

Secretariat

ST/AI/189/Add.27 8 November 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Conference Services and Special Assignments

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION

OF DOCUMENTATION

Addendum

REFERENCES AND ACKNOWLEDGEMENTS

- 1. The present instruction should be read in conjunction with paragraph 14 of administrative instructions ST/AI/189/Add.9/Rev.2 and ST/AI/189/Add 9/Rev.2/Add.1 concerning the use of copyrighted materials in United Nations publications and documents.
- 2. In accordance with the provisions of the above instructions, it is the responsibility of authors to ensure that complete references and acknowledgements for all material or the expression of ideas obtained from other sources be made, whether quoted directly or paraphrased. If graphic presentations are reproduced in their original or an altered form, the permission of the originator must be obtained and appropriately acknowledged. Any direct quotation or reproduction must be identical to the original, of which a copy must be provided. If a translation is quoted, both the translation and the original language text should, wherever possible, be submitted to the Department of Conference Services. Even when material is paraphrased instead of quoted directly, the source text should be submitted to the Department of Conference Services to facilitate translation.
- 3. The primary responsibility for ensuring complete references and acknowledgements rests with the author, or, in cases in which a manuscript is prepared by a consultant, with the submitting officer of the author department. Should editors or translators have grounds to believe that appropriate references to the work of others have not been included in texts submitted for publication as United Nations documents or publications, it is their duty to take steps to ensure that such references are included. They should, in the first instance, refer any

/...

questions that may arise to the author or the submitting office for clarification. Questions that cannot be resolved in this manner should be referred to the Chief Editor, with all relevant background information, for further action as appropriate, in consultation with the Department concerned as well as with the Office of Human Resources Management. In all cases, it should be borne in mind that failure to give references and acknowledgements may entail liability on the part of the Organization and of the individuals concerned.