



ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

Addendum

EXTERNAL PUBLISHING OF UNITED NATIONS MANUSCRIPTS

General guidelines

1. In order to achieve the widest possible dissemination, in as many languages as appropriate, of material relating to the work of the United Nations, external publishing arrangements in the form of co-publishing with, or the assignment of certain publishing rights to, external publishers - public or private - shall be considered when it appears likely that such arrangements will offer advantages to the Organization.
2. As a general rule, the United Nations publishes official records and well-established recurrent publications under its own imprint. However, proposals for external publishing, in whole or in part, are not excluded, if special circumstances can be adduced.
3. Other texts, including those relating to special meetings or conferences, may also be proposed for external publication.
4. Within these general guidelines, proposals for an appropriate form of external publishing will be considered for such cases as the following:
 - (a) Manuscripts not included in the approved United Nations publications programme and language editions of United Nations publications that the Organization does not plan to publish;
 - (b) Manuscripts in the approved United Nations publications programme, when it appears likely that some form of external publishing will achieve greater dissemination of information or an economy of resources;

(c) Manuscripts developed from United Nations documentation expressly for the purpose of dissemination of information;

(d) Reprinting or publishing in other editions - whether in paper copy or in microform - to meet public demand.

5. Internal and external aspects of publishing should be complementary and should, whenever possible, be planned within the framework of annual programmes rather than on a case-by-case or other basis. Pre-publication planning should therefore be undertaken at all levels, particularly by the author department. In consultation with the External Publications Officer, the author departments should review their proposed publishing programmes, including titles not covered in the United Nations publications programme, and should submit their recommendations for external publishing projects to the Publications Board, together with the proposed United Nations publishing programme.

6. Proposals for external publishing are considered in the first instance by the Working Committee of the Publications Board, which reports on them to the Board. The Board decides on each proposal on its own merits, bearing in mind the following principles:

(a) The fulfilment by the Organization of its obligations for official distribution should not be inhibited;

(b) The financial self-sufficiency of the United Nations sales operation should not be impaired.

Standard rules

7. When the United Nations makes arrangements with external publishers, it shall retain title to the texts.

8. In most cases of external publication, the United Nations assigns specific rights to an external publisher, usually the right to print, reprint and publish in a certain number of copies a given manuscript in a specified country or countries for a specified period of time.

9. When in the opinion of the Publications Board it is desirable to have a text protected by copyright, the external publisher must obtain copyright in the name of the United Nations.

10. Due credit must be given to the United Nations, in a form to be specified by the United Nations in the contract.

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11. It is incumbent upon the United Nations to ensure:

(a) That the text shall conform to United Nations policy in all respects, including inter alia the rules with regard to the names of countries (ST/CS/SER.F/285/Rev.3), attribution of authorship (ST/AI/189/Add.6/Rev.1), the presentation of covers and title-pages (ST/AI/189/Add.2 and Amend.1), and disclaimers;

(b) That the text is correct in substance;

(c) That any figures and maps included in the manuscript are in proper form for reproduction;

(d) That all necessary clearances and permissions have been obtained for any quotations, extracts or other texts obtained from other sources that form a part of the work.

To this end the Secretariat unit responsible for the text must obtain written clearance from the Chief Editor, who may at his discretion delegate the provision of such clearance to the editorial unit concerned.

12. The work may not bear the United Nations emblem and seal.

13. The publisher must undertake, in the contract, not to add to, delete from, or otherwise alter the text without the express permission of the United Nations. The United Nations shall reserve the right to check the page proofs of the publication to make sure that all requirements have been met.

14. When the United Nations assigns to an external firm the right to print and publish a text for which there is a specific mandate, the publication shall bear a note on the cover and title-page saying,

"Published for and on behalf of the United Nations"

This requirement shall be stated in the contract.

15. In the case of such publications, the United Nations shall include in the contract a demand for free copies to meet the Organization's requirements for free distribution for the type of document concerned.

16. Where the arrangement includes some distribution by the United Nations Sales Section, appropriate provision must also be made in the contract for copies at a discount rate.

17. In the case of publications that are not official issuances of the type described in paragraph 14 above, the United Nations need not necessarily require the outside publisher to provide copies for free distribution and/or for sale by the United Nations. However, an effort should be made to obtain a certain number of free copies for the use of the United Nations.

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Translations

18. In any arrangement for external publication that involves issuance of a text in a language or languages other than those in which the United Nations has provided texts, the publisher must clearly indicate that the translation is not a United Nations translation.

19. In approving such arrangements, the Board should also seek to obtain a certain number of free copies for the use of the Organization.

Reprints

20. Where the United Nations does not intend to provide reprints of a given publication, or does not have the capacity to do so, the Publications Board has no objection to reproduction by external publishers.

21. If the publication is in the public domain, the outside publisher is free to reproduce the publication in part or in whole provided that appropriate credit is given to the United Nations. Such credit should appear in the front matter. Where the text is an extract or partial reproduction, this fact should be noted. The United Nations emblem and seal may not be used on the publication.

Responsibility

22. The Publications Board itself is responsible for the application of the foregoing general principles to individual cases. To this end, the substantive departments at Headquarters, the regional commissions and all other bodies concerned shall refer each specific proposal for external publishing and/or reproduction of United Nations material immediately to the Publications Board for decision.

Royalties

23. All payments of royalties shall be made by the publisher to the United Nations and sent to the Revenue Accounts Section, Accounts Division, Office of Financial Services. The cheque should be made out to the United Nations.

Waiver of rules

24. No departure may be made from the rules set forth above without the express authorization of the Publications Board.

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