in English as denoting a metric ton (1,000 kg). It may be used in technical texts provided that it is used consistently throughout a given text.

6. Use of symbols in tables

The choice of symbols to be used in a table is arbitrary. The symbols should therefore be defined, in an explanatory note or in a head-note to a table. The forms given below, which correspond to the most acceptable conventions, are recommended for use in texts prepared by the Secretariat. When other symbols have been used in a text that does not emanate from the Secretariat, for example texts submitted by Governments or by experts, they need not be changed; they must however be explained. The following formula is recommended:

The following symbols have been used in tables:

Two dots (..) indicate that data are not available or are not separately reported.

A dash (--) indicates that the amount is nil or negligible.

Unless otherwise indicated, a minus sign (-) before a figure indicates an amount subtracted, and a plus sign (+) before a figure indicates an amount added.

Parentheses round a figure indicate a decrease.

A slash (/) indicates a crop year, a school year or a financial year, e.g. 1981/1982.

The following note may be added, where relevant:

Totals may not add precisely because of rounding.

7. Abbreviations

If there is only one of any type of abbreviation, the following type of formula may be used:

ISIC refers to the International Standard Industrial Classification.

ppm refers to parts per million.

If there are different kinds of abbreviation but only one entry under each kind, they may be grouped in a simple list such as the following:

Besides the common abbreviations, symbols and terms, the following have been used in this report:

ppm	parts per million
1 acre	0.4 hectare
WIPO	World Intellectual Property Organization

If there is more than one of any particular kind of abbreviation, the following form should be used:

The following abbreviations of organizations are used in this publication:

IGT	Institute of Gas Technology (United States of America)
UNPA	United Nations Postal Administration

-or-

The following technical abbreviations are used in this publication:

atm	atmosphere
ppm	parts per million

Where there are multiple entries of various types, the following form should be used:

Besides the common abbreviations, symbols and terms, the following have been used in this report:

Economic and technical abbreviations

EOT	electrically operated travelling crane
emf	electromotive force
ppm	parts per million
	etc.

Equivalents

1 acre = 0.4 ha

etc.

Organizations

United Nations bodies

WIPO World Intellectual Property Organization
etc.

United States Government

FDA Food and Drug Administration
etc.

8. Referral to reference list

The following note should be used to indicate references in the text to items in a keyed reference list:

Figures in parentheses () are keyed to the reference list.

9. Disclaimers

The established wording for certain standard disclaimers is given in chapter II below.

B. Sample page of explanatory notes

An example of explanatory notes to be set, as required, in the front matter of United Nations publications and documents is given below.

EXPLANATORY NOTES

The following symbols have been used in the tables throughout the report:

Two dots (..) indicate that data are not available or are not separately reported.

A dash (--) indicates that the amount is nil or negligible.

A hyphen (-) indicates that the item is not applicable.

A point (.) is used to indicate decimals.

A slash (/) indicates a crop year, a school year or a financial year, e.g. 1981/1982.

Use of a hyphen (-) between dates representing years, e.g. 1981-1983, signifies the full period involved, including the beginning and end years.

Reference to "tons" indicates metric tons, and to "dollars" (\$) United States dollars, unless otherwise stated.

Annual rates of growth or change, unless otherwise stated, refer to annual compound rates.

Details and percentages in tables do not necessarily add up to totals, because of rounding.

The following abbreviations have been used:

CMEA	Council for Mutual Economic Assistance
DAC	Development Assistance Committee (Organisation for Economic Co-operation and Development)
FAO	Food and Agriculture Organization of the United Nations
IMF	International Monetary Fund
ISIC	International Standard Industrial Classification
OECD	Organisation for Economic Co-operation and Development

II. DISCLAIMERS

Disclaimers should be used in a document or publication only when they are really necessary. In a document they are normally given in a footnote. In a publication they should be placed in the front matter, either on the reverse of the title-page or under the heading "Explanatory notes".

As all documents prepared by the Secretariat are officially issued on behalf of the Secretary-General, no document emanating from the Secretariat should disclaim the views expressed, nor should any views expressed be at variance with those of the Organization, which are expressed officially in the resolutions of its main organs and in other legislative texts, such as the Charter of the United Nations and various declarations and conventions.

The texts that follow are standard for the subjects to which they relate.

A. Designation of countries and areas

The following disclaimers should appear on any document or publication in which reference is made to any country or area in any way that does not conform to the accepted standard set forth in the latest issue of the terminology bulletin on the names of countries. 2/

Standard formula

English

The designations employed and the presentation of the material in this publication do not imply the expression of any opinion whatsoever on the part of the Secretariat 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.

French

Les appellations employées dans la présente publication et la présentation des données qui y figurent n'impliquent de la part du Secrétariat de l'Organisation des Nations Unies aucune prise de position quant au statut juridique des pays, territoires, villes ou zones ou de leurs autorités, ni quant au tracé de leurs frontières ou limites.

2/ In the series ST/CS/SER.F/- .

Spanish

Las denominaciones empleadas en esta publicación y la forma en que aparecen presentados los datos que contiene no implican, de parte de la Secretaría de las Naciones Unidas, juicio alguno sobre la condición jurídica de países, territorios, ciudades o zonas, o de sus autoridades, ni respecto de la delimitación de sus fronteras o límites.

Comprehensive disclaimer

The description and classification of countries and territories in this study and the arrangement of the material do not imply the expression of any opinion whatsoever on the part of the Secretariat 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, or regarding its economic system or degree of development.

Other territorial disclaimers

Where the designation "country or area" appears in the heading of tables, it covers countries, territories, cities or areas.

In some tables, the designations "developed" and "developing" economies are intended for statistical convenience and do not, necessarily, express a judgement about the stage reached by a particular country or area in the development process.

* * *

Countries are generally arranged in the order adopted in the Statistical Yearbook. Inclusion of a particular country or territory in any economic or geographical grouping (or its exclusion) has been dictated by considerations of availability of comparable data in statistics of the United Nations and other international agencies.

References to China

[This instruction applies to all documents and publications of the United Nations submitted after 1 June 1972.]

Whenever mention is made, in relation to a date prior to 25 October 1971, of "China", in the context of the representation in the United Nations or of the "representative(s) of China", the following note should be used:

In the present [document] [publication], references to "China" and to the "representative(s) of China" are to be understood in the light of General Assembly resolution 2758 (XXVI) of 25 October 1971. By that resolution, the General Assembly inter alia decided:

"to restore all its rights to the People's Republic of China and to recognize the representatives of its Government as the only legitimate representatives of China to the United Nations, and to expel forthwith the representatives of Chiang Kai-shek from the place which they unlawfully occupy at the United Nations and in all the organizations related to it."

Qualifying notes

Readers should note that, in some instances, the examples cited and descriptions given represent [Finnish] conditions that may not be wholly applicable to particular developing countries.

* * *

Countries are referred to by the names that were in official use at the time the relevant data were collected.

References to disputed territory

There is a dispute about the territory, as regards its political status, between the Government of ... and the Government of

B. Disclaimer on national papers for a United Nations conference

The designations employed, the presentation of material and the views expressed in this paper are those of the Government of [name of country] and do not necessarily reflect the views of the Secretariat of the United Nations in any of these respects.

C. Boundaries on maps

The boundaries shown on this map do not imply official endorsement or acceptance by the United Nations.

* * *

Maps have been provided by the Government of ... and are reproduced as submitted. The boundaries shown do not imply official endorsement or acceptance by the United Nations.

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* * *

Bibliographical and other references have, wherever possible, been verified.

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ARTICLE E 7. FIGURES AND MAPS

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I. GENERAL OBSERVATIONS

Figures and maps, whether to be included in the main body of a text or to be given in an annex or appendix, should each be prepared on a separate sheet of paper. In the main body of the text or in an annex or appendix, four blank lines should be left at each place where a figure or map is to be inserted, and the number of the figure or map to come at that point should be indicated in the following form, the words being circled in pencil:

Figure ... to come near here

Map ... to come near here

II. NUMBERING

Figures should be numbered consecutively throughout the manuscript with roman numerals, beginning with I, whether they are in the main body of the text or in an annex or appendix. Where, however, there are more than 20 figures, they should normally be numbered with arabic numerals. The word "Figure" should precede the number, e.g. Figure VI. Maps should be numbered consecutively throughout the manuscript with arabic numerals, beginning with 1, preceded in each case by the word "Map", e.g. Map 3. In articles in periodicals, and in certain other major divisions of a text, the figures and maps should be numbered by article or other major division.

The number of the figure or map, and a descriptive title where necessary, may appear either above or below the figure or map concerned, depending upon considerations of presentation. If, for example, there are any footnotes relating to the figure, it is preferable to have the word "Figure ..." and the title at the top. In cases where there is only one figure or map, it should not be numbered; only the title should be given. The presentation should be uniform for all figures or maps in the work.

III. SPECIAL CONSIDERATIONS

Photographs

The Publishing Division should be consulted regarding the suitability for reproduction of photographs.

Whenever possible, a negative, together with a glossy print in black and white, should be submitted. The print should be kept flat between pieces of cardboard to prevent it from being cracked, creased or torn. Clips should not be used on photographs or negatives since they may make an impression that will show when the photograph is reproduced.

A print should not be mounted, nor should it be written upon, either on the front or on the back. A sheet of flimsy copy paper should be pasted lightly along the top edge of the back of the print and folded over to cover the front. The number and title of the figure should be typed on this sheet before it is pasted on.

Figures other than photographs; maps

For figures other than photographs, and for maps, black ink, preferably waterproof, should be used on white paper of medium weight.

The Publishing Division should be asked for its views about the most suitable size for all figures other than photographs before they are prepared.

Each figure or map should be submitted on a separate sheet of paper.

In order to keep final drawings and maps clean, a piece of flimsy copy paper should be pasted lightly along the top edge of the back of each one and folded over to cover the front. The number and title of the figure or map should be typed on this sheet before it is pasted on.

A figure or map should not be folded or bent.

The copy (or legend) contained within each figure or map should be submitted on a separate page (for the use of the Graphic Presentation Unit). The title, sources and footnotes should also be submitted on a separate page (for the use of the Copy Preparation and Proofreading Unit of the Publishing Division). This copy will be handled separately and later combined with the final artwork.

For the convenience of the technical services concerned, a list of the figures and maps, giving numbers and titles, should be submitted with the manuscript. As it is not part of the text, it should not be paginated with the rest of the manuscript.

ARTICLE F
POINTS OF STYLE

ARTICLE F 1. SPELLING

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I. AUTHORITIES

With the exceptions noted below, the latest edition of The Concise Oxford Dictionary should be followed as the authority in the matter of spelling and the use of hyphens and diacritical marks for all words listed in it. If a word is not given in the Concise Oxford, the Shorter Oxford should be taken as the authority.

Where the Concise Oxford gives alternative spellings, the preferred spelling should be used, namely the one which is printed first (e.g. "judgement, judgment") or to which the reader is referred from other spellings (e.g. "enquire, enquiry. See inquire, inquiry").

Where the Concise Oxford gives part of a word within parentheses (e.g. "co(-)operate"), the longer form should be used.

As a companion to the Concise Oxford Dictionary, Fowler's Modern English Usage ^{1/} serves as a supplementary authority for English usage in United Nations documents.

The authorities to be followed with regard to capitalization, the names of persons, the names of States, abbreviations and the names of monetary units are indicated below, under the corresponding headings.

With the exceptions noted below, the parts of compound words not listed as such in the Concise Oxford should be hyphenated, separated or united in accordance with the usual practice of the Concise Oxford for similar compounds, where this is discernible.

^{1/} H. W. Fowler, A Dictionary of Modern English Usage, rev. and ed. by Sir Ernest Gowers, 2nd ed., 11th printing (Oxford, Oxford University Press, 1979).

A. Exceptions

The following words should not be spelt as in the Concise Oxford but as shown below:

aging	sub-commission
guidelines	sub-committee
régime	

The following words in common use in United Nations documents are not listed in the Concise Oxford. They should be spelt as shown below:

decision-making [adj. and subst.]	sub-entry
inter-agency	sub-item
interregional	subparagraph
intra-industry	pre-session
peace-keeping [adj. and subst.]	in-session
policy-making [adj. and subst.]	post-session
pre-investment	inter-sessional

B. Capitalization

Guidance in respect of capitalization is given in article F 2. The Concise Oxford should not be taken as the authority in this regard.

C. Names of States

The authority to be followed in the matter of spelling and the use of hyphens and diacritical marks for the names of all States Members of the United Nations (as well as for those of a number of non-member States and areas) is the latest issue of the terminology bulletin entitled "Names of countries and adjectives of nationality", issued under the document symbol ST/CS/SER.F/... . 2/

The practice of the Statistical Office should be followed for other place names included in documents and publications prepared by that Office (see also section D below).

D. Other geographical names

Geographical names should normally be spelt according to the official usage of the country concerned, where there exists an official local spelling in letters of the roman alphabet (e.g. Basel, Dar es

2/ For the current issue, see ST/CS/SER.F/327 and corrigenda.

Salaam, Jakarta, Djibouti, Gdansk, Pago Pago, Singapore, Strasbourg, Wroclaw). Where a well-established English conventional form exists, however, it should be used (e.g., Beirut, Belgrade, Brussels, Copenhagen, Damascus, Geneva, Latakia, Lisbon, Milan, Prague, Rome, ~~Feheran~~, The Hague, Tokyo, Turin, Vienna, Warsaw, Zurich).

Tehran
20.1.93 The Times Atlas of the World is a useful guide. In all cases of doubt, and for the preferred spelling of geographical names for which there is no conventional or official local spelling in letters of the roman alphabet, the Map Collection of the Dag Hammarskjöld Library should be consulted.

In a combined reference to a city and country, English usage should be followed, e.g. Toulouse, France, not Toulouse (France); Santiago, Chile, not Santiago de Chile.

II. NAMES OF ORGANIZATIONS, TITLES AND STYLES OF ADDRESS

When citing the names of organizations, organs and institutions of an English-speaking country, the national usage should be followed. It should be followed also for the titles of officials and styles of address.

When an organization has English as one of its official or working languages, the English spelling and hyphening that it uses for its own name and for the titles of its officials should be followed.

EXAMPLES:

Director-General of UNESCO
Executive Director of UNICEF
International Labour Organisation
Pan American (Health Organization etc.)
Secretary-General of the United Nations
Secretary General of the Organization of American States
(United States) Secretary (Department) of Defense

III. NAMES OF PERSONS

The rules used for transliterating names of persons from Russian into English are laid down in a terminology bulletin. ^{3/}

These rules do not necessarily apply to the names of members of permanent missions and delegations, the authority for which is given below, or to those of members of the Secretariat, for which the United Nations Telephone Directory should be consulted. The spelling of the names should be identical in English, French and Spanish.

The handbooks issued by the Protocol and Liaison Service of the Executive Office of the Secretary-General should be used as the authority for the spelling of the names of permanent mission and delegation staff. A handbook entitled Permanent Missions to the United Nations appears periodically.

Where the names of persons accredited to organs of the United Nations have not been reproduced in handbooks, the Official Correspondence Card Index maintained by the Correspondence Unit, Department of Conference Services, should be consulted. The Protocol and Liaison Service may also provide guidance. The credentials of participants in sessions of organs may also be consulted.

IV. ABBREVIATIONS AND ACRONYMS

The rules to be followed with regard to abbreviations and acronyms are set forth in article F 8.

V. MONETARY UNITS

The current United Nations practice regarding the spelling and abbreviation of the names of the principal monetary units is explained in article F 8 and in the terminology bulletin on "Currency units" (ST/CS/SER.F/325). The forms differ in some details from those shown in the Concise Oxford.

VI. FOREIGN WORDS AND PHRASES

Foreign words and phrases should be used sparingly. When used, they should normally, with the exceptions noted below, be underlined in typescript or set in italics in print, whether or not they are shown in italics in the Concise Oxford.

^{3/} For the current issue, see ST/CS/SER.F/257 and Corr.1.

The following words and abbreviations, which are considered to have been adopted into the English language, are not underlined in typescript or set in italics in print:

a.i. (but <u>ad interim</u>)	i.e. (but <u>id est</u>)
attaché	incomunicado
biennium (bienniums)	interim
chargé d'affaires	laissez-passer
chef de cabinet	liaison
communiqué	note verbale
curriculum vitae	(plural: notes verbales)
(plural: curricula vitae)	ombudsman (plural: ombudsmen)
détente	per annum
diktat	per capita
e.g. (but <u>exempli gratia</u>)	per diem
élite	procès-verbal
émigré	(plural: procès-verbaux)
etc. (but <u>et cetera</u>)	régime
exposé	versus (abbreviation: vs.
forum (plural: forums)	or v.)
honorarium	via
(plural: honorariums)	vice versa

The names of foreign currencies, such as kroner, centimes and pesos, should never be underlined (or set in italics).

Note that the term apartheid should always be underlined (or set in italics).

The following Latin words, which appear frequently in United Nations documents and reference material, should be underlined:

<u>ad hoc</u>	<u>inter alia</u>
<u>bis</u> , <u>ter</u> , etc.	<u>loc. cit.</u> (<u>loco citato</u>)
<u>ibid.</u>	<u>op. cit.</u> (<u>opere citato</u>)
<u>idem</u> (never <u>id.</u>)	

VII. QUOTED MATTER

When texts emanating from any source are quoted, in whole or in part, whether with or without quotation marks or indention, the spelling used in the original text should be followed, subject to editorial discretion in cases where typographical and other clearly unintentional errors appear in the original. Such texts include communications from Governments and international agencies, laws, ordinances, and published matter such as articles or books. Where, however, texts are summarized, even if much of the wording is that of the original, current United Nations spelling should be followed.

The spelling used in petitions and similar communications written in English should be reproduced as submitted.

VIII. MANUSCRIPTS PREPARED BY PERSONS OR BODIES OUTSIDE THE UNITED NATIONS

When manuscripts prepared by persons or bodies outside the United Nations Secretariat, such as communications from Governments, seminar papers, technical papers written by experts, reports of other organizations or agencies, whether or not in the United Nations system, are to be issued as United Nations documents, papers or publications, the spelling and hyphening of the original text may be retained, provided that it is consistent throughout the text.

IX. USE OF PINYIN

As of 15 June 1979, the spelling system known as Pinyin is used within the Secretariat as the standard method for transcribing into languages using Latin characters the names of Chinese nationals and of places and geographical features of the People's Republic of China. As of that date, the Pinyin form of Chinese names should be used in all documents drafted, translated or issued by the Secretariat. For instance, with respect to the names of Chinese nationals, "Hua Guofeng" should be used instead of "Hua Kuo-feng" and "Deng Xiaoping" instead of "Teng Hsiao-ping".

When the names of Chinese staff members appear in United Nations documents (such as promotion registers), they are converted to Pinyin if the staff members concerned so request.

Where geographical names in Pinyin are not readily recognizable, the old form may, until the new form becomes current, be added in parentheses after the Pinyin form the first time it is used in a document, for example:

Beijing (Peking)
Nanjing (Nanking)
Guangzhou (Canton)
Xiamen (Amoy)
Sichuan (Szechuan)
Xizang (Tibet)
Huanghe River (Yellow River)
Changjiang River (Yangtze River)
Zhujiang River (Pearl River)

Where communications received by the Secretariat for circulation use the old form of a Chinese name, the Pinyin form should be substituted; in such cases, the old form should follow, in parentheses. Exceptions to the use of Pinyin as described above should be made only when the Secretariat is officially informed that particular importance is attached to adherence to the old form of a Chinese name.

In the case of quotations from treaties, conventions and other legal instruments in which the old form of a name is used, a footnote should be inserted, reading:

X/ "Now referred to in the United Nations as ... "

Where there are two or more distinct recognized names for a geographical feature shared by China and another country, either name may be used, according to the context, for drafting purposes. In translation, the name used in the original document should, of course, be respected.

Where there does not exist a definitive transcription into Pinyin of a place located in a minority nationality area of China, a tentative Pinyin transcription (taking into account the pronunciation of the minority language) may be used pending the establishment of a complete Pinyin gazetteer.

Queries on the application of Pinyin may be referred to the Chinese Translation Service, or, in the case of the names of staff members, to the Office of Personnel Services.

X. PENDENT HYPHENS

In series of two or more compound words, the use of pendent hyphens is permissible. The common base may be represented by a hyphen whether or not the compound words are normally spelt with a hyphen, e.g. two-, three- or four-year periods; two- or threefold; two- and three-year-old boys. It is usually preferable, however, to redraft the sentence in order to avoid the pendent hyphens. Thus, the sentence, "The programmes were established for two-, three- and four-year periods" could be revised to read, "The programmes were set up for periods of two, three and four years."

XI. DIVISION OF WORDS

The division of words at the end of a line should, as far as possible, be avoided in United Nations documents and publications. Where division is necessary, the practice of the Oxford Press should be followed. That practice is set out in Hart's Rules for Compositors and Readers at the Oxford University Press 4/ as follows:

"Divide according to etymology, where this is obvious ...
Otherwise, divide according to pronunciation; and, in general, break between two (or more) consonants coming together; where there is only one consonant it should normally be taken over ...
but do not divide two consonants which form one sound ..."

4/ Horace Hart, Hart's Rules for Compositors and Readers at the University Press, Oxford, 39th ed., revised (London, Oxford University Press, 1982).

The following rules for the division of words should be applied whenever possible; to avoid uneven spacing, however, one-syllable prefixal divisions of two letters are permissible, e.g. in-ternational, ar-ticle, but avoid two-letter suffixal divisions such as tight-en, debt-or, hard-ly.

Divide a word after a vowel, turning over the consonant where there is only one consonant, e.g. prece-dent. In present participles, take over -ing, e.g. carry-ing, divid-ing, crown-ing thrill-ing, but tack-ling, puz-zling, hand-ling.

Generally, where two consonants come together, put the hyphen between the consonants: e.g. prin-ciple, sec-retariat, but progress-ive, impass-able.

Do not divide terminations such as -cian, -sion, -tion when they form one sound, e.g. ascen-sion, subtrac-tion, conven-tion, but avoid divisions between a vowel and such terminations, e.g. poli-tician, div-ision, organiz-ation.

Avoid such divisions as read-just, which might, at first glance be misread.

If possible, do not divide a word at the end of a page, especially a right-hand page.

Words that double their final consonant to form their present participles should be split between the consonants so doubled, e.g. forget-ting, control-ling.

Endings such as -ted, -ded, should not be turned over.

Vowels which are sounded separately may be divided, e.g. offici-ate, cre-ate, odi-ous.

Annex

WORDS FREQUENTLY FOUND IN UNITED NATIONS DOCUMENTS,
SHOWING THE PRESCRIBED SPELLING AND HYPHENING

above-mentioned	bimonthly
abridgement	birth rate
acknowledgement	bookkeeping
advertise	bottle-neck
advisable	break down (verb)
adviser	breakdown (noun)
aerial	breakthrough
aeroplane	budgeted
aesthetic	bureaux (pl.)
aging	by-product
agro-industry	
aide-mémoire (invariable in plural)	calibre
air-conditioned	cancel, cancelled, cancelling
aircraft	cannot
airline	canvas (cloth)
airspace	canvass (to solicit)
allot, allotted, allotment	capital (city)
aluminium	Capitol (building)
anaemia	case-study
analogue (but in computer technology, analog)	catalogue (but in computer technology, catalog)
analyse	catastrophe
<u>apartheid</u>	cathode-ray tube
appal, appalled, appalling	cease-fire (noun and adj.)
armour	centre, centred, centring
artwork	channelled, channelling
attaché	chargé d'affaires
averse	charter-party
	check-list
backward (adj.)	chef de cabinet
backwards (adv.)	cheque (bank)
balance-of-payments (adj.)	class-room
balance of payments (noun)	clue (not clew, except in a nautical sense)
balance sheet	coefficient
beforehand	coexistence
behaviour	colour
belligerent	combated, combating
benefited, benefiting	communiqué
biased	compel, compelled
biannual (twice a year)	complexion
biennial (every second year)	connection
biennium (pl. bienniums)	consensus
bilateral	co-operate, co-operation
bilingual	

co-ordinate, co-ordination
councillor
counsellor
countermeasure
coup d'état
cross-reference
cross-section
curriculum vitae
(plural: curricula vitae)
cut-back (noun)

deadline
dead weight
death rate
decision maker
decision-making (adj. and noun)
defence (but: Department of
Defense (United States of America))
demagogy
demarcation
dependant (noun)
dependent (adj.)
derestricted
desiccate
détente
develop, developed
diktat
disassociate
dispatch
dissension
draft (text)
draught (air)
drier

earmark
élite
embarkation
émigré
enclose
encyclopaedia
endeavour
enrol, enrolment
en route
ensure
equalled
equilibrium
everyday (adj.)
exaggerate
exorbitant
expel, expelled, expelling

expense
exposé
extrabudgetary

fact-finding
fait accompli
fall-out
far-reaching
favour
feedback
field-work
flavour
flow-sheet
focused, focusing
follow-up
foodstuff
footnote
forcible
forego (precede)
for ever
foreword
forfeit
forgo (go without)
forum (plural: forums)
freedom fighter
front line (noun)
front-line (adj.)
fulfil, fulfilment, fulfilled
fulfilling

gauge
goal
good will (virtuous intent)
goodwill (kindly feeling, benevolence)
gram
grey
ground-nut
ground water (noun)
ground-water (adj.)
groundwork
guerrilla
guidelines

harbour
heretofore
hierarchy, hierarchical
highlight
homogeneous
honorarium (plural: honorariums)
honorary

honour
honourable
horsepower
hotbed
hygiene
hypocrisy
hydroelectric, hydrosystem,
hydropower
hydro-interaction

imperilled
improvise
inasmuch as
incommunicado
in-depth (adj.)
index (plural: indexes (a list in a book);
indices (mathematical))

indispensable
infrastructure
initialling
in-migration
inquire
inquiry
in-session
in so far as
install, installation, instalment
instil
insure (take out insurance)
inter-agency
inter alia
inter-American
intercede
interdependence
interdisciplinary
intergovernmental
interim
International Labour Organisation
interregional
interrelate, interrelation
inter-sessional
interspace
inter-State
interstate (within a country)
intra-industry
intraregional
inward

jewellery
judgement (BUT Judgment of the International
Court of Justice)

kilogram (kg)
kilometre (km)
kilowatt
kilowatt-hour
know-how

label, labelled
labour
laborious
laissez-passer
land-locked
last-mentioned
layout
learned (past and past participle)
liaison
licence (noun)
license (verb)
life-style
lifetime
litre
liveable
long-term (adj.)
loophole

machine-gun
macro-economics
macrolevel
macroscopic
mainland
man-hour
manoeuvre
manpower
man-made
many-sided
marshal(led) (verb)
meagre
mast-head
matériel
meantime (adv.) but in the mean time
meanwhile (adv.) but in the mean while
meeting-place
merchandise
metre (unit of length)
meter (instrument)
microfiche
microfilm
microlevel
microwave
midday
midway

misspelt
modelled
moneys
monies (different kinds of currencies)
monopsonistic, monopsy
mould
multilateral
multilingual
multinational
multi-purpose

neighbour
nevertheless
non-administrative
non-committal
non-co-operation
non-existent
non-governmental
none the less
no one
north-east(ern)
north-west(ern)
note verbale (plural: notes verbales)
noticeable

occur, occurred, occurrence
offence
offensive
offered
offhand
offprint
offset
offshore
ombudsman (plural: ombudsmen)
ongoing
on-line
onward
organization
 but International Labour Organisation
 Organisation for Economic Co-operation
 and Development
organize
out-migration
out-of-date (attributive adj.)
out of date (predicative adj.)
overall (noun and adj.)
over-emphasize
overestimate
overflight
over-population

over-production
overrate
overriding
overrun
overspending
overstatement
overthrow

paralyse
pay-roll
peace-keeping (adj. and noun)
per annum
per capita
per diem
photocopy
piecemeal
pipeline
plebiscite
policy-making (adj. and noun)
post-graduate (adj. and noun)
post-session (adj.)
pourparler
 (usually in plural: pourparlers)
practice (noun)
practise (verb)
pre-conceive
pre-condition
pre-empt
pre-investment
prerequisite
pre-session
pretence
principal (head person)
principal (adj.)
principle (noun) (a matter of)
print-out
procès-verbal
 (plural: procès-verbaux)
programme (but computer program)
proof-reader

radioactive
rainwater (noun)
raison d'être
rancour
rapprochement
reaffirmation
realize
rearrange
re-establish

revoll

refoulement	stockpile
reflection	storey (building)
reinforce	straightforward
reinsure	stumbling-block
régime	sub-amendment
reorganize	sub-area
re-route	sub-commission
résumé	sub-committee
reversible	sub-continent
rigour	sub-contract
rigorous	subdivision
river water (noun)	sub-entry
river-water (adj.)	subgroup
road-block	subheading
roll-call	sub-item
rumour	subject-matter
run-down (noun)	subparagraph
	subregional
saleable	subsection
savour	substructure
sceptic(al), scepticism	subtitle
schoolteacher	subtotal
sea-bed	subunit
sea-level	sulphur
sea water (noun)	supersede
sea-water (adj.)	superstructure
sectoral	supervise
set-back (noun)	supervisor
sewage (waste matter)	supranational
sewerage (system of drains)	surface water (noun)
shortcoming	surface-water (adj.)
sizeable	syllable
skilful	symmetry
slave trade, slave trader (trading)	synchronize
slow down (verb)	synthesize, synthesis
slow-down (noun)	
smelt	taxpayer
some time, sometimes	teen-age (adj.)
south-east(ern)	teenager (noun)
south-west(ern)	telegram
soybean	terrain
spacecraft	test-ban (adj.)
spaceship	thermonuclear
specialize	time-consuming
spelt (past participle)	time-limit
spring water (noun)	timetable
spring-water (adj.)	title-page
staff member	totalling
stationary (not moving)	towards
stationery (paper)	trade mark

trafficking
tranquillity
transatlantic
transferable
trans-ship
travelling
turnkey
turn-round (of ships)
twofold
two thirds (noun)
two-thirds (adj.)
typesetting
unco-ordinated uncoordinated
underdevelop
underemployment
underestimate
underground
underlie
underprivileged
Under-Secretary-General
underwater (adj.)
under way
updated
upgrade
uproot
up-to-date (attributive adj.)
up to date (predicative adj.)
usable

valour
versus
via
vice versa

viewpoint
vigour
vigorous
vis-à-vis

wagon
warlike
watercourse
weekday
weekend
well-being
well-founded (adj.)
well known (predicative)
well-known (attributive,
immediately preceding noun)
well water (noun)
well-water (adj.)
whole-hearted(ly)
widespread
wildlife
wilful, wilfulness
withhold
woollen
word processing (noun)
word-processing (adj.)
work-hour
work-load
world-wide (adj.)
worth while (predicative adj.)
worthwhile project (attributive adj.)

X-ray

ARTICLE F 2. CAPITALIZATION IN ENGLISH

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In United Nations documents and publications, initial capital letters should be used sparingly; this applies also, within the appropriate rules, to the other official languages. The general rules for their use in English are set out below.

A list of commonly used words that require initial capital letters in United Nations practice and of others that do not is given in the annex to the present article.

I. CAPITALS USED TO MARK BEGINNINGS

The first word of a sentence should be capitalized.

The first word of a subsidiary part of a sentence set as a subparagraph or as an item in a list, whether or not distinguished by such indications as (a), (b) etc. or (i), (ii) etc., should begin with a capital letter. When, however, the text is run on, the first word of a part of a sentence distinguished by such indications should not begin with a capital letter.

EXAMPLES:

Example 1

The General Assembly had requested the Secretary-General:

(a) To continue his efforts to mobilize the necessary resources;

(b) To ensure that adequate financial and budgetary arrangements should be made for the programme.

* * *

Example 2

The first part of the programme was designed to cover the following phases:

Development of staff resources

Exchange of information

Co-operation with local agencies

Expansion of existing facilities

* * *

Example 3

The programme was designed to cover (a) the development of staff resources; (b) the exchange of information; (c) co-operation with local agencies; and (d) the expansion of existing facilities.

* * *

Example 4

The findings may be summarized as follows: (1) The budget should be increased by 10 per cent. (2) The staff should be gradually strengthened as resources permit.

* * *

A sentence enclosed in parentheses or given between dashes within another sentence should not normally be written with a capital letter unless it is a question or begins with a word that takes an initial capital letter.

A direct question following a colon, whether phrased as a complete sentence or as a word or part of a sentence, should begin with an initial capital letter.

EXAMPLES:

The Panel could rightly ask: "Who would benefit?"

The members could rightly ask: "When?" "By whom?"

II. PROPER NOUNS AND ADJECTIVES AND RECOGNIZED
GEOGRAPHICAL APPELLATIONS

Initial capital letters should be used for proper nouns and adjectives and for recognized geographical appellations.

EXAMPLES:

Dag Hammarskjöld
Asian, Icelandic
Mexico City (Mexico, D.F.) BUT the city of Chicago
Place de la Concorde
the Dead Sea
the Cayman Islands BUT the island of Cyprus
the English Channel, the Bay of Naples
Danube River, River Danube, the Rhine and Danube rivers,
the rivers Rhine and Danube
the valley of the Mekong, the lower Mekong basin

III. TITLES OF BOOKS, PERIODICALS AND UNITED NATIONS PUBLICATIONS

In titles of books, periodicals and United Nations publications, initial capital letters should be used, in the text and in footnotes, for the first word, regardless of what part of speech it may be, and for all other words except articles, conjunctions and prepositions. In prepositional phrases such as "with regard to" and "with a view to", the nouns ("regard" and "view") should not be capitalized.

EXAMPLES:

Carl Taylor, in his book Rural Life in Argentina, has pointed out ...

/ Further information is given in The Effectiveness of Industrial Estates in Developing Countries (United Nations publication, Sales No. E.78.B.11).

In bibliographical lists, initial capitals are used only for the first word of the title and for proper nouns and other words that are normally written with an initial capital letter.

IV. TITLES OF ARTICLES AND UNPUBLISHED PAPERS

In titles of articles and unpublished papers, initial capital letters should be used, in references in the text and in footnotes, only for the first word and for proper nouns and other words that normally have them.

EXAMPLE:

In a paper entitled, "A study of the feasibility, legal implications and cost of undertaking United Nations frequency modulation broadcasts in the Headquarters area", prepared for the Committee on Information, the consultant, Bert Cowlan, stated ...

V. TITLES OF UNITED NATIONS DOCUMENTS

In titles of United Nations documents issued with a mast-head, initial capitals should be used only for the first word and for proper nouns and other words that normally have them.

VI. TITLES OF SERIES

In titles of series of documents, initial capital letters should be used for all words except articles, conjunctions and prepositions.

EXAMPLE:

/ Official Records of the General Assembly, Thirty-seventh Session, Supplement No. 37 (A/33/37).

VII. HEADINGS

In headings that are not in full capitals, initial capital letters should be used only for the first word and for proper nouns and other words that normally have them.

EXAMPLES:

- E. Some instruments for plan implementation
 - 1. The plan and the national budget
 - (a) Recommendations of the Committee for Development Planning

VIII. LEGENDS

The legends on figures and maps should have initial capital letters for the first word and for proper nouns and other words that normally have them.

IX. OFFICIAL TITLES

Initial capital letters should be used for the official titles of persons, councils, commissions, committees, Secretariat units, organizations, institutions, political parties and the like and for the official titles of treaties and international conventions, in the singular, in specific references only.

EXAMPLES:

Secretary-General of the United Nations
Trusteeship Council
Commission on Human Rights
the Special Political Committee (of the General Assembly)
Special Committee on the Situation with regard to the
Implementation of the Declaration on the Granting of
Independence to Colonial Countries and Peoples
Population Division of the Department of International
Economic and Social Affairs
International Labour Organisation
World Veterans Federation
Inter-American Statistical Institute
Socialist Party
International Covenant on Economic, Social and Cultural Rights
the Programme of Action adopted by the United Nations
Conference on ...

BUT

the functional commissions of the Economic and Social Council
the specialized agencies
the executive secretaries of the regional commissions
standing committees
the resident representatives of the United Nations Development
Programme
the programme of action proposed for the decade

The name of a body should be written with initial capitals if the body has been officially established under a resolution or other authority. Until it is so established, its name should be written with lower-case letters.

EXAMPLES:

The Committee discussed the terms of reference of the proposed working group of experts on natural resources.

The Consultative Group on Desertification Control submitted its report ...

The titles of draft conventions, treaties, years and the like should be capitalized only when reference is made to an existing draft instrument.

EXAMPLES:

The Working Group considered the draft Convention on the Elimination of Discrimination against Women.

BUT

The General Assembly requested the Committee to prepare a draft convention on special missions.

Accepted official titles of conferences and years should be capitalized regardless of whether the conference has been held at the time of writing.

EXAMPLE:

The General Assembly requested the Secretary-General to prepare a draft programme for the observance of a Peace Year.

X. DESIGNATION OF FUNCTIONS

The designations of functions such as editor, translator, copy-preparer, typist, accountant and budget officer are not normally capitalized. The titles of posts in the personnel hierarchy are however capitalized, e.g. First Officer, Principal Officer.

In the designation of categories of staff the words "Professional" and "General Service" are capitalized, but the word "category" is not:

Professional category

General Service category

The designations of officers serving on bodies such as committees and councils are capitalized in specific references only.

EXAMPLES:

He was elected President of the Council.

The secretaries of committees held a joint meeting.

XI. NAMES OF SPECIAL BUILDINGS AND ROOMS

The names of special rooms, halls, buildings and the like are capitalized.

EXAMPLES:

General Assembly Hall
Economic and Social Council Chamber
Meditation Room
Conference Room 5 (BUT conference rooms, in general references)
the North Lounge
la Salle des pas perdus
the Public Lobby
the General Assembly Building
the Dag Hammarskjöld Library

XII. NAMES OF ORGANIZED MOVEMENTS

The names of organized movements are capitalized, e.g. the Movement of Non-Aligned Countries. In general references to trends, the designations of movements are not capitalized, e.g. the women's movement, liberation movements.

XIII. NAMES OF STATES

When the word "State" is used in reference to a sovereign, organized political unit under one government, it is capitalized, whether or not it is used together with the name of a specific State, e.g. States Members of the United Nations, Member States, States parties to the Agreement, a modern State. When the word "state" is used in reference to a part of a federal entity, the word is capitalized in specific references in which the name is given, e.g. State of New York, but not in general references, e.g. the states of Brazil.

XIV. HYPHENED WORDS

When a compound word appears in a context in which words are normally capitalized, for example in the title of a book, the following guidelines should be followed:

(a) The first element should always be capitalized (e.g. Committee on Non-Governmental Organizations);

- (b) The second element (or any others) should be capitalized:
- (i) If it is a word that is normally capitalized (e.g. non-French-speaking);
 - (ii) If the compound is a temporary or provisional one, usually introduced by a prefix such as "non", "intra" or "sub" (e.g. the Movement of Non-Aligned Countries; Treaty on the Non-Proliferation of Nuclear Weapons; the Sub-Committee on Petitions);
 - (iii) If the first and second elements are of equal value or co-ordinate (e.g. the Secretary-General; the Expert Group on North-South Relations);

(c) The second element should not be capitalized if the elements are normally compounded (e.g. Special Committee on Peace-keeping Operations; Declaration on International Co-operation for Disarmament; Office of the Co-ordinator, United Nations Special Fund for Land-locked Developing Countries).

It should however be noted that if the first element is capitalized only because it appears at the beginning of a sentence, the second element should not necessarily be capitalized in accordance with the rules set forth above (e.g. Non-governmental organizations were represented at the meeting.).

XV. REFERENCES TO DIVISIONS OR SUBDIVISIONS OF DOCUMENTS OR PUBLICATIONS

References to divisions or subdivisions of the same or another document or publication should not be capitalized, either in the text or in footnotes.

EXAMPLES:

In section B, paragraph 100, reference is made to ...

 / See section B, paragraph 100, below.

The results of the survey are given in chapter VI of the report, "Employment, costs and prices".

The work programme is given in detail in volume II of the annual report.

The introduction to the report contains an explanation of ...

 / See annex III, table 6.

The conclusions are set forth in part five of the study.

XVI. DIVISIONS OF LEGAL INSTRUMENTS

In legal and quasi-legal texts such as acts, conventions and declarations, chapters, sections, articles and similar divisions of the text are spelt with initial capital letters. They should be so written in draft texts also.

XVII. NAMES OF PLANETS AND CELESTIAL BODIES

The names of planets (including Earth) and of celestial bodies (including the Moon) are capitalized in texts relating to outer space and in similar contexts. (In such contexts, the article "the" should not be used with "Earth".)

EXAMPLE:

the planets Mars and Earth

XVIII. NAMES OF SEASONS

The names of the seasons (spring, summer, autumn (fall), winter) are not capitalized.

Annex

WORDS FREQUENTLY FOUND IN UNITED NATIONS DOCUMENTS, SHOWING
USE OF INITIAL CAPITAL LETTERS OR LOWER-CASE LETTERS IN
UNITED NATIONS PRACTICE

Note. Where indicated by an asterisk, the words shown in this list as requiring initial capital letters are capitalized both in their singular and in their plural forms.

Act, of a legislative body

when citing the title of a specific act

administering Member, administering Power, of a Non-Self-Governing Territory

BUT Administering Authority* of a Trust Territory

Administration

in specific references, when used in the sense of "Government"

BUT report on the administration of the Trust Territories under United Kingdom administration

administrative instruction

advisory opinion (of the International Court of Justice)

agenda, agenda item, agenda item 24

annex, an annex, annex III, the annexes to the report, an annex fascicle

BUT Annex when referring to the Annex to the Covenant of the League of Nations or the Annex to the Rules of Court of the Permanent Court of International Justice

Annexes

when referring to a series of the Official Records of organs of the United Nations where the word Annexes forms part of the title

appendix, an appendix, appendix IV, the appendices

approximate map reference (BUT AMR as abbreviation)

Arabic language and type

arabic numerals

armistice demarcation line

article, an article, article 3

BUT Article when making a general or a specific reference to an Article of the Charter of the United Nations, the Statute and Rules of Court of the International Court of Justice, the Covenant of the League of Nations, or the Statute and Rules of Court of the Permanent Court of International Justice

assistant secretaries-general

associate member (of a regional commission)

autumn

background paper

in general or specific references

bill (before a legislative body)

building (in general references)

BUT Building in specific references, e.g. General Assembly Building, Secretariat Building, Headquarters Building

celestial bodies

central Africa

BUT in ECA terminology, Central Africa, Central African, to denote the subregion

Chair

Chairman

in specific references, otherwise lower case, e.g. the Chairman of the Second Committee, ... to establish a drafting committee whose chairman would report ..., the chairmen of the Main Committees of the General Assembly

chapter, chapter II

BUT Chapter when making a general or a specific reference to a Chapter of the Charter of the United Nations, the Statute of the International Court of Justice or the Statute of the Permanent Court of International Justice

Chargé d'affaires

in specific references, e.g. the Chargé d'affaires of the Permanent Mission of Portugal

Chief Justice

in the singular, in specific references only

civil service

BUT Her Majesty's Overseas Civil Service, International Civil Service

cold war

Coloured (noun or adjective)

Commander, Force Commander (in references to UNFICYP, for example)

commission(s), e.g. regional commission

BUT Commission when using it as a short title

committee(s)

BUT Committee when using it as a short title

Note exception, the Main Committees of the General Assembly.
BUT the committees of the General Assembly when making a general reference to all the committees of the General Assembly, including both Main Committees and others

communism

Communist*

when referring to a political party or members thereof, otherwise lower case, e.g. communist ideology

Conference

when using it as a short title

conference room

in general references, e.g. conference room paper

BUT Conference Room in specific references, e.g. Conference Room 4

constitution

a written constitution, the constitutions of many States

BUT Constitution in a specific reference to the Constitution of a State, a specialized agency etc., e.g. article 28 of the Constitution of the Republic of Indonesia, ... as provided in the Constitution of the World Health Organization

consultant

continent, e.g. the continent of Africa

continental shelf

Contracting Party*

in the text of treaties, conventions etc., otherwise lower case

Note. The "Contracting Parties to the General Agreement on Tariffs and Trade (GATT)" stands for the main decision-making body of GATT; in that sense Contracting Parties should be capitalized. The contracting parties to GATT (with lower-case initials) are the individual signatory States.

control centre, the Kantara control centre

Convention

in citing the title of a specific instrument; otherwise lower case

Council

when using it as a short title, as noun or adjective, e.g. Council resolution 1979/81

Dag Hammarskjöld Library (Library Building)

decade

BUT see under "First" and "Second" below

Declaration

when citing the title of a specific declaration made at the government or international agency level

Decree

when citing the title of a specific decree

delegation, a delegation, the delegation

demarcation line

demilitarized zone (BUT DMZ as abbreviation)

department

in general references, e.g. one of the three departments of the Secretariat dealing with the question; the government department concerned

BUT Department in specific references, e.g. the Department of International Economic and Social Affairs, the Department of Defense of the United States Government

DPL in phrases such as DPL car (a car with a diplomatic licence plate)

DMZ BUT demilitarized zone

document

in general or specific references

draft

earth

in general references

BUT Earth, in references to the planet, in, for example, texts relating to outer space e.g. artificial Earth satellites

east, eastern (geographical)

East, Eastern (political) e.g. East-West dialogue

BUT in ECA terminology, East Africa, East African, to denote the subregion

executing agency (of the United Nations Development Programme)

executive heads, of the specialized agencies

executive secretaries of the regional commissions

BUT Executive Secretary of ECE, ESCAP etc.

exhibit, exhibit A

Expanded Programme of Technical Assistance

when referring specifically to the former programme of that name, which was incorporated in the United Nations Development Programme on 1 January 1966 as the Technical Assistance component

expert, a group of experts

BUT the Group of Experts, when referring to a specific group

extension, telephone extension

BUT Extension (or Ext.) in a heading to a list

fall (season)

fascism

Fascist*

Financial Regulations of the United Nations

BUT financial regulation 3.5

Financial Rules

BUT financial rule 113.3

First United Nations Development Decade

First World War

NOT World War I

foreword

forward defended localities

funds-in-trust

generalized system of preferences

General Service, category of the staff of the United Nations

Government*

whether making a general or a specific reference to a Government representing a State (noun only), e.g. the Government of Indonesia, that Government, the Government concerned, the metropolitan Government, any Governments wishing to participate

BUT local or municipal government, a government department, post, school etc., a system of government, a change of government, government-owned, government agency

great Power*

gross domestic product

gross national product

Group when referring to a recognized regional group such as the African Group

Hall when referring to the General Assembly Hall
the General Assembly Hall, in this Hall

head of a delegation or Government
in general or specific references

headquarters, headquarters of ECLA, the Commission headquarters building at Santiago

BUT Headquarters of the United Nations, the Headquarters Building (when referring specifically to the United Nations building in New York)

hemisphere (northern, southern, eastern, western)

High Contracting Party*

in the text of treaties, conventions etc.

information centres

information circular

in general or specific references

international civil service, international civil servant

International Covenants on Human Rights

when used as a collective title for the International Covenant on Civil and Political Rights and the International Covenant on Economic, Social and Cultural Rights

International Trusteeship System

interregional adviser

in general or specific references

introduction, e.g. In the introduction to his report, he stated that ...

introductory note

iron curtain

island

in general or specific references, e.g. the island of Cyprus, except when part of a proper name, e.g. the Cayman Islands

item as in agenda item

Judge

when used with the name of a specific person, otherwise lower case, e.g. Judge Brown, the judge ruled that ...

Judge of the International Court of Justice*

language proficiency examination

language training programme

Law

in citing the title of a specific legislative instrument

BUT law in all other cases, including all references to the profession

liaison officer

Main Committees, of the General Assembly

BUT a committee of the General Assembly (when not a Main Committee)

mandate except when referring specifically to a League of Nations
Mandate e.g.:

Mandatory Power
revocation of the Mandate
to extend the mandate of the Sub-Committee
in carrying out his mandate, the Special Representative

Mandates System, a "C" Mandate, the former Mandated Territory of South
West Africa

Meeting when used as a short title for an established entity
particularly identified

Member*

in general or specific references to a State Member of the
United Nations, a Member of the League of Nations; note, also,
a State not a Member of the United Nations

BUT member when referring to an individual, member of a committee;
when referring to a State member of a United Nations organ
(e.g. members of the General Assembly) or to a member of a
specialized agency or any other organization; note, also, a
non-member State

Note. "... States Members of the United Nations or members of
agencies in the United Nations system"

military observer

Minister, Ministry

in specific references

Mission

in a specific reference to a permanent mission to the United
Nations or to a visiting mission (see below)

moon in general references

BUT Moon in references to the celestial body in the context of
outer space

Nazi*

nazism

neo-Nazi*

new international economic order

non-governmental organization

non-self-governing peoples

Non-Self-Governing Territories
in general or specific references

No.

when followed by a number and used as an abbreviation for
number, as in Supplement No. 2

Note the plural form, Nos. (numbers)

north, northern, north-east, north-eastern, north-west, north-western
(geographical)

BUT North-South dialogue

north Africa, northern Africa

BUT in ECA terminology, North Africa, North African, to denote the
subregion

north temperate zone

northern hemisphere

observation post

BUT OP, as abbreviation in phrases such as east-north-east of OP

observer

in general and specific references, e.g. the United Nations
military observer in ...

BUT Observer in references to a person appointed to attend a
meeting without the right to vote

office

except in official titles, e.g. Office of Legal Affairs of the United Nations Secretariat, Office of the United Nations High Commissioner for Refugees

Official Records

when referring to the series of Official Records of organs of the United Nations

officers, of an organ

ombudsman

Order

when citing the title of a specific instrument

Organization

when referring specifically to the United Nations

Pact

when citing the title of a specific instrument

Parliament

when making a specific reference to a legislative body that is actually called "Parliament"; otherwise lower case

part

in general references, e.g. as stated in part one of the report

BUT Part One as a heading

participating and executing agency (of UNDP)

party

in general or specific references, e.g. the States parties to the treaty

BUT Party* when using it in a formal text such as the text of a treaty, e.g. the [High] Contracting Parties, the Parties to the present Convention, and when referring to a specific political party, e.g. the Labour Party, the Communist Party

permanent member of the Security Council

Permanent Mission

in a specific reference to a permanent mission to the United Nations

Permanent Observer

Permanent Representative

in a specific reference to a permanent representative to the United Nations, in headings, formal texts, signatures and lists of delegations

personal representative (of the Secretary-General), in general references

plan five-year plan

pledging conference

except in an official title, e.g. Fourth Pledging Conference for the World Food Programme

plenary in general and specific references

BUT Plenary Meetings in references to the body of documents in Official Records

population programme officers

Power*

in a general or specific reference to a State, e.g. a great Power; also, when used adjectivally in that sense, e.g. a three-Power agreement

preamble

BUT Preamble in a general or specific reference to the Preamble to the Charter of the United Nations, the Covenant of the League of Nations, the Rules of Court of the International Court of Justice or the Rules of Court of the Permanent Court of International Justice

preface

President, of the General Assembly, of a United Nations council, of a State or of a recognized international or national body

press

in all cases

Professional, category of the staff of the United Nations
programme

in general references

BUT Programme in references to a separately constituted body, e.g.
the United Nations Development Programme

Protectorate

in specific references; otherwise lower case

Protocol

when citing the title of a specific instrument

public service

purposes and principles, of the Charter

question, the question of Namibia

rapporteur

BUT Rapporteur when referring to a specific rapporteur of a United
Nations body

region, except when part of the title of an administrative division of
a State

regional adviser

in general or specific references

regional commission

Registrar, of the International Court of Justice, of the Permanent
Court of International Justice

regular programme of technical co-operation (United Nations)

regulation, regulation 2.1 (of the Staff Regulations etc.)

report (first, second, annual, interim etc.)

in general or specific references

representative, a representative, the representative of France,
the personal representative of the Secretary-General, the
senior ... representative; see also Permanent Representative

BUT Special Representative of the Secretary-General (as a title)
Permanent Representative of Algeria

research and development

resident co-ordinator

resident representative, of the United Nations Development Programme,
e.g. the resident representatives have the responsibility ...,
... to the resident representative in the country or region
concerned

BUT capitalize in a specific reference, e.g. the Resident
Representative of UNDP in Turkey; Mr. ..., Resident
Representative of UNDP in Lebanon

resolution

in general or specific references

roman numerals, roman type

room in general or specific references, e.g. room 1502

round-table (used only as an adjective)

rule, rule 104.5 (of the Staff Rules etc.)

Rules of Court

in general or specific references to the Rules of Court of the
International Court of Justice or the Permanent Court of
International Justice

rules of procedure

in general or specific references, e.g. the rules of procedure
of the General Assembly

Sahelian

sub-Sahelian

Second United Nations Development Decade

Second World War

NOT World War II

Secretariat

in general or specific references to the Secretariat of the United Nations or the Secretariat of the League of Nations

BUT secretariat in all other cases, e.g. secretariat of the Military Staff Committee, secretariat of a specialized agency or other organization

secretary

in general references

BUT Secretary in a specific reference, e.g. the Secretary of the Second Committee

section

in general or specific references, e.g. section 3 of the budget, except in the official title of a Secretariat unit or in references to a Section of the Rules of Court of the International Court of Justice or of the Permanent Court of International Justice

seminar

in general references

BUT Seminar, for a specific seminar with an established title session, e.g. the thirty-seventh session of the General Assembly

socialism

Socialist*

when referring to a specific political party or to a member thereof, otherwise lower case, e.g. a socialist form of government

south, southern, south-east, south-eastern, south-west, south-western (geographical)

BUT South-East Asia

south temperate zone

southern Africa (geographical); South Africa, the Member State

southern hemisphere

special drawing rights

BUT SDRs

Special Rapporteur (s)

in specific references only

Special Representative (s)

in specific references only

specialized agency

in general or specific references

spring (season)

staff

in general or specific references, e.g. members of the staff
of the United Nations

Staff Regulations, of the United Nations (as title of the publication)

BUT staff regulation 4.5

Staff Rules, of the United Nations

BUT staff rule 312.6

State

whether making a general or a specific reference to a country
or when referring to a specific state in a federation, e.g.
the State of New York

Statute

when making a specific reference to the Statute of the
International Court of Justice or the Permanent Court of
International Justice; otherwise lower case, e.g. the statute
of the International Atomic Energy Agency

sub-commission (s)

BUT Sub-Commission when using it as a short title

sub-committee (s)

BUT Sub-Committee when used as a short title

summary record (s)

summer

summit conference

super-Power

Supplement

in a specific reference to a Supplement to the Official Records of a United Nations organ, otherwise lower case

table

in general or specific references

Technical Assistance component (of UNDP)

terminology bulletin

in general or specific references

BUT Terminology Bulletin No. 314 (as title of document)

Territory

in a general or specific reference to a Non-Self-Governing Territory or a Trust Territory

The Hague

third world

Treaty

in citing the title of a specific instrument; otherwise lower case

trust funds

Trust Territory

in general or specific references

trusteeship, under trusteeship

Trusteeship Agreement

in specific references

Trusteeship System

under-secretaries-general

United Nations information centres

Universal Declaration of Human Rights

verbatim record(s)

Vice-Chairman

in specific references, otherwise lower case (cf. Chairman)

Vice-President

of the General Assembly, of a United Nations council, of a State or of a recognized international or national body

visiting mission

in general references

BUT Visiting Mission when referring to a specific mission, as in United Nations Visiting Mission to the Trust Territories of Nauru and New Guinea, 1978; short title: the 1978 Visiting Mission

volume

in general or specific references

war, during the world wars, the cold war, the threat of a third world war

BUT the First, Second World War

west, western (geographical), Western (political or economic), e.g. the Western Powers, the market economy of Western Europe

BUT, in ECA terminology, West Africa, West African, to denote the subregion

White Paper

winter

working group

in general references

BUT Working Group, when referring to a specific group with an established title

working paper

in general or specific references, e.g. working paper No. 6

zionism

Zionist

ARTICLE F 3. USE OF ITALICS

Italics (or underlining in texts that are not set in type) are used for the following:

- (a) Non-English words other than those that are generally considered to have been adopted into the language (for exceptions, see article F 1, chapter VI);
- (b) The titles of books, periodicals, newspapers, films, plays and television programmes;
- (c) The names of vessels and aeroplanes (but not the names and numbers of types of aircraft such as Boeing 707 or Hercules carriers);
- (d) Certain mathematical indications;
- (e) The titles of laws, decrees and the like in foreign languages.

Italics are not used for the following:

- (a) Non-English names of organizations, institutions, firms, ministries and the like;
- (b) Emphasis;
- (c) The titles of books in bibliographies and book lists (other than reference lists);
- (d) The names of radio programmes (which are given in quotation marks).

In certain documents reproduced by offset from fair-typed copy, in particular supplements to the Official Records, the underlining may be omitted for aesthetic reasons. When the form of reproduction is not known at the time of preparation of a manuscript, the author and editor should include underlining where it is appropriate.

For the rules governing the special use of italics in resolutions, see article D 10, chapter IV, section F, above.

ARTICLE F 4. USAGE

Authors and editors should be guided in their choice and use of words by the directives on style given in Fowler's Dictionary of Modern English Usage 1/ and should bear in mind the special need for discretion, good taste and simplicity in United Nation texts.

Certain words and forms, though given in the Concise Oxford Dictionary, are inappropriate in United Nations documents, which are prepared for a multicultural readership. Words marked with an asterisk (*) or parallels (||), denoting geographical restrictions, should not be used in United Nations documents, e.g. "through" in phrases such as "January through June", meaning "from January to June inclusive"; and "in back of", meaning "behind". The form "in light of" (for "in the light of") should not be used.

Words designated colloquial, e.g. "liaise", should not be used.

As Fowler points out under "Feminine designations" (q.v.), occupational and agent nouns and titles such as "ambassador" are of common gender and are used to designate men or women. The generic word "chairman" should be used in United Nations documents and publications to designate a presiding officer in bodies other than the principal organs and major conferences, in which the term "president" is used. The form "chairperson" should not be used. The form "chairwoman" should not be used to designate a woman presiding officer since its use would, by extension and implication, give rise to the erroneous impression that the word "chairman" referred only to a man and might thereby lead to the false conclusion that it excluded women.

Care should be taken not to use words and terms that do not have an equivalent in other languages and therefore pose a problem for translators and interpreters. The form "Ms." should be used in English texts only if the person concerned has specifically requested that form of address or if the marital status is not known. In French, use "Mme", in Spanish "Sra."

1/ H. W. Fowler, A Dictionary of Modern English Usage, rev. and ed. by Sir Ernest Gowers, 2nd ed., 11th printing (Oxford, Oxford University Press, 1979).

The word "agenda" (neuter plural of the gerundive of the Latin agere, "do"), though a plural form, is treated as a singular noun and used with a verb in the singular. The same form ("agenda", not "agendas") is used with a plural verb to denote two or more lists of agenda items. The words "input" and "output" are acceptable, but the forms "inputs" and "outputs" should be avoided except with regard to computers.

As the designations of the seasons (summer, autumn (fall), winter, spring) relate to different times of the year in the northern and southern hemispheres, they should not be used in reference to the time of a meeting. A phrase such as "a meeting to be held in the spring" is ambiguous.

ARTICLE F 5. USE OF INDIRECT SPEECH

CONTENTS

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The use of indirect speech is required in many United Nations documents including summary records and reports. The rules that follow apply to English texts only.

I. GENERAL RULE

When converting direct, or quoted, speech to indirect, or reported, speech, it is necessary to add a principal clause containing a verb of saying, thinking, reporting etc. which, though it should not be repeated at the beginning of every sentence, governs the tenses of the verbs of the original statement. The change from direct to indirect speech requires changes of verb tenses, pronouns and possessive adjectives, some adverbs and adverbial phrases and some other words.

II. VERBS

Verbs that are in the present tense in direct speech should be in the past tense in indirect speech; those in the continuous present should be in the continuous past.

EXAMPLES:

Fifteen States are represented in the working group.
He said that 15 States were represented in the working group.

The figures show that the price is dropping gradually.
The figures showed that the price was dropping gradually.

In summaries of speeches, reports, studies and the like, even though the statement constituting the "that" clause may still be valid at the time of reporting, the verb is changed from the present to the past tense, since it depends on the verb in the main clause, which, whether stated or understood, is in the past tense.

EXAMPLES:

He said that his delegation was strongly opposed to the plan.
He said his delegation could not support the draft resolution. It was strongly opposed to the plan.

Verbs in tenses of the past should be changed to the pluperfect; those in the continuous past to the continuous pluperfect.

EXAMPLES:

In all the countries studied, imports grew faster than exports in that period.

It was stated that in all the countries studied, imports had grown faster than exports in that period.

The Commission has followed the question with intense interest.

She stated that the Commission had followed the question with intense interest.

The Commission has been following the question with interest.

She stated that the Commission had been following the question with interest.

Verbs in the future tense (shall, will) should be changed to the secondary future, or future in the past (should, would); those in the continuous future to the continuous secondary future.

EXAMPLES:

They will go forward in peace and progress.

He said that they would go forward in peace and progress.

Verbs expressing a wish should be changed to the secondary future or the infinitive:

EXAMPLES:

Would that all States would heed the warning!

He expressed the wish that all States might heed the warning.

* * *

May I urge all delegations to come to the meeting on time.

He exhorted all delegations to come to the meeting on time.

* * *

Verbs in the future perfect should be changed to the secondary future perfect, or future perfect of the past (should have, would have), those in the continuous future to the continuous secondary future perfect (should have been, would have been).

EXAMPLES:

The cost will be increasing annually.

She stated that the cost would be increasing annually.

By 1985 the number will have doubled.

He said that by 1985 the number would have doubled.

By 1995 the project will have been operating for 20 years.

By 1995 the project would have been operating for 20 years.

Verbs in the conditional may have to be changed to the conditional perfect depending on the sense.

EXAMPLES:

Direct: If the necessary funding were available, the programme would be put into operation.

Indirect: He said that if the necessary funding were available, the programme would be put into operation.
 He said that if the necessary funding had been available, the programme would have been put into operation.

As the modal auxiliary "must" does not, strictly speaking, have a form in the past tense, the form "must" may be used in reported speech. The alternative "had to" tends to make the text cumbersome and may be either weaker or stronger than "must", according to the context.

EXAMPLE:

The report must be issued before the opening of the session.
He said that the report must be issued before the opening of the session.

The present subjunctive is not only archaic in English, except in a few stereotyped phrases, but is grammatically incorrect in indirect speech; however cumbersome the result, the word "should" must always be included in such sentences as "He suggested that the Committee should adopt the text."

The infinitive form may conveniently be used in some cases to avoid an awkward construction in indirect speech.

EXAMPLES:

I declare that it is a fraud.
He declared it to be a fraud. (instead of: He declared that it was a fraud.)

It is reported that the situation is grave.
He stated that the situation was reported to be grave.
(instead of: He stated that it was reported that the situation was grave.)

The rules governing the sequence of tenses apply also to clauses that depend on gerunds and on present and past participles.

EXAMPLE:

Having indicated that he himself would not be able to serve on the Committee, he proposed ...

III. PRONOUNS AND POSSESSIVE ADJECTIVES

The changes required in personal pronouns and possessive adjectives are as follows:

<u>Direct speech</u>	<u>Indirect speech</u>
I	he, she
me	him, her
my	his, her, the
mine	his, hers
we	they
us	them
our	their, the
ours	theirs
you	they, them
your	their, the
yours	theirs

IV. ADVERBS, ADVERBIAL PHRASES AND ADJECTIVES

Some adverbs, adverbial phrases and adjectives denoting time and place may have to be changed, as shown below:

<u>Direct speech</u>	<u>Indirect speech</u>
here	there
now	{ then, at that time, at the time, currently
at the present time)	
present	current, existing
today	that day, at that time
yesterday	the day before, the previous day
tomorrow	the day after, the next day
ago	before, earlier

V. USE OF "THIS" AND "THESE"

In converting direct speech to indirect speech, the words "this" and "these" should normally be changed to "that" and "those" respectively. The strict application of this rule, however, may give rise to ambiguity or awkwardness and some other solution may be preferable, particularly in reported statements. For instance, in the adjectival use, "this" and "these" may often be rendered by "the".

EXAMPLES:

One of the principal features of this report is to indicate the extent of the effort required.

One of the principal features of the report was to indicate the extent of the effort required. [if the report in question has been identified and it is clear from the context that it is the one referred to]

VI. INTERROGATIVE SENTENCES

The above rules also apply to the conversion of interrogative sentences from direct to indirect speech. In addition, a change in the order of the words, from an interrogative to a statement construction, may be required. The choice of form will depend on the type of statement being converted - that is, whether the personal element has to be retained, as in a summary of a statement.

EXAMPLES:

Why should we not include the question in the agenda?

He asked why they should not include the question in the agenda.

He asked why the question should not be included in the agenda.

What can be done to alleviate this condition?

He wondered what could be done to alleviate that condition.

What does this type of development cost?

She inquired what that type of development cost.

Is this kind of aggression to be allowed?

He asked whether that kind of aggression was to be allowed.

The question was whether that kind of aggression was to be allowed.

VII. DIFFERING STYLES IN REPORTS

A mixture of styles in the account of the proceedings of an organ is undesirable and should be avoided if possible. However, though it is normally preferable in a report of an organ to present the conclusions and recommendations in a separate section for ease of reference, the account of the proceedings on a particular subject (indirect - past tense) may sometimes be followed by the conclusion or recommendation of the organ on that subject (direct - present tense). In such cases, a visual distinction should be made between the two kinds of reporting, by the use of a subheading or of indention, italics or some other typographical device. There may be a temptation to change from the past tense to the present for statements such as "Income in 1981 is expected to approach \$20 million". However, that sentence probably represents information that was put before the organ in question by its secretariat and, as explained in chapter II above, should follow the style of the preceding text and read, "Income in 1981 was expected to approach \$20 million."

ARTICLE F 6. IDENTIFICATION OF PARAGRAPHS AND SUBPARAGRAPHS

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I. FRONT MATTER

Paragraphs in the front or preliminary matter of a text should not normally be numbered or otherwise identified.

II. MAIN BODY OF TEXT

In the introduction and in the main body of reports and in such documents as memoranda, notes by the Secretary-General and aide-mémoire, the paragraphs should normally be numbered consecutively throughout with arabic numerals, each numeral being followed by a full stop. The paragraphs should not, however, be numbered in statements, letters and messages or in quotations unless they are numbered in the original text.

In United Nations publications, the paragraphs should be numbered only if the numbers would serve a useful purpose.

In documents issued with a mast-head and in all final summary and verbatim records, the number should be flush with the left margin. In printed documents other than summary and verbatim records and documents printed in annex fascicles, paragraph numbers should be indented one em space.

Exceptions to the directions given above include (a) reports which, for compelling reasons, have not had numbered paragraphs in the past, and (b) other recurrent publications in which paragraph numbering has been dispensed with upon agreement between the editorial services and the submitting departments, for reasons peculiar to each publication.

A. Indentation of paragraphs

With the exceptions noted below, the first line of all paragraphs, whether numbered or not, should be indented five spaces in typescript. All subsequent subparagraphs are indicated by successive indentions of five spaces each. In summary and verbatim records, the first line of each new statement by a new speaker should be indented 10 spaces.

B. Subparagraphs ^{1/}

Subparagraphs should be identified in the following way:

First degree: (a), (b), (c) etc. (French and Spanish: a), b), c) etc.)

Second degree: (i), (ii), (iii) etc. (French and Spanish: i), ii), iii) etc.)

Third degree: a., b., c. etc.

Fourth degree: i., ii., iii. etc.

The use of hyphens or bullets to mark subparagraphs should be avoided.

The correct form is shown in the following example:

She emphasized that steps had already been taken:

(a) To mobilize the resources of the local population, including youth;

(b) To set up a co-ordinating committee;

(c) To organize co-operatives;

(d) To bring the matter to the attention of the local authorities.

^{1/} Whether they are used to identify subsections or subparagraphs, the indications (a), (b) etc. and a., b. etc. should not be underlined in a text that is to be reproduced from typescript. In a text that is being prepared for printing, however, they should be underlined.

When a subparagraph depends on an introductory phrase, all but the last subparagraph should be followed by a semi-colon even if there is a full stop in the middle of the subparagraph. The final subparagraph should be followed by a full stop unless the sentence returns to the margin and continues after the last subparagraph.

EXAMPLE:

Governments should adopt the necessary measures:

(a) To provide formal and non-formal training and retraining to equip unemployed women with marketable skills. Such training should include personal vocational development programmes;

(b) To guarantee unemployed women social security benefits, adequate accommodation and medical services on the basis of individual need.

It should be noted that no punctuation should follow items in a list. The correct form is shown below.

EXAMPLE:

The Government provided the following machinery:

Power drill
Rotary lathe
etc.

The spacing of subparagraphs and further subparagraphs is shown in the following example:

The General Assembly had authorized the Secretary-General to enter into commitments in the biennium 1980-1981 to meet unforeseen and extraordinary expenses arising either during or subsequent to that biennium, provided that the concurrence of the Advisory Committee should not be necessary for:

(a) Such commitments, not exceeding a total of \$US 2 million in any one year of the biennium 1980-1981, as the Secretary-General certified related to the maintenance of peace and security;

(b) Such commitments as the President of the International Court of Justice certified related to expenses occasioned by:

(i) The holding of sessions of ad hoc judges (Statute of the Court, Article 31), not exceeding a total of \$100,000;

(ii) The appointment of assessors (Statute, Article 30), or the calling of witnesses and the appointment of experts (Statute, Article 50), not exceeding a total of \$50,000;

- (iii) The holding of sessions of the Court away from The Hague (Statute, Article 22), not exceeding a total of \$150,000;
- (iv) The maintenance in office of judges who had not been re-elected (Statute, Article 13, paragraph 3), not exceeding a total of \$75,000 in 1980;
- (v) The payment of pensions and travel and removal expenses of retiring judges, and travel and removal expenses of new members of the Court.

In a document in which information is given country by country, for example in replies of Governments to a questionnaire, the paragraphs need not be numbered as each section is self-contained and there is no continuity in the text from country to country. Moreover, texts could be easily identified, for reference purposes, by the alphabetical order.

The order of countries would not normally, in such cases, be the same in all language versions.

C. References to paragraphs and subparagraphs

In references and cross-references to paragraphs, the forms indicated in the following examples should be observed:

EXAMPLES:

English: ... shown in paragraph ... below ...

(See paragraph 3 (a) above.) (NOT subparagraph 3 (a))

French: (Voir l'alinéa du paragraphe 3 ci-dessus.)

Spanish: (Véase el apartado a) del párrafo 3 supra.)

Where special emphasis must be placed on a subparagraph, the following form is acceptable:

English: ... in subparagraph (a) of paragraph 3 ...

French: ... á l'alinéa a du paragraphe 3 ...

Spanish: ... en el apartado a) del párrafo 3 ...

III. END MATTER

The paragraphs of each annex or appendix attached to a text should, where appropriate, be numbered consecutively with arabic numerals, each number being followed by a full stop. The paragraphs of each annex or appendix should normally be numbered in a new series beginning with 1.

ARTICLE F 7. QUOTATIONS

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I. GENERAL OBSERVATION

All quoted matter should be checked with the utmost care.

II. INDENTION

A quotation that would run to more than three lines in typescript or print or a quotation constituting a full paragraph should normally be indented (see example 1 below). This rule also applies when the quotation covers a full page or more. A quotation that would run to less than three lines may run on in the text. Where a quoted passage is part of a sentence, it may, at the discretion of the author and editor, run on, regardless of its length (see example 2 below).

EXAMPLES:

Example 1:

Speaking of the United Nations Water Conference held at Mar del Plata in March 1977, they said:

"This Conference was a milestone in the mobilization of international opinion on the institutional, technical and financial problems confronting mankind in the rational development and utilization of water resources."

Example 2:

They considered the United Nations Water Conference held at Mar del Plata in March 1977 to be "a milestone in the mobilization of international opinion on the institutional, technical and financial problems confronting mankind in the rational development and utilization of water resources", and urged therefore that the Action Plan be given the attention it deserved.

III. CAPITALIZATION IN QUOTATIONS

The capitalization used within a quotation should be governed by the context. In a quotation such as the following:

The rule states: "Subject to paragraph 1 of article 8 ...", the word "Subject" should be written with an initial capital since it is set off as a separate sentence.

On the other hand, in a quotation such as the following:

The rule states that "subject to paragraph 1 of article 8, ..."
the word "subject" should begin with a lower-case letter since the quotation is grammatically part of the sentence in which it is enclosed.

IV. OMISSION OF PARTS OF A QUOTED TEXT

When it is desired to show that a word or a few words have been omitted from a quoted text, three points (points of ellipsis) should be used to mark the omission. At the end of a complete sentence, a full stop should not be added after the three points of ellipsis. Where the sense calls for an interrogation mark or an exclamation mark, these should however be added after the three points of ellipsis and should be separated from them by a space.

When points of ellipsis are used to indicate an omission after a complete sentence, the sentence should close with the normal punctuation, usually a full stop. A space should be left before the three points of ellipsis indicating the omission.

At the beginning of a quotation it is not necessary to put three points unless it is desired, for some reason, to emphasize that the first part of the text is omitted.

Three points may be used to mark the omission of one or more paragraphs. The points should be indented the same number of spaces as other paragraphs. When, however, it is desired to show the number of paragraphs or subparagraphs that have been omitted, this may be done by using three dots, indented as indicated above, for each paragraph omitted.

V. PUNCTUATION

When a quotation consists of more than one paragraph or subparagraph, quotation marks may be used before each paragraph or subparagraph (or before the points indicating an omitted paragraph) and at the end; alternatively, quotation marks may be placed only at the beginning and the end of the quotation. Whichever style is used, it should be followed consistently throughout the document. It is preferable to repeat the opening quotation marks before each paragraph or subparagraph if it is desired to emphasize that the passage is a quotation or if the quotation covers more than one page.

In English, single quotation marks (' ') should be used to enclose quotations within quotations, and again double quotation marks for quotations within quotations within quotations.

EXAMPLES:

Example 1:

He quoted the following statement from an article in a recent issue of the Bulletin on Narcotics:

"In response to the question, 'Do the drugs impair academic work?', the two groups were found to be more or less evenly distributed. The students also responded to the statement: 'Disciplinary action should be taken by the college authorities on drug users.'"

Example 2:

He reminded the Committee of the terms of the International Convention against the Taking of Hostages adopted by the General Assembly in 1979 (resolution 34/146, annex):

"The States Parties to this Convention,

"...

"Have agreed as follows:

"Article 1

"1. Any person who seizes or detains and threatens to kill, to injure or to continue to detain another person (hereinafter referred to as the 'hostage') in order to compel a third party ... to do or abstain from doing any act as an explicit or implicit condition for the release of the hostage commits the offence of taking hostages ('hostage-taking') within the meaning of this Convention.

"2. Any person who:

"(a) Attempts to commit an act of hostage-taking, or

"(b) Participates as an accomplice of anyone who commits or attempts to commit an act of hostage-taking likewise commits an offence for the purposes of this Convention.

"...

"Article 14

"Nothing in this Convention shall be construed as justifying the violation of the territorial integrity or political independence of a State in contravention of the Charter of the United Nations.

"... "

ARTICLE F 8. ABBREVIATIONS, ACRONYMS AND SYMBOLS

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As United Nations texts are addressed to an international readership, special care should be taken, in the use of abbreviations, to ensure that their meaning shall be clearly understood. A list of the principal abbreviations officially recognized for use in United Nations documents is given in the annex to the present article. These and other abbreviations and acronyms that may be used in United Nations texts, subject to the rules set forth below, are given in Arabic, Chinese, English, French, Russian and Spanish, in a terminology bulletin entitled "Acronyms and abbreviations covering the United Nations system and other international organizations" (ST/CS/SER.F.311/Rev.1) and corrigenda.

I. RESTRICTIONS ON THE USE OF ABBREVIATIONS

Abbreviations should not be used for words or titles that occur only once or twice in a text.

"United Nations" should not be abbreviated in English. The form "ONU" is acceptable in French in certain texts.

The following titles should not be abbreviated in running text:

Economic and Social Council
General Assembly
Secretary-General
Security Council
United Nations Office at Geneva

though short titles may be used where appropriate (see chapters II and IV below).

II. SHORT TITLES

If a title occurs many times in a document, a short form may be used. The full title should be given the first time it appears and repeated only where necessary for clarity - for example, the first time it is used in a chapter in a document that may be read piecemeal. Thereafter, a short title may be used unless there is a risk of ambiguity. This method should be used, in particular, for titles for which no official abbreviation is given in the annex to the present article. Examples of short titles are: the Assembly, the Council, the Commission, the Committee, the Special Committee.

A reference such as "Working Group of Five" or "Committee of 12" should not normally be used unless it is the official title of the body concerned.

Short forms or abbreviations may be used in some circumstances for the names of certain Member States. They should not be used at the first reference, in document titles, or in a listing of sponsors of proposals. The latest issue of the terminology bulletin on the names of Member States (in the series ST/CS/SER.F/-) is the authority on the subject and should always be followed. (See also the following paragraph.)

The following are examples of some of the acceptable forms:

<u>Full name</u>	<u>Short name</u>
Byelorussian Soviet Socialist Republic	Byelorussian SSR
Ukrainian Soviet Socialist Republic	Ukrainian SSR
Union of Soviet Socialist Republics	USSR, Soviet Union
United Kingdom of Great Britain and Northern Ireland	United Kingdom
United States of America	United States

III. ACRONYMS AND OTHER ABBREVIATIONS MADE UP OF INITIAL LETTERS

In a document or publication in which many abbreviations are used, a list of abbreviations and the corresponding meanings should be given in an explanatory note in the front matter or in a separate list of abbreviations after the table of contents.

Whether or not a list of abbreviations is provided, a title that recurs should normally be written in full the first time it is mentioned and should be followed by the abbreviation between parentheses; thereafter the abbreviation alone should be used.

In certain cases, abbreviations may be used without explanation, even in the absence of a list of abbreviations: for example, in the case of (a) abbreviations appearing in working documents or technical papers that are commonly used in connection with the continuing work of the body for which they are intended; (b) references to specialized agencies and other organizations in the United Nations system appearing in documents in which they are frequently used. (See, however, chapter IV below.)

The titles of programmes, funds and the like that are not established as organizations should not be abbreviated.

Abbreviations made up of initial letters should not normally be used in resolutions. For the rules governing the use of abbreviations in resolutions, see article D 10, chapter IV, section H.

Abbreviations for United Nations bodies that are not listed in section A of the annex to this article should not normally be used, even with an explanation, except as provided elsewhere in the present article.

If it is desired to use an abbreviation for a newly established body, the abbreviation should be agreed upon with Editorial Control, in consultation with the substantive unit concerned. No abbreviation should be used for the name of a body that has not yet been established.

In United Nations style, no full stops should normally be used between or following the letters in abbreviations made up of initial letters, e.g. FAO, USSR. Exceptions include:

B.C. (before Christ)	B.A.)	degrees
A.D. (<u>anno Domini</u>)	D.D.S.)	
a.m. (<u>ante meridiem</u>)	c.i.f. (cost, insurance, freight)	
p.m. (<u>post meridiem</u>)	f.o.b. (free on board)	
K.G.)	titles and honours	
Q.C.)		

Acronyms should normally be used without the definite article, e.g.: The co-operation of WHO was sought. They should not be used with an apostrophe and an "s": UNESCO programmes, not UNESCO's programmes. Such abbreviations may be used even at the beginning of a sentence.

IV. SPECIALIZED ABBREVIATIONS

Specialized or regional abbreviations may be used by United Nations organs or bodies in their own documentation but should not be used without explanation in documents intended for other organs.

Acronyms and other abbreviations are sometimes used informally for the names of units of the Secretariat, committees and the like. They should not be used in official documents. They are acceptable and even unavoidable in non-official texts such as internal correspondence and informal notes. The following examples are representative:

non-governmental organizations	NGOs
intergovernmental organizations	IGOs
United Nations Office at Geneva	UNOG

Other such phrases and acronyms are shown with an asterisk in the list in the annex to this article.

Acceptable abbreviations for units of the Secretariat and Secretariat services, to be used only in internal correspondence and informal notes, are listed in the United Nations Telephone Directory, which is issued under the document symbol ST/OGS/SER.E/-.

Certain phrases that occur frequently in economic, social and political texts, both in United Nations documents and elsewhere, are sometimes replaced by acronyms. When written out in full, the words are normally given with lower-case initials; when the acronym is given, the initials are capitalized.

EXAMPLES:

generalized system of preferences	GSP
gross domestic product	GDP
gross national product	GNP
least developed countries	LDCs
research and development	R and D (the form "R & D should be avoided)
special drawing rights	SDRs (used only with figures)
transnational corporations	TNCs
urban data network	UDN

Such acronyms should be used sparingly in United Nations texts. They may however be used in texts in which the words recur constantly, particularly in texts prepared for a group of readers who may be expected to be familiar with them. In all cases, the acronyms should be explained, as indicated in chapter III above.

The following phrases commonly used in regard to disarmament may be replaced by acronyms in documents concerning disarmament; they should be written out in other contexts:

anti-ballistic missile	ABM
air-to-surface ballistic missile	ASBM
intercontinental ballistic missile	ICBM
International Nuclear Fuel Cycle Evaluation	INFCE
multiple independently targeted re-entry vehicle	MIRV
mutual and balanced force reduction	MBFR
mutual force reduction	MFR
Agency for the Prohibition of Nuclear Weapons in Latin America	OPANAL
Strategic Arms Limitation Talks	SALT
submarine-launched ballistic missile	SLBM

Abbreviations may be used in specialized texts for classification systems such as the following:

BEC	Classification by Broad Economic Categories
ICGS	International Standard Classification of all Goods and Services
ISIC	International Standard Industrial Classification of all economic activities
SITC	Standard International Trade Classification

V. SCIENTIFIC AND TECHNICAL ABBREVIATIONS

Scientific and technical abbreviations such as symbols of chemical elements and signs such as ° (degree) and % (per cent) may be used freely in scientific, economic and technical texts.

Lists of acronyms and abbreviations used in various disciplines, such as outer space research and technology, are available. Acronyms and abbreviations are also included in terminology bulletins on special topics.

VI. ABBREVIATIONS OF NAMES OF ORGANIZATIONS IN
THE UNITED NATIONS SYSTEM

The following is a list of specialized agencies and other organizations in the United Nations system. The specialized agencies are shown in the order in which they should normally be listed. The order is that of the dates on which they became affiliated with the United Nations. The list is not exhaustive.

English:

International Labour Organisation	ILO <u>1/</u>
Food and Agriculture Organization of the United Nations	FAO
United Nations Educational, Scientific and Cultural Organization	UNESCO
International Civil Aviation Organization	ICAO
World Health Organization	WHO
World Bank [International Bank for Reconstruction and Development]	[IBRD] <u>3/</u>
International Monetary Fund	IMF
Universal Postal Union	UPU
International Telecommunication Union	ITU
World Meteorological Organization	WMO
International Maritime Organization <u>3/</u>	IMO
World Intellectual Property Organization	WIPO
International Fund for Agricultural Development	IFAD
* * *	
International Atomic Energy Agency	IAEA
* * *	
General Agreement on Tariffs and Trade	GATT <u>4/</u>
Inter-Organization Board for Information Systems	IOB

1/ See below "Use of the abbreviation 'ILO'".

2/ See below "Use of the name 'World Bank'".

3/ Formerly Inter-Governmental Maritime Consultative Organization (French: Organisation intergouvernementale consultative de la navigation maritime (OMCI); Spanish: Organización Consultativa Marítima intergubernamental (OCMI)). Name and terms of reference changed as of 22 May 1982.

4/ See below, "Use of the abbreviation 'GATT'".

French:

Organisation internationale du travail	OIT 1/
Organisation des Nations Unies pour l'alimentation et l'agriculture	FAO
Organisation des Nations Unies pour l'éducation, la science et la culture	UNESCO
Organisation de l'aviation civile internationale	OACI
Organisation mondiale de la santé	OMS
Banque mondiale (Banque internationale pour la reconstruction et le développement) 2/	[BIRD]
Association internationale de développement	IDA
Société financière internationale	SFC
Fonds monétaire international	FMI
Union postale universelle	UPU
Union internationale des télécommunications	UIT
Organisation météorologique mondiale	OMM
Organisation maritime internationale 3/	OMI
Organisation mondiale de la propriété intellectuelle	OMPI
Fonds international de développement agricole	FIDA
* * *	
Agence internationale de l'énergie atomique	AIEA
* * *	
Accord général sur les tarifs douaniers et le commerce	GATT 4/
Bureau interorganisations pour les systèmes informatiques (et activités connexes)	IOB

Spanish:

Organización Internacional del Trabajo	OIT <u>1/</u>
Organización de las Naciones Unidas para la Agricultura y la Alimentación	FAO
Organización de las Naciones Unidas para la Educación, la Ciencia y la Cultura	UNESCO
Organización de Aviación Internacional	OACI
Organización Mundial de la Salud	OMS
Banco Mundial [Banco Internacional de Reconstrucción y Fomento] <u>2/</u>	[BIRF]
Asociación Internacional de Fomento	AIF
Corporación Financiera Internacional	CFI
Fondo Monetario Internacional	FMI
Unión Postal Universal	UPU
Unión Internacional de Telecomunicaciones	UIT
Organización Meteorológica Mundial	OMM
Organización Marítima Internacional <u>3/</u>	OMI
Organización Mundial de la Propiedad Intelectual	OMPI
Fondo Internacional de Desarrollo Agrícola	FIDA
* * *	
Organismo Internacional de Energía Atómica	OIEA
* * *	
Acuerdo General sobre Aranceles Aduaneros y Comercio	GATT <u>4/</u>
Junta Interinstitucional para Sistemas de Información (y Actividades Conexas)	JISIAC

Use of the abbreviation "ILO"

The abbreviation "ILO" should be used only for the International Labour Organisation, not for the International Labour Office. (In French, the abbreviation "BIT" is used for the Office, the French abbreviation for the International Labour Organisation being "OIT".)

Use of the name "World Bank"

Subject to the rules set forth below, the term "World Bank" (not World Bank Group) should be used in appropriate cases to identify:

- (1) The International Bank for Reconstruction and Development (IBRD)
- (2) The International Bank for Reconstruction and Development together with the International Development Association (IDA)

The term "World Bank" may be used on name plates in meetings, in attendance lists and in resolutions, documents, publications and correspondence when it is not necessary to distinguish between IBRD and IDA.

The term "World Bank" should be used in the Journal of the United Nations except where the formal designations exist in old titles of resolutions or documents mentioned in the Journal or in quotations.

The formal designations "International Bank for Reconstruction and Development" and "International Development Association" should be used in agreements and other legal documents and in places where confusion might arise from the use of the term "world Bank". They should be used also in lists of specialized agencies and other bodies related to the United Nations.

There is no abbreviation for the term "World Bank". The abbreviation "IBRD" should be used only in a context in which the full name "International Bank for Reconstruction and Development" is appropriate.

If reference is made to IDA alone, it may, where appropriate, be given as "International Development Association, an affiliate of the World Bank".

The International Finance Corporation (IFC) is not included in the designation "World Bank" and should be called by its full name or designated by the abbreviation "IFC", as appropriate, and should appear separately in a list of abbreviations.

If reference is made to the International Bank for Reconstruction and Development, the International Development Association and the International Finance Corporation together, it should be given in the form "The World Bank and the International Finance Corporation". In any case of doubt, the Office of Legal Affairs should be consulted.

Use of the abbreviation "GATT"

The abbreviation "GATT", which may be used to denote the Contracting Parties to the General Agreement on Tariffs and Trade, should not be used in references to the Agreement itself or to specific parts thereof.

EXAMPLE:

English

He considered that the arrangement would have to be kept under continuous scrutiny in GATT. Although article XXIV of the General Agreement referred to ...

French

Il estimait que cet arrangement devrait faire l'objet d'un examen continu dans le cadre du GATT. Bien que l'article XXIV de l'accord général mentionne ...

Spanish

Consideraba que este acuerdo requeriría un examen continuo en el marco del GATT. Si bien el artículo XXIV del Acuerdo General se refería ...

VII. USE OF ABBREVIATIONS IN REFERENCES

In references, in particular those introduced by "see" or "cf.", words such as "chapter", "section" and "paragraph" should be abbreviated only when they follow a document symbol or formal citation such as a reference to Official Records, to a United Nations sales publication, or to any other publication, whether in parentheses in the text or in a footnote.

EXAMPLES:

Abbreviated

... as indicated in the report of the Secretary-General (A/35/560, para. 15) ...

/ For further information, see Official Records of the Economic and Social Council, 1979, Supplement No. 10 (E/1979/40), chap. XXI.

* * *

/ See, for example, Yearbook of National Accounts Statistics, 1979, vol. I: Individual Country Data (United Nations publication, Sales No. E.80.XVII.11, vol. I), pp. 20-24.

Not abbreviated

... he noted that in paragraph 15 of the Secretary-General's report (A/35/560), mention was made ...

* * *

For further information, see paragraph 16 above.

* * *

(See paragraph 38 below.)

* * *

/ An analysis of the problem is given in chapter VII above.

VIII. ABBREVIATIONS IN TABLES AND FIGURES

In tables where space is limited, it is permissible to use abbreviations that are not otherwise used. Where necessary, such abbreviations should be explained. The following are some abbreviations that may be used only in tables and figures.

GA	for General Assembly
SC	for Security Council
ESC	for Economic and Social Council
TC	for Trusteeship Council
Rep.	for Republic, in country names
UK	for United Kingdom of Great Britain and Northern Ireland
USA	for United States of America
%	for per cent

The names of months may also be abbreviated in tables, where necessary. The following forms should be used: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec. (No abbreviation is used for May, June or July.) (See also article E 4, chapter VII, section A). In the rare cases in which it is necessary to use numbers only, the form day/month/year should be used, for example, 21/12/80.

The abbreviation "No." should be used only when followed by a figure. It should not be used in column headings in a table.

IX. WEIGHTS AND MEASURES

In a general text, isolated references to units of weight or measure should not be abbreviated.

EXAMPLES:

The villages were 4 kilometres apart.

The average temperature is 63 degrees Fahrenheit.

Baggage allowance shall not exceed 50 kilograms.

In a text that contains many references to weights and measures, the abbreviations listed in the annex to this article should be used.

In the indication of ranges of degrees, the symbols and abbreviations should be repeated, e.g. lat. 52°33'05" N to lat. 53°34'07" N. In the indication of a range of degrees of temperature, however, the degree symbol (°) should be repeated but not the denomination, e.g. 30°-40° F.

In ranges other than those relating to currencies and those referred to in the preceding paragraph, an abbreviation other than a symbol is normally given only once, e.g. 4-5 km; between 5 and 7 MW.

The International System of Units (SI) promulgated by the International Organization for Standards is now generally regarded as the standard for technical work, with older units sometimes given in parentheses.

X. CURRENCIES

Abbreviations for units

Abbreviations and symbols for units of currency should be used only if it is absolutely clear to what currency reference is made. The unit should be written in full at the first mention if there is any possibility of ambiguity, e.g.: He reported that 1 million French francs had been contributed. Thereafter an abbreviation should be used, e.g. F 150,000. Where necessary or useful, the unit should be written in full again.

In French, abbreviations for units of currency are not normally used in the text.

When the unit is written in full, it should follow the amount; when an abbreviation is used, it should precede the amount.

Where a symbol such as \$ or £ is used to represent a unit of currency, there should be no space between the symbol and the figures, e.g. \$150,000, £3,000.

Where the abbreviation is a letter or letters or a combination of letter(s) and symbol, there should be one space between the unit and the figures; in a combination of letter(s) and symbol, the symbol should always appear first, e.g. \$A 165.

Fractional amounts of currency are normally expressed in figures if they are used in a context in which other amounts of money are mentioned. In narrative, non-scientific texts, isolated fractional amounts may be written out.

EXAMPLES:

... ranging from \$0.08 to \$1.93 ...

\$5.25

... items selling for ten cents each ...

In tables, too, the unit should be clearly indicated, either below the title of the table (in parentheses) or at the head of the appropriate column(s), e.g. Millions of US dollars; or, if space is limited, \$US million.

Abbreviations for the units of currency of States Members of the United Nations are given in terminology bulletin ST/CS/SER.F/325, in English, French and Spanish.

Special drawing rights

In general references to the special drawing rights allocated to participants in the International Monetary Fund's Special Drawing Account, no abbreviation should be used. In references to specific amounts, the abbreviation SDR should be used.

EXAMPLE:

The value of all transfers of special drawing rights was
SDR 1,601 million.

XI. USE OF ABBREVIATIONS WITH FIGURES

At the end of a line of type or typescript, abbreviations used with figures should not be separated from the figures.

Annex

PRINCIPAL OFFICIALLY RECOGNIZED ABBREVIATIONS AND ACRONYMS

The following is a list of the principal officially recognized abbreviations and acronyms that may be used in United Nations documents prepared by the Secretariat. These and other abbreviations encountered in United Nations documents are given in Arabic, Chinese, English, French, Russian and Spanish, in Terminology Bulletin No. 311 (ST/CS/SER.F/311/Rev.1) and corrigenda, on "Acronyms and abbreviations covering the United Nations system and other international organizations".

Note. Abbreviations marked with an asterisk may be used only in documents of organs directly concerned with their work.

A. Names of organizations and other bodies

ACABQ*	Advisory Committee on Administrative and Budgetary Questions
ACC*	Administrative Committee on Co-ordination
AfDB	African Development Bank
AsDB	Asian Development Bank
ASEAN	Association of South-East Asian Nations
CCAQ*	Consultative Committee on Administrative Questions
CCC	Customs Co-operation Council
CCIR	International Radio Consultative Committee (of ITU)
CCITT	International Telegraph and Telephone Consultative Committee (of ITU)
CERD	Committee on the Elimination of Racial Discrimination
CERN	European Organization for Nuclear Research (French: Organisation européenne pour la recherche nucléaire) (formerly: European Council for Nuclear Research. French: Conseil européen pour la recherche nucléaire)
CMEA	Council for Mutual Economic Assistance
COMECON	Use CMEA
COSPAR	Committee on Space Research (of ICSU)
CPC*	Committee for Programme and Co-ordination

DSB	Drug Supervisory Body (from end of 1964 incorporated into the International Narcotics Control Board (INCB))
ECA	Economic Commission for Africa
ECAFE	Economic Commission for Asia and the Far East (now ESCAP)
ECE	Economic Commission for Europe
ECLA	Economic Commission for Latin America
ECSC	European Coal and Steel Community
ECWA	Economic Commission for Western Asia
EEC	European Economic Community
EFTA	European Free Trade Association
ESCAP	Economic and Social Commission for Asia and the Pacific (formerly ECAFE)
EURATOM	European Atomic Energy Community (formerly EAEC)
FAO	Food and Agriculture Organization of the United Nations
FICSA	Federation of International Civil Servants' Associations
GATT	General Agreement on Tariffs and Trade
IAEA	International Atomic Energy Agency
IASI	Inter-American Statistical Institute
IBEC	International Bank for Economic Co-operation
IBRD	(World Bank) International Bank for Reconstruction and Development (see chapter VI above)
ICA	International Co-operative Alliance
ICAITI	Central American Institute for Research and Technology

ICAO	International Civil Aviation Organization
ICC	[ICC is used as an abbreviation for several international non-governmental organizations and other bodies; particular care is therefore needed to ensure that its meaning is clearly explained.]
ICITO	Interim Commission for the International Trade Organization
ICJ	International Court of Justice
ICM	Intergovernmental Committee for Migration (formerly ICEM: Intergovernmental Committee for European Migration)
ICPO	(Interpol) International Criminal Police Organization
ICRC	International Committee of the Red Cross
ICSAB	International Civil Service Advisory Board
ICSC	International Civil Service Commission
ICSU	International Council of Scientific Unions
IDA	International Development Association
IDB	Inter-American Development Bank (formerly IADB)
IDI	Institute of International Law (abbreviation based on French name)
IFAD	International Fund for Agricultural Development
IFC	International Finance Corporation
IGC	Intergovernmental Copyright Committee
IHO	International Hydrographic Organization
	[International Law Commission - no abbreviation to be used]
ILO	International Labour Organisation
IMCO	Inter-Governmental Maritime Consultative Organization (with effect from 22 May 1982 redesignated "International Maritime Organization")
IMO	International Maritime Organization (formerly IMCO)

IMF	International Monetary Fund
IMW	International Map of the World on the Millionth Scale
INCB	International Narcotics Control Board
Interpol	International Criminal Police Organization (see ICPO)
IOB	Inter-Organization Board for Information Systems
IPU	Inter-Parliamentary Union
ISIC	International Standard Industrial Classification
ISO	International Organization for Standardization
ITU	International Telecommunication Union
[International Trade Centre UNCTAD/GATT - No abbreviation to be used]	
IUSSP	International Union for the Scientific Study of Population (Liège)
JIU*	Joint Inspection Unit
NATO	North Atlantic Treaty Organization
OAPEC	Organization of Arab Petroleum Exporting Countries
OAS	Organization of American States
OAU	Organization of African Unity
OECD	Organisation for Economic Co-operation and Development (former acronym was OEEC)
OPEC	Organization of Petroleum Exporting Countries
PLO	Palestine Liberation Organization
SEATO	South-East Asia Treaty Organization
SITC	Standard International Trade Classification
SWAPO	South West Africa People's Organization
UNCCP	United Nations Conciliation Commission for Palestine
UNCITRAL	United Nations Commission on International Trade Law
UNCTAD	United Nations Conference on Trade and Development

UNDP United Nations Development Programme

UNDRO Office of the United Nations Disaster Relief
Co-ordinator

UNEP United Nations Emergency Force

UNEP United Nations Environment Programme

UNESCO (not Unesco) United Nations Educational, Scientific and
Cultural Organization

UNFICYP United Nations Peace-keeping Force in Cyprus

UNHCR Office of the United Nations High Commissioner for
Refugees

UNICEF United Nations Children's Fund

UNIDO United Nations Industrial Development Organization

UNIS United Nations International School

UNITAR United Nations Institute for Training and Research

UNKRA United Nations Korean Reconstruction Agency
(1951-1958)

UNMOGIP United Nations Military Observer Group in India
and Pakistan

UNOGIL United Nations Observation Group in Lebanon (1958)

UNPA United Nations Postal Administration

[United Nations Research Institute for Social Development - no
abbreviation to be used]

UNRWA United Nations Relief and Works Agency for Palestine
Refugees in the Near East

UNSCOP United Nations Special Committee on Palestine (1947)

[United Nations Social Defence Research Institute - no abbreviation to
be used]

UNTSO United Nations Truce Supervision Organization in
Palestine

UPU	Universal Postal Union
WFP	World Food Programme
WFUNA	World Federation of United Nations Associations
WHO	World Health Organizationn
WIPO	World Intellectual Property Organization
WMO	World Meteorological Organization

B. Weights and measures

The English abbreviations listed below should be used only as indicated in chapter IX above. They do not change in the plural. It should be noted that, with the exception of "in." (inch), the abbreviation is not followed by a full point.

Length

millimetre	mm	inch	in.
centimetre	cm	foot	ft
decimetre	dm	yard	yd
metre	m	mile	mi
decametre	dam		
hectometre	hm		
kilometre	km		

Area

square millimetre	mm ²	<u>or</u> sq mm	square inch	sq in.
square centimetre	cm ²	sq cm	square foot	sq ft
square decimetre	dm ²	sq dm	square yard	sq yd
square metre	m ²	sq m	square mile	sq mi
square decametre	dam ²	sq dam	(Do not abbreviate acre.)	
square hectometre	hm ²	sq hm		
square kilometre	km ²	sq km		
centiare	ca			
are	a			
hectare	ha			

Volume

cubic millimetre	mm ³	<u>or</u> cu mm	cubic inch	cu in.
cubic centimetre	cm ³	cu cm	cubic foot	cu ft
cubic decimetre	dm ³	cu dm	cubic yard	cu yd
cubic metre	m ³	cu m		

Weight

milligram	mg	ounce	oz
centigram	cg	pound	lb
decigram	dg	hundredweight	cwt
gram	g	(Do not abbreviate ton.)	
decagram	dag	(Do not abbreviate grain.)	
hectogram	hg		
kilogram	kg		

The word "ton" should not be abbreviated. In United Nations texts, the term "ton" normally refers to metric tons (1,000 kg or 2,204.6 lb). If, however, the references to tons are to long tons (2,240 lb) or to short tons (2,000 lb), or if there is any possibility of confusion, the meaning should be specified in an explanatory note or in a footnote.

Capacity

millilitre	ml	pint	pt
centilitre	cl	quart	qt
decilitre	dl	gallon	gal
litre	l	barrel	bbl
decalitre	dal		
hectolitre	hl		
kilolitre	kl		

Time

hour	h
minute	min
second	s

Electricity

milliampere	mA	ampere-hour	Ah
ampere	A	alternating current	AC
kiloampere	kA	direct current	DC
millivolt	mV	watt	W
volt	V	kilowatt	kW
kilovolt	kV	megawatt	MW
kilovolt-ampere	kVA		

Energy

watt hour	Wh	horsepower	hp
kilowatt hour	kWh	calorie	cal
megawatt hour	MWh	kilocalorie	kcal
		joule	J
		newton	N

Velocity

miles per hour	mi/h
centimetres per second	cm/sec
metres per second	m/sec
revolutions per minute	rev/min

Miscellaneous

Celsius (i.e., centigrade)	C (note the form 20° C)
Fahrenheit	F
degrees	°
minutes	'
seconds	"
cubic metres per second	m ³ /sec or cu m/sec (depending on the form used elsewhere in the text)
cubic feet per second	cu ft/sec

ARTICLE F 9. NUMBERS

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I. GENERAL RULES

In accordance with traditional conventions, numbers may be expressed in figures or spelt out in words: the nature of the text is the determining factor. In legal, formal, literary and narrative style, words are used in certain contexts; in scientific, technical and statistical texts, figures are used almost exclusively.

Numbers expressed in words

In general, numbers under 10 should be expressed in words (e.g. eight, NOT 8), except as indicated elsewhere in this directive.

Numbers should be spelt out also in the following contexts:

At the beginning of a sentence

In approximate or isolated references to dimensions, weights and measures in non-technical, non-statistical texts

In fractions in narrative text

In references to ages in non-technical, non-statistical texts

EXAMPLES:

Four hundred and fifty women were chosen for the test.

(Better: A total of 450 women were chosen for the test.)

The problem had worsened in the past hundred years.

half an inch

three quarters of the population (not 3/4 of the population)

Numbers expressed in figures

Numbers from 10 on should be expressed in figures except as indicated elsewhere in this article.

In addition, the following are always expressed in figures:

Percentages

Ratios

Results of voting

Dates and time of day

Numbers with decimal or vulgar fractions

Statistics

Degrees

Dimensions, weights and measures, except when they are obviously intended to be approximate or when they occur in isolated references in a non-technical context

Series of figures

Document symbols

Page and paragraph references

EXAMPLES:

Only 4 per cent of the total, as compared with 14 per cent the previous year ...

Observers saw two tanks passing, 12 kilometres from the village.

Yields were 3 tons per hectare in the three regions covered in the survey.

The figure had been 3.5 per cent lower two years earlier.

He spent 45 days in the hospital.

The teacher-student ratio is 1 to 9.

a seven-year prison term, a five-day week, a six-year-old girl, a 15-year-old youth, a 10-ton load, four 3-inch mortars

The witness estimated the altitude of the planes at about two miles.

He left school at 16, and when he was in his forties he ...

10.15° C

8 cows and 12 horses

adopted by 15 votes to none, with 65 abstentions

On Wednesday, 20 August 1980, at 4.15 p.m.

The yield was increased twofold (BUT 14-fold)

Numbers between 10 and 999,999

In English, numbers between 10 and 999,999 should normally be written in figures.

Millions

In English, numbers in the millions should be written as follows: 1 million, 3.4 million, BUT 3,432,000 (if there is more than one digit to the right of the decimal point, the number should as a rule be given entirely in figures).

EXAMPLES:

oil-producing capacity of 2 million tons per year

a grant of \$US 1.5 million

Billions and trillions

Especial care should be taken in the use of the word "billion". In strict British usage, "billion" is equivalent to a million millions; in American usage it is equivalent to a thousand million.

Although British usage in this matter was at one time followed in United Nations documents, it has been decided that, inasmuch as the term "billion" is generally accepted throughout the world in the sense of a thousand million, it should be so used in United Nations documents. If there is any possibility of confusion, the use of the term should be defined in an explanatory note or in a footnote.

In quoting or referring to earlier United Nations documents or to documents from persons or bodies outside the United Nations, it is necessary to ascertain whether the term "billion" was used in the sense of "million million" or of "thousand million". If necessary, the use should be clarified in an explanatory note or in a footnote.

Billions should be written as in the following examples.

EXAMPLES:

956 billion

22.9 billion

However, if there is more than one digit to the right of the decimal point, one of the following forms should be used:

22,946 million

22,946,000,000 (if in a series of numbers given entirely in figures)

In technical and scientific documents, the expression 1×10^{12} , for a million million, and 1×10^9 , for a thousand million, may be used.

The term "trillion", which is also subject to different interpretations (1×10^{18} or 1×10^{12}), should be avoided altogether.

Time of day

References to the time of day using the 12-hour system should be made as follows: 9 a.m. (NOT 9.00 a.m.), noon, 1.15 p.m., 3 p.m., 9.05 p.m. (NOT 9.5 p.m.), midnight.

Time of day expressed in four figures, using the 24-hour system, should be written without punctuation, e.g. 2100 hours, NOT 21.00 hours.

Dates

The correct forms for dates are given in article F 10. The standard form is: 22 January 1981.

Forms such as 2/1/79 should be avoided because of differences in usage regarding the position of the numerals indicating the day and the month, which could lead to confusion. (See also article F 10, chapter II, below.)

In the rare cases in which it is necessary to write the number of a year in words (for example, in a legal text), the form shown in the following example should be used:

nineteen hundred seventy-nine (no "and" or commas)

Percentages

Percentages should be expressed in figures, and the words "per cent" should normally be written out. The sign % may be used in tables, but only when space is limited. (Use of the sign is usually unnecessary, in any case, since the unit is normally indicated in a head-note in the form "Percentage" or in a column heading, in the form "percentage"). In texts in which there are constant references to percentages, particularly technical and economic texts, the sign % may be used provided that it is used consistently.

Map scales

Map scales are indicated as shown in the following example:

a map on the scale 1:250,000

Ranges

When a quantity is expressed by two numbers indicating a range:

(a) If the name of the unit is written out, it should be given only once, after the second number, e.g. salary increases ranging from 3 to 4 per cent a year; an additional 10-12 per cent of the children need special attention; for the 10- to 15-year-old age group; for 10- to 15-year olds;

(b) If the name of the unit is represented by a symbol, the symbol should always be repeated, e.g. a high temperature of 63°-70°;

(c) If the name of the unit is represented by a symbol or abbreviation consisting of a letter or letters, the symbol or abbreviation should be given only once if a hyphen is used to mark the range, e.g. it required 15-20 lb of acid;

(d) Either a hyphen or two prepositions or conjunctions should be used, never a mixture of both, e.g. the shells landed 2-3 km from the village, the shells landed from 2 to 3 km from the village;

(e) The two numbers showing the range should be homogeneous, e.g. from 3,430,700 to 4,000,000 units were built (NOT from 3,430,700 to 4 million units);

(f) To guard against any possibility of confusion, numbers should be expressed in full, whether in figures or in words, in the indication of any range, e.g. "it increased from \$2 million to \$5 million (NOT from \$2 to \$5 million).

Two numbers occurring together

When two numbers occur together, they should be expressed in different styles, according to the nature of the elements and the context, e.g.:

twenty 15-cent stamps

120 fifteen-cent stamps

five 15-year-old boys

(or 5 fifteen-year-old boys, if a series of figures requires it)

20 three-year-old girls

12 ten-foot poles

Numbers at the beginning of sentences

A number should never be given in figures at the beginning of a sentence but should be written out, e.g. "One hundred and fifty years ago, there were only 105 societies ...". (If a sentence begins with a number which it is particularly desired to give in figures - because, for instance, it is one of a series - the sentence should be redrafted.)

Series of numbers to which different rules apply

When two or more numbers to which different rules apply occur in a series, referring to the same thing, the rule applying to the higher or highest number should apply to all, e.g. "14, previously 9", NOT "14, previously nine".

Indication of units in tables

In tables, units may be given in the form "Thousands of dollars", "Unit = \$1,000" etc., according to the form of the original or the space available. (See also articles E 4 and E 5.)

Vulgar fractions

Vulgar fractions should be spelt out, e.g. two thirds of the population lived in the northern region, the amendment was adopted by the required two-thirds majority.

Numbers with fractions should be written in figures, e.g. 1 5/8 kilometres.

Decimal fractions

In decimal fractions expressing a number less than one, a zero should be inserted before the point, e.g. 0.064. Note, however, that zeros should not be added at the end just to ensure that all the numbers in a series or table have the same number of digits after the point, since the addition of a final zero would imply a greater degree of accuracy. (See, however, article E 5, chapter VI.)

Results of voting

In statements of the results of voting, all numbers except zero should be expressed in figures. The word "none" should however be used instead of the figure 0.

EXAMPLES:

The draft resolution was adopted by 18 votes to 9, with 4 abstentions.

The amendment was rejected by 18 votes to 4, with 1 abstention.

The draft resolution was adopted by 25 votes to none, with 9 abstentions.

Numbers in references to parts of documents or publications

References to specific parts of documents, reports, books and other publications should normally go from the general to the particular, e.g. part one, chapter V, section 2, paragraph 3, NOT paragraph 3 of chapter V.

If the paragraphs in the text referred to are not numbered, an ordinal number should be used in referring to them, e.g. article 5, third paragraph.

When a chapter or article number is quoted, care should be taken to ascertain whether roman or arabic numerals are used; for example, the chapters of the Charter bear roman numerals, but the Articles of the Charter bear arabic numerals.

Articles of the Charter should be referred to as follows: Article 4, paragraph 2, of the Charter, NOT Article 4 (2) of the Charter. Note that the indication of the paragraph is set off by commas. Note also "Article 73 e".

Collective page references should include all digits, e.g. pages 131-139, NOT 131-39 or 131-9. When reference is made to two successive pages, the reference should read "pages 9-10" if the subject follows on from one page to the other; pages "9,10" or "pages 6 and 7" if the subject is disconnected on the two pages.

Roman numerals

Roman numerals are generally used to identify chapters and volumes, e.g.:

chapter VII

VII. PROPOSALS FOR ACTION

in volume II of the Proceedings

vol. II

It should however be noted that even though a volume number appears in roman numerals on the cover of a work, it may be expressed in arabic figures in a bibliographical entry, e.g.:

"(1979), vol. V, pp. 273-281" may be expressed in a bibliography as:

"(1979), 5:273-281".

For the use of roman numerals in the designation of resolutions of the General Assembly and its principal organs, see article D 10, chapter III.

Ordinals

Ordinals are used to designate sessions and meetings. In the United Nations they are expressed in words for sessions and in figures for meetings, (e.g. at the thirty-fifth session of the General Assembly; at its 10th plenary meeting). In some other organizations in the United Nations system the practice differs, and where this is so, the practice of the organization should be respected.

Figures are used in ordinals designating floors (e.g. on the 38th floor).

EXAMPLES:

During the sixty-fourth session there had been ...

At the 5th meeting, the representative of ...

He succeeded at the forty-sixth attempt

At the thirty-third session, a decision was taken
(63rd plenary meeting) ...

the 49th parallel

Main Committees of the General Assembly and, since 1978, the sessional committees of the Economic and Social Council are identified by ordinals, e.g. Fifth Committee of the General Assembly; Second Committee of the Economic and Social Council.

Numbering of pages of manuscript

In copy submitted for reproduction, the pages should be numbered consecutively with arabic numerals from the beginning (including the cover and title-page) to the end. The numbers should appear, centred and circled, at the top of the page. (See also articles G 1 and G 2.)

Numbering of divisions and subdivisions of a text

The divisions and subdivisions of texts - in particular texts of documents prepared for submission to a United Nations body - should be identified as follows:

Parts should normally be identified by numbers written in words:
Part One, Part Two, etc.

Chapters should normally be identified by roman numerals.
The introduction should not be numbered.

Sections should normally be identified by capital letters.

Subsections should normally be identified by arabic numerals.

Further subsections may, if necessary, be identified by the series: (a), (b), (c) etc.; (i), (ii), (iii) etc.; a, b, c etc., and i., ii., iii. etc. in that order. 1/

The numeral or letter identification should precede the heading or subheading and, if it comes on the same line, should be followed by a full stop.

(See also articles D 1 and E 2.)

Numbering of paragraphs

Instructions with regard to the numbering of paragraphs are given in article F 6.

1/ Whether they are used to identify subsections or subparagraphs, the indications (a), (b) etc. and a., b. etc. should not be underlined in a text that is to be reproduced from typescript or word processing print-outs. In a text that is being prepared for printing, however, they should be underlined.

II. USE OF PUNCTUATION MARKS WITH FIGURES

Whole numbers

(a) In running text. The normal usage for the language concerned should be followed for figures expressing whole numbers of more than three digits, namely commas in English, spaces in French, and periods in Russian and Spanish.

EXAMPLES:

English:	2,632,597
French:	2 632 597
Russian:	2.632.597
Spanish:	2.632.597

(b) In tables. In figures expressing whole numbers of more than three digits, the separation between hundreds, thousands, millions etc. should be indicated by a space, not by a comma or full stop. This is done, in particular, to permit use of the same table in all language versions. This rule applies to English, French, Russian and Spanish documents.

EXAMPLES:

10 530 600
2 632 597
1 326

Decimals

In running text and tables. The normal usage for the language concerned, as shown in the examples given below, should be followed to indicate decimal fractions.

EXAMPLES:

English:	3.4 million tons
	\$3.65 per page
French:	3,65 dollars par page
Spanish:	3,65 dólares por página

ARTICLE F 10. REFERENCES TO DATES AND TIME

CONTENTS

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V. FINANCIAL AND STATISTICAL PERIODS	445
VI. DATES IN LEGAL INSTRUMENTS	446
VII. TIME ZONES	446
VIII. TIME OF DAY	446
IX. MILITARY DATES	447

The forms indicated below should be used in references to dates in United Nations documents and publications.

I. STANDARD FORM

With rare exceptions (in, for example, communications and verbatim records), dates are expressed in terms of the standard (Gregorian) calendar, which is used in most countries of the world.

The day, expressed in cardinal numbers, is followed by the month and the year without commas, for example, 2 December 1979.

II. ABBREVIATED FORM

When it is necessary to abbreviate the names of months because of lack of space, for example in a table, the following forms should be used: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec. No abbreviation is used for May, June or July. In the rare cases in which it is necessary to use numbers only, the form 2/12/80 should be used, for example, for 2 December 1980.

When it is necessary to abbreviate the names of days of the week because of lack of space, for example in a table, the following forms should be used: Sun., Mon., Tues., Wed., Thurs., Fri., Sat.

III. ERAS

It is rarely necessary to specify an era. Where, however, this is done, the following forms should be used (all in small caps in printing):

1500 B.C.
A.D. 1870
A.H. 1306

If a date is given in terms of any system other than the standard calendar, it should be followed by the date in the standard form, preceded by the abbreviation "A.D."

EXAMPLE:

... in a report dated 29 Shabban 1400 H (A.D. 20 July 1980) ...

IV. COLLECTIVE DATES

In references to an inclusive period of two or more full years, the years are given in full and connected by a short dash (en rule), for example, 1979-1980 (meaning the two-year period), 1973-1978, the annual average for the period 1975-1980. (A solidus or oblique stroke is used for a period covering only part of two successive years as explained under "Financial and statistical periods" below.) The forms 1973-8, 1973-78 and 1973/78 should not be used, nor should the form "from 1975-1980". The phrase "for the period from 1975 to 1980" is acceptable.

In references to an inclusive period of two or more days, the form 23 and 24 July, for example, should be used in running texts. Where space is limited, the form 23-24 July may be used.

In references to a period of hours before and after midnight, an oblique stroke should be used between the two dates, for example, 23/24 July, during the night of 31 July/1 August.

V. FINANCIAL AND STATISTICAL PERIODS

In text or tabular references to financial or statistical periods, a solidus or oblique stroke is used to connect the two years that the period overlaps, for example, the financial year 1967/68, the school year 1968/69.

Decades

In English, references to decades should be expressed in figures, for example, the 1960s, the mid-1960s (not the nineteen-sixties, the 60s or the 1960's); in French, les années 60; in Spanish, el decenio de 1960.

Centuries

In English, references to centuries should be expressed in words, for example, nineteenth century (not 19th century or XIX century); French, XIX^e siècle; Spanish, el siglo XIX.

VI. DATES IN LEGAL INSTRUMENTS

Dates are sometimes written out in words in formal legal instruments, in the following form:

the first of June, nineteen hundred eighty

VII. TIME ZONES

When it is necessary to indicate time zones, for example in military observation reports, the appropriate abbreviation is normally used, in parentheses. If, for any reason, the words are written out, all the words, other than proper nouns and adjectives, should be in lower case:

EXAMPLES:

Greenwich mean time (GMT)
daylight saving time (DST)
eastern standard time (EST)

VIII. TIME OF DAY

Time of day expressed in four figures, using the 24-hour system should be written without punctuation, e.g. 2100 hours (not 21.00 hours).

References to the time of day using the 12-hour system should be made as follows: 9 a.m. (not 9.00 a.m.), noon, 1.15 p.m., 3 p.m., 9.05 p.m. (not 9.5 p.m.), midnight.

French: 9 h 5, 22 h 20
Spanish: 9.5, 22.20

IX. MILITARY DATES

In reports of United Nations military observers, dates are written in the standard form. (The time of day is however written according to the 24-hour system.)

EXAMPLES:

The alleged attack took place on 20 June 1979 between 0920 and 0935 (GMT).

... during the night of 31 May/1 June 1980 ...

ARTICLE G
PROCEDURES FOR SUBMISSION OF MANUSCRIPTS

ARTICLE G 1. REQUESTS FOR DOCUMENT SERVICES

CONTENTS

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V. INSTRUCTIONS FOR COMPLETING FORM LS.15	459

The following rules apply to the preparation of material to be submitted for editing, translation, composition, reproduction and external printing (that is, printing under contract by a printer outside the United Nations).

At United Nations Headquarters, 1/ all requests for editing, translation, composition, reproduction and external printing must be addressed to the Documents Control Section, Department of Conference Services, accompanied by the appropriate forms (see chapter II below). Main documents of the General Assembly should be submitted through the Division of General Assembly Affairs. Documents emanating from the Department of International Economic and Social Affairs should be submitted through the Office of Secretariat Services for Economic and Social Matters. All other documents should be submitted direct to Documents Control, though, as noted in chapter I, section B, below, they may be submitted informally to the Editorial Control Section for advance editing before being submitted formally to Documents Control.

The signature on the request form will be taken as certification that the regulations for the control and limitation of documentation and the present instruction have been complied with. The names, titles and signatures of persons authorized to request document services must be registered with Documents Control.

1/ At other United Nations offices the procedure may vary slightly; the documents control services concerned should be consulted.

I. PREPARATION OF MANUSCRIPTS FOR SUBMISSION

A. Drafting and editing

All material to be submitted for processing must be drafted and edited in accordance with the instructions given in the present Editorial Manual.

B. Preparation for translation and/or reproduction

The submitting office should carefully review manuscripts, not only from the viewpoint of substance but to see that they are legible and that they have been prepared in accordance with the present instructions; otherwise they will be returned by Documents Control.

When a document is submitted for reproduction in the original language and for translation into one or more additional languages, care must be taken to see that all the copies submitted are in complete conformity. Such conformity may be obtained by photocopying; the copies should however be carefully examined for legibility and completeness. In particular, care should be taken to see that all the writing on the page is clearly reproduced, especially round the edges; that the copies are completely legible; and that there are no patches lacking definition.

Before photocopies are made of a document, it is desirable that the original should be submitted to the appropriate editorial unit for review. (This can be done by arrangement between the submitting office and the editorial service before the document is submitted formally to the Documents Control Section accompanied by the necessary forms.) The edited manuscript will then be returned to the originating office, which should prepare the copies for translation. If there has been substantial reorganization or correction of the manuscript in the course of the review or editing, parts of the text may have to be retyped to ensure legibility. If the manuscript has to be retyped in full by the submitting office after it has been edited and before it is submitted to the Documents Control Section, the possibility of retyping it in final form, ready for reproduction, should be explored in consultation with the Documents Control Section. In that case, copies should also be made for translation.

The top copy of the draft should be submitted for reproduction in the original language. This is particularly important when the text is fair copy, since it may be possible to reproduce it by photo-offset. This rule applies not only to material originating in the Secretariat but to reports and to answers to questionnaires by Governments.

All the pages of a manuscript should be of the same size, normally 8 1/2 by 11 inches. Thus, if material is to be inserted, or if corrections are to be made that are longer than the material replaced, it is preferable to add a new page and to cut and paste, or staple, 2/ the text in the desired order on pages of the same size, rather than attempt to fit too much into one page or to insert a longer one. Material to be inserted should not be attached by staples at the side or at the foot of the page, nor should Scotch tape be used for this purpose.

Manuscript for translation should contain appropriate references to previously translated material. In addition to supplying a list of references on form LS.15 (see chapter V below), drafting officers should give in the left-hand margin, if they are not provided in explicit footnotes or parenthetical references, the document and paragraph numbers of such material, whether directly or indirectly quoted (e.g. "A/35/52, para. 4"), or whether substantially the same but with some modification (e.g. "cf. A/35/52, para. 5").

As a general rule, submitting offices should attach to the manuscript to be translated copies of documents containing previously translated material, both in the language of the draft and in the language or languages into which it is to be translated, marking them "For reference only". Such documentation must be attached when reference is made to restricted documents, conference room papers or working papers or material not readily available.

When a document that has already been translated or a document of which the component parts have already been translated is submitted for final reproduction, either without change or in a slightly amended or edited form, the submitting office should, as far as possible, make up the document not only in the original language but in the other working languages. Minor changes (for example, the insertion of the date on which a report was adopted) should be entered in all the language copies, as should all amendments for which an official translation exists. If there are substantial changes for which no official translation exists, the text should be inserted in the original language in the appropriate place in the other language texts and the passage should be flagged for attention by the translator. Alternatively, if time permits, the amendments should be submitted beforehand for translation into the other languages of issue and inserted in the final text before submission. When pages of existing documents (such as, for example, parts of a draft report issued piecemeal in limited distribution) are used in making up a text for submission to the Documents Control Section, the symbols, page numbers and paragraph numbers should not be blotted out but merely crossed through with a single line; this facilitates the work of the translators.

2/ Stapling is not acceptable on manuscripts submitted for printing (see article G 2 below).

If a submitting office is unable to make a compilation in any one of the languages required, it must submit a full version in the original language, prepared and referenced in such a way as to make clear which passages have been retained unchanged and which require amendment or editorial modification.

It is desirable to submit for advance translation as soon as possible material that is being held for inclusion in a document that has not been prepared in final form (for example, replies of Governments to a questionnaire, when other replies are awaited). The material should be submitted for translation in batches of reasonable size, to avoid the proliferation of individual jobs to be registered and handled, and should be accompanied by the original, which will be returned to the submitting office after editing for eventual inclusion in the complete document when it is submitted for reproduction.

Manuscripts of publications or other material to be reproduced by external printing or internally by photo-offset should conform to the instructions given in article G 2 below.

II. FORMS TO BE USED

All requests for editing, translation, composition, reproduction and external printing must be submitted to Documents Control with an appropriate form or forms. The main forms to be used are the following:

- D.2 (see chapter III below): to be used for all requests except those for "one-process" miscellaneous jobs
- D.6 (see chapter IV below): to be used for "one-process" jobs
- LS.15 (see chapter V below): to be used with requests for translation when the text contains previously translated material or quotations or references to other documents

Copies of the forms mentioned may be obtained from the Documents Control Section. As the forms are modified from time to time, care should be taken to use the latest one.

Instructions for completing the forms are given below.

III. INSTRUCTIONS FOR COMPLETING FORM D.2

All requests except those for "one process" miscellaneous jobs - dealt with in chapter IV below - should be submitted under cover of form D.2 ("Request to Department of Conference Services"), according to the following procedure:

(a) For composition and/or reproduction requiring no translation, one copy of form D.2 should be attached to the material submitted;

(b) A D.2 form, an LS.15 form (Citation list) (if the text contains previously translated material or quotations or references to other documents) and a copy of the text to be translated should be submitted for each language into which translation is requested, with or without reproduction;

(c) For external printing, a D.2 form should be submitted for each language required. If both translation and printing are required, a separate form D.2 for each operation should be submitted for each language required.

A sample of form D.2 is given below, with instructions for completing it.

(1)		(2)							
STANDARD		SPECIAL TITLE				SPECIAL INSTRUCTIONS		REQ. NO.	
SESSION NO. (3)	ADDRESS (TYPED) NO. (4)	FORM SUBMITTED (5)	WORKS TO FOLLOW (6)			CATEGORY	NO. OFF.	REQ. DATE	
PERSON NAME (7)	DEPT. (8)	DIV. (9)	REPRESENTING OFFICIAL (10)		EXT. (11)	ROOM NO. (12)	EXT. CODE	EXT. OFF.	EXT. DIR.
LANGUAGE OF DRAFT (13)		TRANS.	REP. DUE	REP. OUT	CHARGEABLE ACCOUNT CODE (15)		STATISTICS		
TRANSLATE INTO (14)		REV.	TRANS. DUE	TRANS. OUT	PUB. OR PAPER (16)	MEETING NO.	TRANSLATION AND REVISION	LINES	NEW WORDS
DESCRIPTION (17)		TYPE	COMP. DUE	COMP. OUT	FORMAT	COVER	REVISION ONLY	DRG. IMPRINTED OR FINE COPY	
<input type="checkbox"/> INTERNAL <input type="checkbox"/> FOR COPY							STENCILS AND FINE COPY		
OTHER COMPOSITION (BRIEFLY) (18)			COMM. DUE	COMM. OUT	L	A	DRAFT TYPES		
REPRODUCTION (19)			REPL. DUE	(20)	L	L	TABLES TYPED	NUMBER	
NO. COPIES (21)			DATE AND PLACE OF MEETING		L	L	PAGE REPRODUCED		
					L	L	NUMBER OF COPIES		
SPECIAL INSTRUCTIONS: (22)					IF DRAFT INCLUDES PREVIOUSLY TRANSLATED TEXT INDICATE HERE [] AND ATTACH ONE COPY OF CITATION LIST S.S. 11. IF NOT, INDICATE HERE []				
					(23)				
					(24)				
DO NOT					AUTHORIZED SIGNATURE				

Item

- (1) Symbol. Give the symbol if known, or indicate the symbol series. Consult the Documents Control Section for any assistance needed. The establishment of new series is the responsibility of the Documents Control Section.
- (2) Short title. Indicate the title or subject of the material submitted. If the text is to become part of a document or publication, this fact must be plainly indicated on the draft as well as in box 2.
- (3) Session number. If the document pertains to a particular session of a United Nations organ, indicate the number of the session.
- (4) Agenda item number. Indicate the item number. If it is an item of a provisional agenda, it should be shown as follows:
"13 (b) Prov."
- (5 and 6) Pages submitted. Indicate the actual number of pages submitted. (The number of pages requiring action, if they form only a part of the material submitted, should be indicated under "Special instructions", item 22 below.) If the entire manuscript is not submitted at once, indicate this with an asterisk in box 6 and show the number of pages that are to follow and the expected date of their submission.
- (7-12) Indicate the programme, department or office, division, and name, telephone extension and room number of the official to be consulted should additional information be required by the Department of Conference Services. The consulting official named should be one able to answer substantive questions concerning the manuscript rather than, for instance, the secretary of the body concerned.
- (13) Language of draft. Indicate the original language or languages of the text submitted.
- (14) Translate into. Indicate the language required.
- (15) Chargeable account code. Enter here if applicable.
- (16) These boxes are for information concerning requests for printing. For all publications, or portions thereof, the relevant Publications Board authority must be cited. The format (measure) of the proposed publication must also be indicated, together with information regarding the kind and colour of the cover.

- (17) Composition. Indicate whether fair-copy typing, stencil cutting or word processing is required. (Correspondence and material for type-setting and external printing, and texts that are to be returned to the submitting department or office and are not to be issued as documents, generally require typing of fair copy, while material for internal reproduction may require the cutting of stencils or word-processing.) Indicate specific spacing required if other than the standard spacing.
- (18) Other composition. Indicate here if artwork, typesetting or map work (cartography) is required.
- (19) Reproduction. Indicate the reproduction process requested - whether internal reproduction or external printing.
- (20) Distribution due. Indicate the date (and hour, if critical) the completed job is required.
- (21) Number of copies. Indicate here only the number of copies needed for documents in the RESTRICTED distribution category or for non-symbol jobs. [For documents in the GENERAL and LIMITED distribution categories, the number of copies reproduced will conform to the standard pattern of distribution.]
- (22) Special instructions. Use this space when amplification of information given in previous boxes is necessary. Include here any special requirements of the originating department or office for additional copies other than the normal distribution pattern, stating clearly names of recipients, room numbers and the like.
- (23) Indicate, by checking one of the boxes, whether any part of the material submitted has been previously translated. If so, attach form LS.15 (Citation list) giving all details of references and sources, and indicate on the text submitted which parts are quoted or adapted from material already translated.
- (24) Authorized signature. Documents Control maintains a file of signatures of persons authorized by executive officers to request the services of the Department of Conference Services. The form must bear an authorized signature.

IV. INSTRUCTIONS FOR COMPLETING FORM D.6

Form D.6 ("Request for 'one process' miscellaneous jobs") should accompany requests for miscellaneous jobs, such as:

- (a) Addressograph work;
- (b) Reproduction by mimeograph of non-symbol documents, when stencils are supplied;
- (c) Reproduction by offset of non-symbol fair-copy text;
- (d) Reproduction of forms (except those requiring external printing).

A sample of form D.6 is given below. The instructions given for the completion of form D.2 (see chapter III above) should be followed, mutatis mutandis.

D.6 (10-77) REQUEST FOR "ONE PROCESS" MISCELLANEOUS JOBS																							
TO BE COMPLETED BY REQUESTOR			TO BE COMPLETED BY CONFERENCE SERVICES		JOB NO.																		
SHORT TITLE					PRIORITY																		
DEPT. & DIVISION	PAGES SUBMITTED	CHARGEABLE ACCOUNT CODE		REG. OFF.	REQ. DATE																		
CORRECTING OFFICER	ROOM NO. EST.	ISS	OUT	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">STATISTICS OF WORK COMPLETED</th> </tr> <tr> <th style="font-size: small;">TRANSLATION AND REVISION (F.S.P.)</th> <th style="font-size: small;">LINES</th> <th style="font-size: small;">WORDS</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td style="font-size: small;">TYPING</td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="font-size: small;">PAGES REPRODUCED</td> </tr> <tr> <td colspan="3" style="font-size: small;">NO. OF COPIES</td> </tr> </tbody> </table>		STATISTICS OF WORK COMPLETED			TRANSLATION AND REVISION (F.S.P.)	LINES	WORDS				TYPING			PAGES REPRODUCED			NO. OF COPIES		
STATISTICS OF WORK COMPLETED																							
TRANSLATION AND REVISION (F.S.P.)	LINES	WORDS																					
TYPING																							
PAGES REPRODUCED																							
NO. OF COPIES																							
LANGUAGE OF DRAFT			SPECIAL INSTRUCTIONS:																				
SUMMARY TRANSLATION INTO																							
COMPOSITION OR																							
REPRODUCTION OR																							
NO. COPIES REQUESTED																							

AUTHORIZED BY:

V. INSTRUCTIONS FOR COMPLETING FORM LS.15

If any part of a text submitted with a request for translation has been previously translated, or if the text or any part of it contains quotations from or references to other documents, this should be indicated in the appropriate box in the form D.2 (see item 23 in chapter III above), and form LS.15 (Citation list) should be completed and submitted with the manuscript and the form D.2 for each language into which translation is requested.

A sample LS.15 form is shown below.

LS.15 (6-70) - E.		CITATION LIST		Job No.
This form must be completed in <u>a single copy</u> to accompany each request for translation whenever there are quotations or references to other documents.				Symbol:
Documents to be consulted Title or Symbol		Language	Remarks	
Name of person to consult: _____				Extension: _____

ARTICLE G 2. PREPARATION OF MANUSCRIPTS FOR TYPESETTING
AND REPRODUCTION BY PHOTO-OFFSET

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The indications that follow relate primarily to manuscripts prepared by typing but are applicable also, mutatis mutandis, to texts prepared by word processing.

I. TYPING AND SPACING

Manuscript should be typed on paper 8 1/2 by 11 inches in size, on one side of the paper only. A good-quality black ribbon should be used. The copy submitted for printing should be on white bond paper or its equivalent for word-processing machines and should be the top copy. Photocopies should be submitted only if absolutely necessary and should be carefully checked.

Manuscript should be double-spaced. This applies not only to text but also to any quotations therein, to tables and to footnotes. 1/

Margins of at least an inch should be left at the top and bottom and on both sides of the page.

Ample space should be allowed for footnotes.

The top third of the first page of a chapter or other major division of a manuscript should be left blank.

Each major division, usually of no lower degree than chapters, should begin on a new page.

II. REPRINT COPY

When incorporating passages of reprint copy (that is, matter that has already appeared in print or in some other published form) in a manuscript that is to be printed, the following procedures should be observed.

If the cuttings are of the same page size as the manuscript or larger, they can be added to the manuscript and paginated appropriately. It should be noted, however, that the text on the back of cuttings should always be crossed out, since pages that have copy on both sides are not accepted by the printer. When the text on the back of a cutting must be reproduced, it will therefore be necessary to obtain two sets of the reprint copy. The latter can be made up into a single set by combining the recto (right-hand) pages of the one with the verso (left-hand) pages of the other.

If the cutting is smaller than the manuscript page, it should be pasted on paper of the same size as the manuscript page. When the text on the back of the cutting must be included in the manuscript, the procedure described above, adapted as required, should be followed.

1/ For special instructions regarding the preparation of copy for reproduction by photo-offset, see chapter VI below.

III. NUMBERING AND ASSEMBLING OF PAGES

In copy submitted for reproduction, the pages should be numbered consecutively with arabic numerals from the beginning (including the cover and the title-page) to the end. The numbers should appear, centred and circled, at the top of the page.

If it is necessary to add or remove pages after the manuscript has been paginated, this should be indicated in the following way: if, for example, pages 9 and 10 are removed, page 8 should be paginated 8-10.

Similarly, the addition of pages should be indicated in the form shown in the following example. If it is necessary to insert three pages between pages 12 and 13, they should be paginated 12a, 12b and 12c respectively, and a note reading "Insert 12a-c" should be added at the bottom of page 12. Then on page 12c a note reading "Page 13 follows" should be placed in the lower right-hand corner of the page. 1/

As indicated in chapter I above, each major division of the manuscript and each annex should begin on a new page. Annexes should be paginated consecutively following the text.

Pages should be clipped (never stapled) together by chapter.

IV. CORRECTIONS TO COPY

Manuscript submitted for printing should embody the final ideas of the author and should be as nearly complete and perfect as possible.

Corrections consisting of a few words should be either typed or legibly handwritten in ink above the words they are intended to replace. 1/

Corrections consisting of more than two lines should be typed. The typed text should, if necessary, be pasted - never stapled - in the appropriate place.

Where necessary for clarity, the text should be split and pasted on two separate pages.

V. GALLEY AND PAGE PROOFS

Only in exceptional cases does the Publishing Service provide submitting offices with galley and/or page proofs of their manuscript. Where such an arrangement has been made, the offices concerned must

- (a) answer any queries that may have been made by the proof-reader;
- (b) make any necessary corrections and additions to the text; and
- (c) return the proofs by the date requested.

With regard to the third responsibility, it should be emphasized that, while printers' errors are corrected at the expense of the printer, authors' alterations are allowed for only up to a small percentage of the cost of composition. They should therefore be made only when absolutely necessary.

Corrections and additions made on proofs by authors or editors should be written in ink of a colour that will differentiate them from those made by the proof-reader, or, if typed, should be marked with ink of a different colour.

VI. PREPARATION OF COPY FOR REPRODUCTION BY PHOTO-OFFSET

In the preparation of manuscript for reproduction by photo-offset, whether in the form of fair copy, stencils or word-processing print-outs, the instructions given in chapters I to V above are applicable except as indicated passim in the text. The rules to be followed in the exceptional cases noted are set forth below. An entirely black typewriter or word-processor ribbon should be used for typing manuscripts for photo-offset reproduction. The use of ribbons containing a mixture of black and other inks impairs the result of the photo-offset process.

A. Typing and spacing

Manuscript prepared for reproduction by photo-offset should be presented exactly in the form in which it is to appear. The text should normally be typed in 1 1/2 spacing; quotations, footnotes and tables should be single-spaced.

B. Numbering and assembling of pages

In manuscript typed for reproduction by photo-offset, the system of numbering should be the following. Pages on which there are running heads (that is, titles that are continued from page to page in the top margin) should normally be numbered at the top, with odd numbers at the right-hand side and even numbers at the left-hand side. On pages on which there are no running heads, the page numbers should normally appear at the bottom of the page, usually centred. The preliminary matter should be paginated consecutively throughout, beginning with the title-page, in lower-case roman numerals. The cover should not be numbered. The title-page and the back of the title-page should not bear numbers but should be counted as i and ii. Blank pages should be counted but should not bear a number. The rest of the text, including the end matter, should be numbered with arabic numerals, beginning with 1 on the first right-hand page after the preliminary matter. In addition to these page numbers, which are presented as they will appear

in the finished paper, the manuscript should bear another series of page numbers for the guidance of the technical services that prepare, photograph and make up the copy. In this second series, the pages of the manuscript should be numbered consecutively throughout, from the cover to the very end, with a series of arabic numerals, written lightly at the top of the page in blue pencil (which will not show when the copy is photographed). If there are to be any blank pages in the document (for example, the verso of the last page of the preliminary matter), a blank page should be included in the copy and it should be numbered appropriately in blue pencil. If it is necessary to add or remove pages after the manuscript has been paginated, the page numbers should be corrected to read consecutively throughout.

C. Corrections

Corrections to copy prepared for photo-offset should be made in such a way that they will not be noticeable when the text is photographed. Correction tape or fluid may be used for the purpose.

D. Tables

Small tables that are to be reproduced in the same size, that is to say, without being reduced by a photographic process, should be typed in at the place where they are to appear. In the case of tables that are to appear on a full page or that are to be reduced in size when reproduced, the space required for the table should be left blank in the copy.

E. Figures and maps

Figures and maps should be prepared on separate sheets of paper. The full space required for the figure or map should be left blank in the text.

ARTICLE H
POLICY MATTERS

ARTICLE H 1. COVERS AND TITLE-PAGES OF PUBLICATIONS*
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I. GENERAL

The rules governing the layout of covers and title-pages of publications are set out below. They regulate the use of the United Nations emblem and of the United Nations imprint on covers and title-pages (see article H 3) and take into account the principles underlying the attribution of authorship (see article H 2).

The rules apply (a) to all United Nations publications; (b) to publications issued jointly by the United Nations and other organizations in the United Nations system; (c) to reprints and microfilm and microfiche editions of all such publications.

* Based on ST/AI/189/Add.2 and Amend.1.

II. PUBLICATION BY THE UNITED NATIONS

A. Cover

Front cover

The outside front cover bears only the following elements:

- (a) The document symbol in the upper right-hand corner. When sales publications bear an art cover, it may be desirable, for aesthetic reasons, to omit the symbol. When the symbol does not appear on the cover, it must appear in the tagline on the outside back cover;
- (b) Where relevant, the indication of the series and serial number;
- (c) The title of the work;
- (d) Where required, the subtitle, volume number or supplement number;
- (e) The United Nations emblem;
- (f) The name "United Nations", either in the language of issue or, in the case of bilingual or trilingual publications, in the two or three relevant languages. That name, which identifies the United Nations as the publisher of the work, should always appear at the bottom of the page in accordance with normal publishing practice.

The cover may also bear the name of the department, regional commission, major conference or other United Nations body in which the publication originated. Attribution may not normally be made on the cover to any unit of the Secretariat smaller than a department, office or regional commission. Such attribution should appear on the upper part of the cover with less typographical prominence than the name "United Nations" appearing at the bottom. Where the seat of the organizational unit concerned is not New York, mention of the place name may be made after, or under, the name of the unit.

Back cover

The outside back cover normally includes two elements: a box containing information, in six languages (Arabic, Chinese, English, French, Russian, Spanish), on how to obtain United Nations publications, (see article C 1, chapter II, section 7); and a tagline.

The tagline is intended for the purpose of identification and normally bears the following:

(a) The words "printed in" and the name of the country in which the publication is printed;

(b) The job number assigned by Documents Control; the date of publication (month and year); and the "print run" (that is, the number of copies printed);

(c) For sales publications: the price (coded in United States dollars), the words "United Nations publication", the sales number and - where required as indicated above - the document symbol.

For publications printed internally, either at Headquarters or at a regional office, mention of the place of publication should be part of the tagline (for example: Litho in United Nations, New York; Litho in United Nations, Santiago).

In the case of reprints, the tagline should carry the original information indicated above, and, in addition, the date of publication, and below that the words "Reprinted in United Nations", and the information indicated above.

EXAMPLE:

Printed in Austria	80-33394 June 1980 - 3,800
Reprinted in United Nations	82-00000 August 1982 - 5,000

In cases where an art cover is used, it may not be considered desirable to have the tagline and/or the box containing information on how to obtain United Nations publications on the outside back cover. In such cases, that information should appear on the last page of the text if space permits or, if not, on the inside back cover.

Spine

When space and other relevant factors permit, the spine bears the following: title of the work (abbreviated if necessary); the volume number when appropriate; the words "United Nations" and the emblem of the United Nations, normally in that order. The spine should read from top to bottom, not from bottom to top.

B. Title-page

The recto of the title-page normally bears the following elements:

- (a) Where a publication also serves as a meeting document, the document symbol in the upper right-hand corner;
- (b) Where relevant, the indication of the series and serial number;
- (c) The title of the work;
- (d) Where required, the subtitle, volume number or supplement number;
- (e) On the lower part of the page, the United Nations imprint, namely, the words "United Nations, New York" - identifying the United Nations as the sole publisher regardless of the place of issue of the publication - and the year of publication. When a translation of a publication is issued in a different year from the original language version, the actual year of publication appears in the imprint on the translated version.

Where appropriate, and where authorization has been given under the rules governing the attribution of authorship, the upper part of the title-page may bear the name of the department, regional commission, major conference or comparable unit in which the publication originated, such name being given less typographical prominence than the name "United Nations". Attribution may not, normally, be made on the title-page to any unit of the Secretariat smaller than a department, office or regional commission. Where the seat of the regional commission or other organizational unit is not New York, mention of the place name may be made after (or under) the name of the unit.

The verso of the title-page normally bears the following elements:

- (a) The document symbol, if any, and the sales number;
- (b) The price of the publication;
- (c) The standard note concerning United Nations symbols (see article E 6, chapter I, section A);
- (d) Where appropriate, the customary disclaimer concerning the legal status of countries or territories and the delimitation of their frontiers (see article E 6, chapter II).

If a disclaimer regarding the views expressed in the publication by authors or contributors is required, and if the preliminary matter of the publication contains no preface or introductory note - the normal place for such a disclaimer - it may appear on the verso of the title-page.

C. Cover and title-page combined (self-cover)

In the case of publications for which the first page serves as cover and title-page combined, the publisher's imprint, as defined above, appears together with the United Nations emblem, at the bottom of the combined cover and title-page. Any of the items that may appear on the title-page may appear on a self-cover.

III. JOINT PUBLICATION WITH SPECIALIZED AGENCIES OR
THE INTERNATIONAL ATOMIC ENERGY AGENCY

A. Definitions

The term "joint publication" is used to indicate that the United Nations and an agency or agencies are jointly responsible as publishers. It usually implies joint financing of the publication.

The term "joint authorship" is used to indicate that the United Nations and another agency or agencies are jointly responsible for preparation of the text. The term does not apply to publications prepared by the United Nations that contain one or more articles contributed by an agency or agencies.

B. The United Nations and another body or bodies
as joint publishers

Where the United Nations and another body or bodies are joint publishers, the emblems and imprints of all bodies concerned appear in the lower part of the cover and of the title-page, respectively, in the publisher position, the name of the United Nations appearing on the left and all the emblems being given equal typographical prominence. In such cases, it is not necessary for the names of the bodies to appear also at the top of the page in the author position.

Where the United Nations and another body are joint publishers, the wording and presentation of the imprint must be referred to the Publications Board.

C. The United Nations as sole publisher

Where the United Nations and another body or bodies are joint authors, and the United Nations is the publisher, the United Nations emblem and the United Nations imprint appear in the lower part of the cover and of the title-page in the publisher position, in accordance with the rules laid down above.

The names and emblems of both or all the joint authors may appear, if required, at the top of the cover page in the author position, being given equal typographical prominence; those of the United Nations should appear on the left. In such cases, the emblems but not the names of the bodies concerned should appear in the same sequence in the upper part of the title-page, the emblem of the United Nations normally appearing on the left.

IV. EXCEPTIONS

Any departure from the rules set forth above must be authorized by the Chairman of the Publications Board.

ARTICLE H 2. ATTRIBUTION OF AUTHORSHIP IN UNITED NATIONS
PUBLICATIONS, DOCUMENTS AND OTHER PAPERS*

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I. GENERAL PRINCIPLES

The following rules on attribution of authorship apply to all United Nations publications and documents, and also to papers circulated in connection with meetings, seminars and technical co-operation projects that do not have sales numbers or document symbols.

The rules on attribution should be read in conjunction with those describing the layout of covers and title-pages of publications (see article H 1).

The general principle to be applied is that publications are issued in the name of the United Nations, while documents emanating from the Secretariat are attributed to the Secretary-General or to the Secretariat.

* Based on ST/AI/189/Add.6/Rev.2.

Attribution, either direct or indirect, to individual members of the Secretariat is not permitted in papers, documents or publications, nor may such attribution be made in a preface, foreword or introduction.

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.

II. ATTRIBUTION TO UNITS OF THE SECRETARIAT

The cover and title-page of publications may bear the name of the department, regional commission, major conference or other United Nations body in which the publication originated. Attribution may not normally be made to any unit of the Secretariat smaller than a department, office or regional commission.

Mention may also be made, in a preface, foreword or introduction, 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.

Technical papers prepared in the Secretariat for seminars, study tours or similar discussion groups shall normally be attributed to the substantive unit in which they were prepared and not to individual staff members.

Prefatory material in documents may, if appropriate, contain an indication of authorship according to the rules stated above.

III. SIGNATURE OF PREFACES AND FOREWORDS

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

IV. LETTERS OF TRANSMITTAL

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.

V. ATTRIBUTION TO CONSULTANTS

Attribution or other reference to consultants especially engaged for the purpose of preparing a publication or paper may, at the discretion of the Secretary-General, be given in a preface, foreword, introduction or footnote, subject to the rules set forth below.

When a paper prepared by a consultant has been heavily revised by a United Nations staff member, attribution to the consultant should be given in an oblique way, for example, by a statement in a footnote or preface that the paper was prepared by the Secretariat with the assistance of the consultant or that the consultant prepared the original draft that served as the basis for the paper. Similar formulas may be used to indicate the relative degree of participation by staff members and consultants in various studies and publications.

When a consultant is engaged to prepare a policy paper that is to be issued as a report of the Secretary-General, usually in response to a request from a legislative body, authorship of the paper should not be attributed to the consultant. A reference may in appropriate cases be made, in a footnote, to the consultant's contribution to the paper.

VI. PAPERS AND ARTICLES BY GOVERNMENT REPRESENTATIVES AND BY AUTHORS OUTSIDE THE UNITED NATIONS

Except as indicated elsewhere in this instruction, papers and articles prepared by government representatives or officials by authors outside the United Nations Secretariat may be attributed to them.

VII. ATTRIBUTION TO THE UNITED NATIONS AND OTHER AGENCIES

Where the United Nations and one or more of the specialized agencies or the International Atomic Energy Agency are jointly responsible for the preparation of a publication, their names may all appear on the cover and the title-page (see article H 1).

VIII. ATTRIBUTION TO A GOVERNMENT OR FOUNDATION

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 ...

Alternatively, acknowledgement may be made in a preface or foreword.

IX. ATTRIBUTION ON DOCUMENTS

United Nations documents normally bear, in addition to a title corresponding to the agenda item, a subtitle indicating in general terms the entity of authorship or sponsorship. In documents prepared for a body that does not have a sessional agenda, the main title may contain that information.

EXAMPLES:

Report of the Secretary-General

Note by the Secretary-General

Algeria: draft resolution

Working paper prepared by the Secretariat

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

Report of the Special Committee on ...

Documents originating in the Secretariat should be attributed to the Secretary-General if they deal with policy questions that engage his responsibility or if they involve formal acts carried out by him under a provision of the Charter of the United Nations or of the rules of procedure of an organ or in accordance with a request expressly addressed to him. Documents dealing with detailed and technical matters not requiring policy clearance are normally attributed to the Secretariat.

Documents may, as appropriate, be attributed, by official title, to the head of a major conference or regional commission or to its secretariat or to the chairman or appropriate officer of any United Nations body. When a document is attributed to a rapporteur or special rapporteur, the name - and, if a rapporteur, the country - may also be given.

X. DISCLAIMERS

When a publication contains component parts attributed to individual authors, the prefatory matter should contain a statement indicating the position 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."

XI. DEPARTURE FROM THE RULES

Departure from these rules may be made only with the personal written permission of the Secretary-General or of the Chairman of the Publications Board.

ARTICLE H 3. USE OF THE UNITED NATIONS EMBLEM ON
DOCUMENTS AND PUBLICATIONS*

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The rules that follow are intended to ensure uniformity in the manner in which the United Nations emblem is used in documents and publications of the United Nations and of other organizations in the United Nations system.

In accordance with General Assembly resolution 92 (I) of 7 December 1946, concerning the official seal and emblem of the United

* Based on ST/AI/189/Add.21.

Nations, the United Nations emblem is intended for official use and may be used otherwise only with the authorization of the Secretary-General. ^{1/}

I. USE OF THE UNITED NATIONS EMBLEM ON UNITED NATIONS DOCUMENTS AND PUBLICATIONS

A. Use of emblem on public information documents

The emblem may be used on all official material issued by the Department of Public Information, including publications, pamphlets, booklets, fliers and posters.

B. Use of emblem on official documents

The United Nations emblem is used on the masthead of official United Nations documents, that is, those bearing a United Nations document symbol. It is not used on unofficial material such as seminar and conference room papers.

The mast-head of documents of a main organ or subsidiary body should always bear, beside or near the emblem, the words "United Nations", written in full and presented in such a way as to make it clear that the emblem is that of the United Nations and not that of the main organ or subsidiary body concerned.

C. Use of emblem on publications

The emblem should appear on the cover page of United Nations publications in accordance with the rules laid down in document ST/AI/189/Add.2 and Amend.1, paragraphs 3 and 3a. When the name "United Nations" appears at the bottom of the page, identifying the United Nations as the publisher, the emblem should appear beside or above it.

The emblem should appear in the lower part of the title-page of United Nations publications, as part of the United Nations imprint (see article H 1).

^{1/} Requests received by United Nations offices from persons or bodies outside the United Nations for authorization to use the United Nations emblem, however addressed, should be referred to the Office of Legal Affairs, which will deal with them, in consultation as necessary with the Executive Office of the Secretary-General, the Department of Public Information and any other offices concerned.

Inasmuch as topical newsletters prepared by substantive units of the Secretariat are not official publications (see article H 7), the emblem should not be used on them.

The emblem may, in appropriate cases, be combined with that of specialized agencies and other organizations in the United Nations system as indicated below (see also article H 1, chapter III).

(a) Where the United Nations and another body or bodies are joint publishers, the emblems and imprints of all bodies concerned should appear in the lower part of the cover and of the title-page, in the publisher position, the name of the United Nations appearing on the left and all the emblems being otherwise given equal typographical prominence. In such cases, it is not necessary for the names of the bodies to appear also at the top of the page in the author position;

(b) Where the United Nations and another body are joint publishers, the wording and presentation of the imprint, including the emblem, must be referred to the Publications Board;

(c) Where the United Nations and another body or bodies are joint authors, and the United Nations is the publisher, the United Nations emblem and the United Nations imprint should appear in the lower part of the cover and of the title-page in the publisher position, in accordance with the rules laid down in article H 1, chapter II;

(d) The names and emblems of both or all of the joint authors may appear, if required, at the top of the cover page in the author position, being given equal typographical prominence, provided that those of the United Nations appear on the left or above the others. In such cases, the emblems but not the names of the bodies concerned should appear in the same sequence in the upper part of the title-page, the emblem of the United Nations appearing on the left or above the others;

(e) The United Nations emblem may not be used in combination with the emblem of any organization outside the United Nations system without the express authorization of the Secretary-General (see also chapter V);

(f) When the United Nations emblem appears together with that of another body, the emblem of each should appear in combination with the name of the organization to which it relates, except as indicated in subparagraph (d) above.

When material prepared by, or under the authority of, the United Nations is issued or reprinted by an external publisher or other organization, the United Nations emblem may not be used on the publication, even as a motif in the cover design, without the express authorization of the Publications Board.

II. USE OF EMBLEM BY UNITED NATIONS BODIES 2/

The United Nations emblem should be used on official documents and publications of United Nations bodies.

When used by such a body, the emblem should be displayed in a way that makes it clear that the emblem is that of the United Nations and not exclusively that of the body concerned.

The emblem should not be modified, whether by the addition of the name of the body or of any motto within or around it or by the inclusion of any motif within or around it.

Such bodies may also use distinctive emblems of their own, subject to the following considerations:

(a) On official documents, which must bear the United Nations emblem, the distinctive emblem of the United Nations body may be used in conjunction with the United Nations emblem, provided that the latter is given greater typographical prominence;

(b) On non-official documents, the distinctive emblem may be used alone; it should not be combined with the United Nations emblem.

Where the designation of a United Nations body appears together with the United Nations emblem on the masthead of an official document or on the cover of a publication, the full name of the body should, preferably, be given rather than the acronym. The emblem should, if possible, appear close to the words "United Nations".

Reports of seminars or similar meetings carried out under the United Nations regular programme of technical co-operation or under the United Nations Development Programme or funds-in-trust should not, when issued as non-official papers, bear the United Nations emblem. When, however, following submission of a request for the issuance of such a report as a United Nations publication, the Publications Board approves such issuance, the report should bear the emblem.

2/ The term "United Nations bodies" is used in this directive to designate organs such as the United Nations Conference on Trade and Development, the United Nations Development Programme and the United Nations Industrial Development Organization, established by the General Assembly as autonomous or semi-autonomous entities.

III. USE OF DISTINCTIVE EMBLEMS FOR UNITED NATIONS
CONFERENCES AND DESIGNATED INTERNATIONAL YEARS 3/

The United Nations emblem should be used on official documents and publications of United Nations conferences and designated international years.

Subject to the rules set forth below, a distinctive conference emblem may also be used, together with the United Nations emblem, in the mast-head or on the cover and title-page of official documents and publications and in publicity material of United Nations conferences. When a conference emblem is used together with that of the United Nations, the United Nations emblem must be given greater typographical prominence. The United Nations emblem should appear above or to the left of the conference emblem, preferably with the United Nations emblem adjacent to the name "United Nations", which should be included in the name of the conference.

Non-official papers of United Nations conferences should not bear the United Nations emblem. The distinctive emblem of the conference, if any, may be used on them.

Mast-heads and cover designs featuring conference emblems used in combination with the United Nations emblem are subject to the approval of the Chairman of the Publications Board. 4/

When the report and/or papers of a United Nations conference are published externally, they may bear the conference emblem; they should bear appropriate attribution to the United Nations but should not bear the United Nations emblem without the express authorization of the Publications Board.

3/ The term "United Nations conference" is used in this directive to designate conferences convened by the General Assembly, the Economic and Social Council or other main organs of the United Nations. It refers in particular to special conferences devoted to topics of current interest, such as the United Nations World Conferences on Population, the World Conference of the International Women's Year, the United Nations Water Conference, and the United Nations Conference on Science and Technology.

4/ The procedure for selection of distinctive emblems for United Nations conferences and designated international years is set forth in the annex to the present directive.

IV. USE OF THE UNITED NATIONS EMBLEM WITH THE INSIGNIA OF INDIVIDUAL GOVERNMENTS

The United Nations emblem may be used together with the insignia of individual Governments only with the express permission of the Publications Board.

When a Government co-operates with the United Nations in the preparation of a report or other document, attribution should normally be given in the form:

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

without showing the insignia of the Government.

When the Government prints a report or other document of which the United Nations is the publisher, credit may be given in a form such as the following:

"Printed by the Government of ... as a contribution to the work of the United Nations"

The publication should bear the emblem of the United Nations in the lower part of the cover and title-page but should not bear the insignia of the Government.

V. USE OF THE UNITED NATIONS EMBLEM IN DOCUMENTS OF BODIES OUTSIDE THE UNITED NATIONS SYSTEM

When the United Nations participates in organizing a conference or meeting convened by an outside body, the emblem may be used, in combination with the name "United Nations", if the emblems of other participating bodies are so used on the documents of the conference or meeting.

VI. EXCEPTIONS

No departure may be made from the rules set forth above without the express authorization of the Chairman of the Publications Board.

Annex

SELECTION OF DISTINCTIVE EMBLEMS FOR SPECIAL
CONFERENCES AND INTERNATIONAL YEARS

1. The selection of distinctive emblems - sometimes called logos - for special conferences often raises questions of taste and propriety, artistic value and political significance.
2. Responsibility for the final selection and approval of the emblem is vested in the Publications Board, which is responsible also for ensuring the correct use of conference designs in combination with the United Nations emblem on documents and publicity material.
3. In order to ensure that the views of the various offices concerned shall be sought, the following procedure has been established:
 - (a) If a distinctive emblem is to be used for a special conference or international year, the substantive department or office concerned must see to it that the cost of preparing it is included in the budget estimates of the conference;
 - (b) The substantive department or office concerned should submit its request for a design for a distinctive emblem to the Chairman of the Publications Board, indicating the general theme to be projected by the design;
 - (c) The Publications Board will consider the request at a meeting of the Board to which the Special Representative for the conference will be invited, and will authorize the Chairman of the Board to arrange for the preparation of sample designs either within the United Nations Secretariat, usually in the Graphic Presentation Unit, or outside the Secretariat, possibly through international competition, depending on the time and funds available;
 - (d) The Publications Board will examine the designs, bearing in mind the guidelines appended hereto, and will make the final selection, taking into account the views of the Special Representative, who will be invited to attend the meeting;
 - (e) In accordance with its terms of reference, the Publications Board will rule on all matters relating to the presentation of the design in combination with the United Nations emblem on United Nations documents and publicity material, taking account of chapter III of the present directive.

Appendix

GUIDELINES FOR THE SELECTION OF DISTINCTIVE EMBLEMS FOR
MAJOR UNITED NATIONS CONFERENCES

In the planning and selection of a distinctive emblem for a major United Nations conference, the following requirements should be borne in mind:

1. The design of the emblem should be suggestive of the topic and of the United Nations character of the conference. It should not, however, be a modification of the United Nations emblem. It might, for example, show a motif symbolic of the topic of the conference enclosed in a globe flanked by the traditional olive branches.

2. The design should be of universal significance and should be readily understandable to the general public.

3. The design should be simple, dignified and distinctive.

4. The design should not include a motto that would have to be translated into various languages.

5. Care should be taken not to use a symbol that has different meanings in different cultures.

6. The design should be reproducible in black and white.

7. The design should be compatible with the United Nations emblem so that, when used together, the conference design and the United Nations emblem would present a harmonious ensemble.

ARTICLE H 4. DISTRIBUTION OF DOCUMENTS, MEETING RECORDS,
OFFICIAL RECORDS AND PUBLICATIONS*

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* Based on ST/AI/189/Add.3/Rev.1 and Amend.1.

I. CATEGORIES OF DISTRIBUTION OF DOCUMENTS AND MEETING RECORDS

For distribution purposes, documents and meeting records are classified in the following categories, each indicating the pattern and scope of distribution: (a) GENERAL (b) LIMITED and (c) RESTRICTED. The distribution pattern for these categories is described below.

(a) The designation GENERAL is used on basic documents and meeting records in which there is a wide and continuing interest, in particular the basic documentation for consideration at sessions of the main organs of the United Nations and the major subsidiary bodies. It includes agenda, studies and reports, communications from Governments and the text of adopted resolutions and other decisions of some main organs. Such documents are given wide distribution among delegations, Governments, the Secretariat, non-governmental organizations, the press and depository libraries. They are given the widest distribution appropriate to the body concerned. The texts of documents issued in the GENERAL series should not be included in, or annexed to, subsequent documents, since they are readily available.

(b) The designation LIMITED is used on documents of an ephemeral nature such as draft resolutions and amendments thereto, draft reports and other action documents, and papers dealing with the order in which items will be discussed and other such matters. The primary distribution of documents in this category is limited to those likely to be immediately interested in the work of the body concerned. The substance of limited documents may, as appropriate and reasonable, be referred to, included in, or annexed to, the report of the body in which they were discussed. Limited documents bear the letter "L" before the serial number in the symbol.

(c) The designation RESTRICTED is used on documents and meeting records the content of which is such at the time of issuance that they should not be made public. The distribution of these documents and records is determined by the originating office. Such documents bear the letter "R" before the serial number in the symbol. They may later be derestricted in accordance with precepts laid down by the Publications Board (see article H 5). Documents bearing a restricted symbol may not normally be rerolled and given further distribution.

Staff members who are responsible for submitting documents for processing and distribution should endeavour to assign them to a category of distribution that will be as economical as is consistent with the purpose of the documents.

The distribution category is indicated in the symbol block in the masthead, in the following forms:

<u>English</u>	<u>French</u>	<u>Spanish</u>
Distr. GENERAL	Distr. GENERALE	Distr. GENERAL
Distr. LIMITED	Distr. LIMITEE	Distr. LIMITADA
Distr. RESTRICTED	Distr. RESTREINTE	Distr. RESERVADA

The distribution category may be suggested by the office submitting the manuscript; it is, however, the responsibility of the Documents Control Section, Department of Conference Services, to assign an appropriate category in accordance with the established policy and in consultation with the submitting office.

II. PROVISIONAL TEXTS OF DOCUMENTS AND MEETING RECORDS

Documents the text of which is of a provisional nature are issued first in a limited press run. Such documents include unrevised translations circulated in the course of a meeting and certain meeting records that will later be issued in corrected form. They bear the word "PROVISIONAL" (French: PROVISoire; Spanish: PROVISIONAL) above the document symbol. In bodies with limited membership provisional documents may also bear the indication "FOR PARTICIPANTS ONLY".

III. INFORMAL CONFERENCE ROOM AND WORKING PAPERS

Conference room papers and working papers, identified by the letters "CRP" or "WP" before the serial number in the symbol, are not official documents but informal papers, in one or more languages, considered to be of concern primarily to the members of an organ. They are not therefore, issued as documents in one of the categories specified in chapter II above, and it is the responsibility of the secretariat of the organ concerned to see to their distribution to the members of the organ.

IV. OFFICIAL DISTRIBUTION LISTS

Documents, meeting records, Official Records and publications are distributed free of charge by the Distribution Section of the Publishing Service in accordance with the general distribution policies set by the Publications Board and, where applicable, after consultation with the originating and/or responsible departments or offices, to the following:

(a) Recipients on external lists (distribution by surface mail and/or by pouch) :

- (i) Ministries, embassies and other governmental addressees
- (ii) Intergovernmental organizations
- (iii) Non-governmental organizations in consultative status
- (iv) Specialized agencies
- (v) United Nations Office at Geneva, regional commissions, United Nations Conference on Trade and Development (Geneva), United Nations Industrial Development Organization (Vienna)
- (vi) Information centres
- (vii) Depository libraries

(b) Recipients on internal lists (distribution at Headquarters) :

- (i) Permanent missions
- (ii) Permanent observers
- (iii) Press
- (iv) Secretariat
- (v) Meetings service and conference offices
- (vi) Sales
- (vii) Stock

V. ADVANCE COPIES OF DOCUMENTS

With the exception of provisional texts, documents may not be used at any meeting in advance of their official distribution.

If, for example, it is necessary to use a future E/- document in, say, English, at a meeting of a regional commission before it has been discussed in the Economic and Social Council, a request must be made for the full distribution of the document, in that language, to all of the usual recipients.

VI. LANGUAGE REQUIREMENTS

The distribution category is a factor in determining the languages in which a document or record is to be distributed. Documents in the GENERAL category are distributed in all the languages required for the body concerned. Documents in the LIMITED and RESTRICTED series may, in certain circumstances, be distributed only in the languages actually required by the participants in a meeting or other users.

VII. NUMBER OF COPIES

The number of copies of documents, meeting records, Official Records, publications and "provisional" texts normally distributed from Headquarters to recipients on the lists referred to above is indicated in a distribution chart approved by the Publications Board.

In view of the necessarily strict regulation of the distribution of documents and publications, editors should note that, if a manuscript submitted for reproduction states that a United Nations document or publication is available "free on request", the indication should be removed or modified.

VIII. DEPARTMENTAL LISTS FOR PUBLICATIONS

In addition to the free distribution to the official recipients described above, which is under the authority and control of the Department of Conference Services and the Department of Public Information within their respective spheres of competence, the substantive departments and offices of the Secretariat are permitted to maintain special distribution lists for the publications prepared by them. These lists may be either in the form of addressograph lists or in the form of ad hoc lists of recipients of specific publications.

According to a decision taken by the Publications Board at its 223rd meeting, departmental lists (whether permanent or ad hoc) may include:

(a) Persons or bodies who, in the view of the head of the department or office concerned, have rendered specific service, worthy of recognition, in the preparation of the publication or publications to be distributed;

(b) Persons or organizations who, in the view of the head of the department or office concerned, are of continuing and substantial assistance to the work of the department;

(c) Persons of eminence in the field dealt with in the publication or publications to be distributed, whose interest it is important, in the view of the head of the department or office concerned, to enlist or retain.

In order to avoid duplication with the list of official recipients and to ensure compliance with the criteria established by the Publications Board, all departmental lists, whether permanent or ad hoc, are subject to examination by the Publishing Service of the Department of Conference Services.

IX. DAILY LIST OF DOCUMENTS DISTRIBUTED

The "Daily list of documents distributed at Headquarters" (ST/CS/SER.D/...) is compiled and issued by the Publishing Service, Department of Conference Services. Its function is to enable the recipients listed above to check the daily distribution, to see if it is in conformity with their requests, and to make a selection of the documents which they do not receive in full series.

During sessions of the General Assembly, separate daily lists are issued for the Assembly documentation and for all other documentation.

X. AVAILABILITY OF OLD DOCUMENTS, MEETING RECORDS AND OFFICIAL RECORDS

Documents issued in the limited and provisional categories are normally available for two years after the original date of issue. Official Records (verbatim and summary records, annexes and supplements) and documents issued in final form are normally available for five years, with the exception of the printed resolutions of main organs, which are stocked on a continuing basis. It should be noted that all United Nations documents and Official Records may be consulted in the Dag Hammarskjöld Library.

XI. REQUESTS FOR SECONDARY DISTRIBUTION

The substantive units automatically receive copies of all documents and publications issued for general distribution through the responsible officer designated by the unit. Secondary requests for individual documents or publications may be made on form PS.22, quoting the document symbol and/or the sales number, and submitted to the appropriate distribution centre.

XII. IMPLICATIONS OF "WIDE DISSEMINATION"

Legislative bodies sometimes request that specific publications be given wide dissemination. In complying with such requests, the Distribution Service and the Secretariat units concerned should bear in mind the policy directives on distribution stated above and the financial implications of complying with the request.

ARTICLE H 5. CLASSIFICATION AND DECLASSIFICATION OF DOCUMENTS*

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This instruction relates to (a) documents distributed by the Secretariat under the provisions outlined in article H 4 above and (b) other documents deposited with United Nations libraries in accordance with ST/AI/189/Add.12 of 16 February 1973.

"Classification", for the purpose of this instruction, refers to the initial decision that a document should be placed in the RESTRICTED category defined in article H 4 or paragraph 2 (g) of ST/AI/189/Add.12. "Declassification" means the opening of initially RESTRICTED material to consultation, reference and quotation; it does not imply reissuance of the documents in another category of distribution. Though "declassification" would apply to material held by any unit of the Secretariat, it would, most notably, affect material held by United Nations libraries.

I. CLASSIFICATION

The decision to place material in the RESTRICTED category shall be taken by the head of the department or office originating the document, or by a senior official designated by him for this purpose. When such a decision is considered, attention should be paid to the fact that the work of the United Nations should be "open" unless circumstances require confidentiality. Thus, the basic approach should be to use the RESTRICTED classification only as an exception. As a rule, should the document contain material provided by a Government or some other source outside the Secretariat on the express condition that it be treated confidentially, such a document and/or its annexes would have to be classified as RESTRICTED. RESTRICTED should not be used to achieve a controlled distribution; that should be done by issuing the material in the LIMITED series and including special distribution instructions on the documents request form.

* Based on ST/AI/189/Add.16.

II. DECLASSIFICATION

Material initially RESTRICTED should be declassified when the passage of time or other events permit. In order to facilitate this operation, the Library shall prepare annually, in consultation with the Chief Editor, a list of the RESTRICTED series symbols of documents issued five or more years previously and held by the Library. After review by the Executive Office of the Secretary-General, the list, with such alterations as the Executive Office may direct, will be circulated to the originating offices with an indication that in the absence of other instructions the relevant material will be declassified by a specified date. This procedure should not prevent earlier declassification, and originating offices should themselves keep under review the material they have classified as RESTRICTED so as to ensure its declassification when and as soon as appropriate. Where the originating office takes the initiative in proposing declassification, the Executive Office of the Secretary-General should be consulted, and, if it agrees, the Library should be notified. It should also be understood that the originating office should not declassify material provided to it by others on a confidential basis without the agreement of the parties concerned.

ARTICLE H 6. COPYRIGHT IN UNITED NATIONS PUBLICATIONS,
PERMISSION TO REPRINT, AND PERMISSION TO PUBLISH
OUTSIDE THE UNITED NATIONS

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The principles with regard to copyright in United Nations publications and the procedure for obtaining copyright are set forth in administrative instruction ST/AI/189/Add.9. Attention is called to the following policy matters set forth therein.

I. GENERAL PRINCIPLES

The United Nations does not normally retain copyright, its policy being rather to facilitate dissemination of the content of its publications as widely as possible by all reasonable means. General retention of copyright would give an impression of restriction and of setting up a procedural barrier - namely, the need to request permission to use material. Exceptions to the general practice have however been made in the case of certain publications. The decisions of the Publications Board in such cases have been taken after considering whether there was a need to impose a measure of control on certain types of United Nations material in order to ensure that it should be used in the best interests of the Organization.

The copyright publications include material in the statistical, scientific and other specialized technical fields - in many cases supplied to the United Nations by or with the co-operation of Governments of Member States which would not have been prepared to furnish the same information to commercial publishers. Such material can often be reproduced by commercial publishers at relatively low cost, by photo-offset or other reproduction methods; in the case of translations into languages in which the United Nations does not itself publish, only such items as column headings, sub-titles and explanatory notes require translation. In some cases, the decision to copyright has been based mainly on financial considerations.

Some publications have been copyrighted in order to secure the co-operation of outside publishers; the Yearbook of the United Nations was copyrighted for this reason and the practice has been continued since the United Nations itself became the publisher.

The rules set forth below govern United Nations practice regarding copyright in its publications as well as the procedure which should be followed in order to obtain copyright.

II. PRACTICE REGARDING COPYRIGHT

As a general rule, documents bearing a United Nations symbol or working papers that have been distributed before copyright protection is sought are regarded as being in the public domain and cannot be protected by subsequent copyright. When it is anticipated that the proceedings will include papers issued first as documents or working papers, the decision to copyright should be made before the individual papers are reproduced for distribution, even to participants, in order that the necessary copyright notice may be given on each individual paper.

Articles or papers prepared by staff members for inclusion in a United Nations publication, or as a contribution to a conference or seminar, are covered by the terms of staff rule 112.7, which provides:

"All rights, including title, copyright and patent rights, in any work performed by a staff member as part of his or her official duties shall be vested in the United Nations."

Members of the Secretariat requiring guidance on copyright matters in respect of United Nations publications should apply to the Secretary of the Publications board, who, apart from any other action to be taken, will see that any legal question is at once brought to the notice of the Office of Legal Affairs.

The policy of the Publications Board in the matter of copyright is subject to review by the Board in the light of experience.

III. PERMISSION TO REPRINT

Permission to reprint is usually given freely by the United Nations. Each request must however be considered on its own merits. The following factors must be taken into consideration:

(a) The nature and quality of each publication for which the request is made;

(b) The source of the United Nations material (for example, if material issued by the United Nations was used by permission of an outside author, it may be necessary to obtain clearance from the author or outside publisher for the reprint);

(c) The United Nations' own plans for the material (for example, if an article is issued in mimeographed form and the United Nations intends to edit it and include it in a publication, it would not be desirable to have the unedited version reprinted elsewhere).

It is usually not necessary to include in a United Nations publication a statement concerning permission to quote or reprint material from it. Where such a statement is considered necessary, the following formula may be used:

Material in this publication may be freely quoted or reprinted but acknowledgement is requested, together with a copy of the publication containing the quotation or reprint.

Requests for permission to reprint should be referred to the Secretary of the Publications Board.

IV. PERMISSION TO PUBLISH OUTSIDE THE UNITED NATIONS

If a United Nations official is given permission to publish an article or book about any aspect of United Nations activities, he may not express views that are not compatible with those of the Organization. A disclaimer of the views and opinions expressed should not therefore normally be required.

ARTICLE H 7. NEWSLETTERS*

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The following rules and guidelines are laid down for all persons concerned with the preparation of newsletters. They relate primarily to newsletters on technical subjects but apply also, as indicated, to newsletters and similar informational material for wider dissemination, whether prepared by substantive units or by public information units of the Secretariat.

Current newsletters that do not comply with the rules should be brought into conformity with them. Requests for authorization of exceptions to the rules should be submitted to the Chairman of the Publications Board for consideration.

I. GENERAL RULES

If further newsletters are planned, the advice and approval of the Publications Board should be sought. The Board should be informed beforehand of the legislative authority for them, if any, the budgetary provision and the proposed editorial content and format.

Plans for newsletters and similar informational material related to any international year or conference should be included in the initial planning for the event. They should be drawn up in consultation with the Department of Public Information and should, as a matter of standard procedure, be submitted to the Publications Board for approval.

Questionnaires should be sent to recipients of newsletters periodically to determine whether or not the newsletter is of continued interest to them. The distribution lists should be pruned and adjusted accordingly.

* Based on ST/AI/189/Add.19.

II. GUIDELINES FOR THE PREPARATION OF NEWSLETTERS

Definition

The term "newsletter" is used in this directive to denote any information paper other than a typewritten communication sent out periodically to regular readers to inform them of activities in regard to the subject-matter concerned, whether or not the paper bears the title "newsletter".

Authority

Newsletters shall not be issued in any form without the authorization of the Publications Board.

When a request for the institution of a newsletter is made by a legislative body, the same procedure for approval should be followed as for a recurrent publication, including, wherever possible, obtaining the advance approval of the Publications Board, submitting a statement of the administrative and financial implications to the body concerned, and ensuring the necessary funds for the production of the newsletter. Departments should in no case take the initiative of proposing newsletters without obtaining the advance approval of the Publications Board.

Content

Newsletters prepared by substantive units may include the following types of material:

- (a) Information on major developments in the field concerned, including action taken or planned by the United Nations or its related agencies;
- (b) Excerpts from texts, such as declarations and resolutions on the subject;
- (c) Reviews and appraisals of progress in the implementation of resolutions and other decisions on the subject;
- (d) Information on related meetings and activities of Governments and bodies outside the United Nations system.

In general, newsletters should not contain substantive or analytic articles on the subjects dealt with; nor should they mention by name or report on the activities of individual United Nations officials.

Status

Newsletters prepared by substantive units of the Secretariat are not official United Nations documents and should not bear the United Nations emblem or any other indication in the mast-head that would suggest that they were.

Newsletters put out by the Department of Public Information or by other public information units have the same status as other public information material and may bear the United Nations emblem.

Editorial clearance

The manuscript of a newsletter prepared in a substantive unit should be submitted to the editorial unit concerned for review and, if necessary, editing before the text is typed in final form.

The texts of newsletters should not violate any of the United Nations editorial policies or practice.

Form of reproduction

Newsletters prepared in substantive units may be issued in mimeographed or offset form, at the discretion of the Publications Board.

Periodicity

Newsletters should not normally be issued more than twice a year. Where sufficient reason can be adduced, a newsletter may, subject to the approval of the Publications Board, be issued at more frequent intervals.

Length

Newsletters should be limited to 40 standard manuscript pages per year.

Languages

Newsletters are normally issued in one language only or in one polylingual version, the language chosen being, if possible, the working language best suited to the intended readership.

The Department of Conference Services does not translate newsletters. If a translation or "rendering" is prepared by the office responsible for the newsletter, the text should bear the disclaimer, "Unofficial translation".

In some cases, outside institutes, organizations or other bodies offer to translate newsletters at no cost to the United Nations. All such cases should be referred to the Publications Board.

Distribution

If the originating office envisages secondary distribution of material of wide public interest through the United Nations information centres, it should provide special funds for this purpose; without them such distribution cannot be made.

ARTICLE H 8. MENTION OF NAMES OF COMMERCIAL FIRMS IN UNITED NATIONS DOCUMENTS AND PUBLICATIONS*

The names of commercial firms and industrial enterprises (hereinafter referred to as "firms") other than research organizations and government-operated undertakings may not be mentioned in official United Nations documents and publications, except that:

(a) If the author of a paper or article reproduced in a United Nations document or publication is affiliated with a firm, he may, where appropriate, 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 being 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 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 apartheid or transnational corporations) that must by its nature involve reference to specific firms, the names may be mentioned.

The names of firms should be obliterated from photographs and other artwork reproduced in United Nations documents or publications, except in cases where they are used by express permission of the firm under the exception given above.

When, for any acceptable reason, the name of a firm is given in a document or publication, the document or publication should, in appropriate cases, bear a disclaimer (normally in an explanatory note) to the effect that mention of any firm or licensed process does not imply endorsement by the United Nations.

Exceptions to the rule other than those stated above may be made only with the express permission of the Chairman of the Publications Board. To obtain such permission, the unit of the Secretariat responsible for the document should submit a request to the Chairman of the Publications Board, indicating the reason for the proposed exception. The request should be accompanied by an indication of the views thereon of the director of the division concerned and of the appropriate editorial unit. The request should be submitted as early as possible in order to avoid delay in the issuance of the document or publication.

* Based on ST/AI/189/Add.18.

ARTICLE H 9. USE AND DISPOSITION OF PAPERS AND REPORTS
OF SEMINARS AND SIMILAR AD HOC MEETINGS*

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* Based on document ST/AI/189/Add.22.

I. SCOPE OF THE DIRECTIVE

This directive relates to papers prepared for ad hoc meetings such as seminars, meetings of expert working groups and workshops organized by the United Nations Secretariat within the approved programme of work and to the reports of such meetings. 1/ It relates to the documentation of all such meetings, whether financed from the regular budget or from extrabudgetary funds.

II. TYPES AND DEFINITIONS

The principal types of ad hoc meetings are described below.

(a) Meetings of groups of experts (or expert working groups) are small meetings of recognized experts in a given field, convened by the Secretary-General, sometimes at the request of a legislative body, for the purpose of obtaining advice, information and an exchange of experience on a clearly defined topic. Although the experts may be nominated by Governments, they normally attend in their personal capacity, without governmental responsibility. 1/, 2/ Such meetings are normally financed from the regular budget and are convened for a brief period, usually from one week to 10 days. The recommendations of such groups should relate only to technical matters such as processes or to substantive matters on which they have been asked to advise; they should not relate to matters within the competence of legislative bodies such as the convening of meetings. (See also chapter IV, section A, below).

(b) Seminars are meetings of persons qualified in a particular field, convened by the Secretary-General for the purpose of studying new techniques, sharing experience and exchanging views on a clearly defined subject. As a seminar is not a legislative or advisory body, the participants should not formulate recommendations unless they are

1/ It does not relate to meetings of ad hoc bodies such as ad hoc committees or to meetings of "groups of governmental experts" such as those established from time to time in the field of disarmament; nor does it necessarily apply to certain types of meetings organized by the United Nations Development Programme, in particular ad hoc meetings relating to operational activities, for which special arrangements are made in agreement with the parties concerned.

2/ This statement does not, of course, apply to "governmental experts", whose mandate is clearly to present the expert views of their respective Governments.

requested by a legislative body to do so. ^{3/} A seminar may, if it so wishes, record its conclusions in its report.

(c) Workshops are meetings of qualified persons convened by the Secretary-General for the purpose of intensive study of a given topic. They often include the discussion of practical sample projects. The participants may, if so requested, make recommendations to the Secretary-General with regard to practical or technical aspects of the subject studied.

(d) Training courses are courses arranged for the theoretical and practical instruction of participants, often for the purpose of training persons in certain skills to be used in developing countries. The report on the course, prepared by the officials responsible for organizing it, should be a factual statement of the methods used and of the results achieved. It should not contain recommendations but may contain an assessment of the success or failure of the methods used and suggestions for methods to be used in future courses.

(e) Symposia are major meetings of high-level experts convened by the Secretary-General, usually at the request of a legislative body, and directed to a discussion of policy and developments in a particular field. Like a meeting of experts, a symposium may, if so requested, formulate recommendations, addressed to the Secretary-General, on technical matters within the purview of the participants.

III. STATUS AND FINANCING OF MEETINGS

Ad hoc meetings in the sense of this directive fall into two categories:

(a) Meetings organized by the Secretariat pursuant to a specific mandate from a legislative body or as part of the approved work programme, and normally financed from the regular budget;

(b) Meetings organized by the Secretariat, sometimes in co-operation with Governments, often as part of interregional projects under the United Nations Development Programme, and normally financed from extrabudgetary funds.

Except for meetings organized pursuant to a specific mandate from a legislative body, ad hoc meetings in these two categories are not part of the regular conference and meetings programme, and are not covered by the conference servicing budget. Specific provision must

^{3/} As, for example, in the case of seminars organized under the Programme of Advisory Services in the Field of Human Rights, established by General Assembly resolution 926 (X).

therefore be made in the relevant project budgets for all documentation required for the meetings, and the Documents Control Section, Department of Conference Services, must be informed in good time of the requirements.

IV. TYPES OF DOCUMENTATION

The main types of documentation for ad hoc meetings are as follows:

- (a) Discussion papers prepared by United Nations staff members or by experts commissioned to prepare such papers;
- (b) Background papers, usually prepared by the United Nations Secretariat;
- (c) Country papers (that is, papers presenting the experience of various countries) prepared by persons (often fellows) designated by Governments;
- (d) A final report of the meeting.

A. Reports and papers of expert groups

Reports and papers of groups of experts may be issued in several different ways, subject to the considerations set forth below.

Expert groups appointed by the Secretary-General fall essentially into two categories:

- (a) Advisory and other expert groups appointed by the Secretary-General at the specific request of a legislative body;
- (b) Advisory and other expert groups appointed by the Secretary-General to advise him on, and assist him in, implementing the various parts of the work programme of a given Secretariat unit.

The recommendations, advice and suggestions of expert groups are generally directed to, and primarily for the use of, the Secretary-General. Unless the legislative body which requests the Secretary-General to appoint such a group specifies that the report of the group should be made available to a legislative body, the report is submitted to the Secretary-General; only a concise report by the Secretary-General setting forth his recommendations for action is normally submitted to a legislative body.

When a legislative body requests that the report of a group of experts should be submitted to it, the report is issued as a document bearing the symbol of the body concerned or of its parent organ, as appropriate, and is considered to be part of the regular documentation for meetings.

B. Reports and papers of seminars, workshops, training courses and symposia

Reports and papers of seminars, workshops, training courses, symposia and the like are usually issued as internal papers. If they are considered to be of wide interest, a request may be submitted to the Publications Board for their publication and, subject to the Board's concurrence, they may be issued as publications with an appropriate symbol.

V. ACQUISITION OF AUTHORSHIP RIGHTS

The United Nations may acquire authorship rights in papers for ad hoc meetings in any of the following ways:

- (a) It may request staff members to prepare papers;
- (b) It may engage experts or consultants to prepare papers under a special service agreement;
- (c) It may invite experts to a meeting and ask them to submit papers under an arrangement by which they would not receive remuneration but their travel costs and per diem would be paid;
- (d) It may request Governments to submit "country papers", that is, papers stating the experience of a given country in respect of the subject of the meeting.

VI. ATTRIBUTION OF AUTHORSHIP ^{4/}

A. Discussion papers

Discussion papers prepared by staff members are normally attributed to the United Nations Secretariat. Policy papers prepared by staff members and submitted to meetings of expert groups convened at the request of a legislative body may be attributed to the Secretariat or to the Secretary-General. Under staff rule 112.7 all rights to such papers are vested in the United Nations. The rule reads as follows:

"All rights, including title, copyright and patent rights, in any work performed by a staff member as part of his or her official duties shall be vested in the United Nations."

^{4/} See also article H 2.

Discussion papers prepared by experts or consultants may be attributed to the consultant by name; however, when such a paper has been heavily revised by a United Nations staff member, attribution to the consultant should be given in an oblique way, for example by a statement in a footnote or preface that the paper was prepared by the Secretariat with the assistance of the consultant or that the consultant prepared the original draft that served as the basis for the paper. Similar formulas may be used to indicate the relative degree of participation by the Secretariat and consultants in various studies.

B. Policy papers

When a consultant is engaged to prepare a policy paper that is to be issued as a report of the Secretary-General, usually in response to a request from a legislative body, the question of rights in or to the paper, including title, copyright and patent rights, should be dealt with in the agreement or contract under which the consultant is engaged by the Organization. Normally, authorship of the paper should not be attributed to the consultant, but a reference may, in appropriate cases, be made in a footnote to the consultant's contribution to the paper. Upon submission of the paper to the United Nations, the Organization should acquire and hold all rights to it. The standard agreement provides in this respect:

"The United Nations shall have the right to all property rights, including but not limited to patents, copyrights and trademarks, in material which bears a direct relation to or is made in consequence of the work performed under a contractor's contract with the United Nations. At the request of the United Nations the contractor shall do the necessary to secure such property rights and to transfer them to the Organization in compliance with the requirements of the applicable law. The United Nations shall not be bound to publish any manuscript or materials delivered under this contract."

C. Country papers

Country papers prepared by fellows or other persons designated by Governments are normally attributed to the Governments concerned, with or without the name of the author, as the Government chooses. If it is desired that the United Nations should acquire rights to or in such papers - for instance, when the papers are issued for a meeting organized by the United Nations - this fact should be clearly stated in the letter or other communication by which the United Nations requests the Government in question to submit a paper. Preferably, a specific agreement regarding title, copyright or patent or other rights should be entered into between the parties concerned, namely the Government, the author and the United Nations.

VII. DISPOSITION OF REPORTS AND PAPERS

Reports of meetings other than those of expert groups appointed in pursuance of the request of a legislative body are usually issued as unofficial papers. As indicated above, they may, subject to the agreement of the Publications Board, be issued as publications with an appropriate symbol.

In accordance with General Assembly resolution 2292 (XXII), annex, paragraph (a), papers prepared for seminars and similar meetings are not as a rule issued as part of the report or annexed to it. In exceptional cases, they may be included in the report or annexed to it, subject to the agreement of the Chief Editor.

Subject to the agreement of the Publications Board, the report and papers may be published by a third party. In such cases, the Board should be informed of the status of the papers; it should be told in particular whether the United Nations has exclusive right to the papers, or whether any of the papers are copyrighted by the authors or subject to the agreement of Governments. The Board should be informed also of the way in which the papers have been acquired and whether an honorarium has been paid to the authors.

VIII. PERMISSION TO REPRINT 5/

Permission to reprint is usually given freely by the United Nations, its policy being to facilitate dissemination of the content of its documentation. Each case must however be considered on its own merits and in the light of the considerations set forth below.

Papers prepared for expert group meetings organized at the request of a legislative body and financed from the regular budget, and the reports of such meetings, are normally issued under an official United Nations document symbol and given general distribution. Once issued, they are in the public domain and cannot be copyrighted. If the United Nations wishes to retain copyright, it should issue them only to a small and clearly defined group of recipients and mark them "Restricted".

Other papers do not normally bear an official United Nations symbol and do not receive general distribution. They are intended to be internal papers and are normally distributed only to the participants and essential services. They do not, by reason of their distribution at the meeting, enter into the public domain. In order to

5/ See also article H 6.

emphasize the restricted nature of such papers, however, it is advisable to have them marked "For participants only". Such papers may not be reproduced or reprinted, even by the authors, without the express permission of the United Nations.

A paper given even minimal distribution beyond the group for which it is prepared enters into the public domain and may therefore be freely quoted and copied, provided only that due acknowledgement is made to the United Nations. Therefore, if the United Nations intends to take out copyright in all or some of the papers included in a book or other publication, it should make arrangements with the authors of individual papers so they will neither have their papers reproduced elsewhere, even in the name of the United Nations, nor transfer the rights to the papers to any other person until after the copyrighted United Nations publication has appeared in print. If, on the other hand, the United Nations does not intend to publish the paper, it may grant the author permission to have it published elsewhere in his own name.

If the United Nations does not intend to publish papers to which it holds title, it may grant an external publisher permission to do so and the Organization is not obliged to seek the consent of the author. In the case of papers submitted by Governments, however, the United Nations may deem it desirable to inform the Governments concerned of its intention and to respect any reservation they may express on the subject.

If the United Nations decides to permit an external publisher to publish papers submitted to ad hoc meetings without remuneration to the authors, the United Nations should, as a courtesy, inform the authors of its intention; should any object to commercial use of papers they have given to the United Nations free of charge, the papers should be withdrawn and the matter discussed further with the authors with a view to a mutually agreed solution.

When a seminar or similar meeting is organized jointly by the United Nations and another body or Government, all relevant questions concerning title and other rights to or in the report and papers of the seminar or other meeting should be addressed and clearly settled in an agreement between the parties concerned. As a general rule, the United Nations shall acquire and hold all rights, including title and copyright, to and in the report and papers, and it is usually agreed that the United Nations shall issue them. If the United Nations wishes to consider the possibility of external publication subsequent to the meeting, it is incumbent upon the United Nations to consult with the other body or Government concerning the arrangements that must be made before any of the papers or the report are issued.

Although the papers are in the public domain, no individual or legal entity may publish a collection of them in his or its own name, even if the individual or entity adds original material such as an analysis of the papers or of the meeting.

An expert who has accepted an invitation from the United Nations to participate in a meeting does not necessarily thereby give permission to the United Nations to publish any statement he may deliver. If the agreement refers to a lecture and not specifically to a written paper, the United Nations should obtain written permission from the expert before publishing or granting a third party the right to publish the lecture.

IX. TRANSLATION RIGHTS

Papers issued by the United Nations without copyright, being in the public domain, may be translated into other languages by outside persons provided that appropriate acknowledgement is made to the United Nations. Requests for permission to translate or for confirmation of the right to translate are often, in such cases, submitted to the United Nations as a courtesy. In replying to such requests, the Secretary of the Publications Board states that the translated version should bear an indication that it is a translation from the original language and that it is not an official translation by the United Nations, and also asks that a copy of the translation be sent to the United Nations.

A paper to which the United Nations holds copyright may not be translated by an external body without the written permission of the United Nations. Requests for such permission should be addressed to the Secretary of the Publications Board.

ARTICLE H 10. MAXIMUM LENGTH OF DOCUMENTS SUBMITTED IN THE NAME OF THE SECRETARY-GENERAL OR OF THE SECRETARIAT*

The General Assembly and the Economic and Social Council have established the general principle that reports and studies submitted to them and their subsidiary bodies should be action-oriented and concise; both bodies have further decided that reports submitted to them and to their subsidiary bodies should not exceed 32 single-spaced pages in length. 1/, 2/ They have also decided that, when a document is prepared on the basis of Governments' replies to a questionnaire or of submissions by the agencies and programmes of the United Nations system, such replies and submissions should not be reproduced in extenso in the body of the document or in an annex to it. Should the body concerned wish to see the texts of such replies and submissions, the Secretariat should make them available in the original languages and in an appropriate form.

In a further effort to keep documentation within manageable proportions, the Secretary-General has directed that henceforth documents originating in the Secretariat for submission to United Nations organs and bodies shall not, except as provided below, exceed 24 single-spaced pages in length. 3/

If, in particular cases of complexity of subject or abundance of detail, heads of departments and offices consider that reports and studies cannot be adequately prepared within the limit of 24 pages, they should at the forecast stage give notice to the Under-Secretary-General for Conference Services and Special Assignments in the form of a memorandum indicating the decision calling for the report or study, the proposed method of treatment, the reasons why it is considered that the report or study should exceed 24 pages in length and the estimated length required.

* Based on ST/AI/189/Add.20/Rev.1.

1/ Without prejudice to the provision made in paragraph 10 of General Assembly resolution 32/151, as reaffirmed by paragraph 9 of its resolution 34/141, paragraph 9 of its resolution 35/163, and paragraph 6 of its resolution 36/114.

2/ 32 single-spaced pages are equivalent to 44 one-and-one-half spaced pages or 60 double-spaced pages.

3/ 24 single-spaced pages are equivalent to 33 one-and-one-half spaced pages or 45 double-spaced pages.

If the Under-Secretary-General for Conference Services and Special Assignments accepts that exceptional circumstances exist, the report or study may be prepared up to the agreed limit on length. In case of disagreement, the matter shall be submitted to the Secretary-General for decision.

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