

UNITED NATIONS
SECRETARIAT



ST/AI/189/Add.2³
15 September 1971

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

Addendum

COVERS AND TITLE-PAGES OF PUBLICATIONS

I. GENERAL

1. 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 and take into account the principles on the attribution of authorship.^{1/}

2. The rules apply (a) to all United Nations publications, including those of the regional economic commissions, the United Nations Conference on Trade and Development (UNCTAD), the United Nations Industrial Development Organization (UNIDO), the Office of Public Information (OPI), the United Nations Children's Fund (UNICEF) and the United Nations Development Programme (UNDP); (b) to publications issued jointly by the United Nations and the specialized agencies or the International Atomic Energy Agency (IAEA); (c) to reprints of all such publications.

* This instruction supersedes documents ST/PB/10 of 20 November 1957 and ST/FB/21 of 21 June 1962.

^{1/} The instructions concerning attribution of authorship (see ST/AI/167) will be issued shortly in revised form as ST/AI/189/Add.6.

II. UNITED NATIONS PUBLICATION

A. Cover

Front cover

3. 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.

Back cover

4. The outside back cover normally includes two elements: a box containing information, in four languages (English, French, Russian, Spanish), on how to obtain United Nations publications; and a tagline.

5. 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; the date of publication (month and year); and the "run" (i.e., the number of copies printed);
- (c) For sales publications: the price, the words "United Nations publication", the sales number and - where required as indicated in paragraph 3 (a) above - the document symbol.

6. For publications printed internally, either at Headquarters or at a regional office, mention of the place of publication shall be part of the tagline (for example: Litho in United Nations, New York; Litho in United Nations, Santiago).
7. In the case of reprints, the tagline should carry the original information indicated in paragraph 5 (a) above, plus the date of publication, and below that the words "Reprinted in United Nations", plus the information indicated in paragraph 5 (b) above.

Example:

Printed in Switzerland - July 1971

Reprinted in United Nations - 06487 - August 1971 - 5,000

8. 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

9. 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.

B. Title-page

10. 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

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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.

11. Where appropriate, and where authorization has been given under the rules governing the attribution of authorship,^{2/} the upper part of the title-page may bear the name of the department, regional economic commission or major conference 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, regional economic commission or bureau. Where the seat of the regional economic 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.

12. 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;
 - (d) Where appropriate, the customary disclaimer concerning the legal status of countries or territories and the delimitation of their frontiers.^{3/}
13. 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 - which is 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)

14. In the case of publications for which the first page serves as cover and title-page combined, the publisher's imprint, as defined in paragraph 10 (e) 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.

^{2/} See foot-note 1.

^{3/} See ST/CS/SER.F/167/Rev.1.

III. JOINT PUBLICATION WITH SPECIALIZED AGENCIES OR THE INTERNATIONAL ATOMIC ENERGY AGENCY

A. Definitions

15. 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.
16. 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

17. 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.
18. 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

19. 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 in paragraphs 3 (e), 3 (f) and 10 (e) above.
20. 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

21. Any departure from the rules set forth above must be authorized by the Chairman of the Publications Board.
