

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.