UNEP PUBLICATIONS GUIDELINES

2022

> **This document has been approved by UNEP's Senior Management Team and comes into effect from the date of signature.**
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>
> Signed by UNEP Executive Director: Date:
>
> **Inger Andersen**
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> _____   ___17 Oct. 2022._____

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UNEP PUBLICATIONS GUIDELINES

Preface

The Publications Guidelines (2022), together with the 2022 UNEP Publications Policy, will replace all previous guidance. It applies to "publications" as defined in the 2022 UNEP Publications Policy (see Annex 1 of UNEP Publications Policy for UNEP Publication Types and Definitions). This guideline document is fully aligned with the UN Policy Manual.

This document was approved by the Senior Management Team in their meeting on 3 October 2022 and will be revised as needed by the SMT Publications Board in their bi-annual meetings.

Inputs and suggestions are welcome and can be sent to unep-publications@un.org

PART A - UNEP PUBLICATIONS PROCESS

1. Institutional focus topics and calendar of key moments

The Senior Management Team (SMT) meets annually in October to set the key moments for the next year, consider the institutional focus topics and to determine the Spotlight focus and Institutional Series for the coming year. The guidance that emerges from this annual meeting informs planning and concept preparation in divisions and offices. Divisional Directors ensure their staff are aware of the institutional priorities and other outcomes of the SMT meeting.

2. Publications planning in divisions and offices

Each division/office should undertake a process to plan what publications will be submitted for approval considering the Programme of Work and strategic priorities/key moments in any given year. Consideration should be given to past publications, other divisions' workplans and key events to introduce coherence and coordination across the organization.

2.1. Is a publication needed?

It is important to ensure all the criteria for a publication are met before any further steps are taken or before any commitment or promise is made to produce a publication. The criteria below apply to all non-specifically mandated publications for an external audience. Concepts that do not meet the criteria at the planning stage, and/or draft publications that do not meet the criteria at the peer review/quality control stage, should not be published.

A publication must be:

- ✓ Original and substantive.

- ✓ Substantially different from UNEP's past and upcoming publications unless an Institutional Series or Serial publication which updates information.

- ✓ In line with UNEP's mandate and spotlight topics for the year.

- ✓ Geared towards a well-defined target audience. Who do you want to reach? Once decided, this will also help you choose what format of publication to create.

- ✓ Relevant and Timely.

- ✓ Building on previous research from UNEP and others, with new information or angles.

- ✓ Well structured, well written and professionally laid out in accordance with the UNEP layout manual.

- ✓ Published in the appropriate language(s) and format(s).

- ✓ Well-funded from inception to dissemination. Ensure there is a budget line for related services e.g., writing, editing, proofreading, graphic design, print and distribution costs.

    ✓   Have some predefined metrics of success.

For specifically mandated publications, which are requested by a principal organ of the United Nations (UN), intergovernmental body or expert body (including the United Nations Environment Assembly), such as the Global Environment Outlook, adherence to the criteria outlined above is recommended whenever possible.

2.2. Prioritization matrix

The prioritization matrix should be used to aid decision making on the need for a given publication.

The Matrix (Annex 1) helps Divisions and individuals determine whether a publication is suitable and will drive impact. It provides questions to aid determining the need for a publication and helps in the prioritisation of topics for potential focus as a Spotlight (see Annex 2 for UNEP publication topics). It should also be used to ensure duplication of content and focus is avoided.

3. Preparing the publication concept

If a publication is determined to be needed, following the application of the criteria and prioritization matrix, the next step is to develop and submit a concept into the publications system (See Annex 3 for the concept submission template). The concept submission should present the rationale for a new publication idea, including the impact expected and the new information that the publication will contribute.

All concepts are considered for approval by the Director, who can approve, request to merge, or reject a concept. The concepts for "Project Reports" and "Yearbooks, annual and biennial reports" go straight through to production after Director approval. The Director should verify that the publication type is assigned correctly before approving.

The consolidated list of all Director approved concepts of types (except project reports and yearbooks, is then reviewed by the Publications Committee, with the outcome of a recommended publications plan for the SMT Publications Board. The Publications Committee may still request to merge or reconsider concepts.

The SMT Publications Board considers concepts for flagships, spotlights, series, technical reports, working papers and policy briefs. The remaining types are approved or rejected by the Publications Committee, except "Project Reports" and "Yearbooks, annual and biennial reports" which are approved by the Director.

Once the concept is approved, development or production of the publication can start.

3.1. Concept submissions and reviews

Concepts for publications can be submitted into the publications system at any time. Those types that need to be reviewed by the Publications Committee and/or SMT Publications Board,

the review will take place twice a year; except for flagship, spotlights and institutional series which are considered by SMT once per year in October.

3.2. Process for out of session concept submission

If there is an exceptional reason a publication cannot wait until the next available opportunity for concept review, the following process should be followed:

i.   Director to send a justification by email to the Chair of the Publications Committee for the out of session approval request. Details to be provided include:

   a. Publication title

   b. Publication Type

   c. Reason for the urgency: why was this not submitted within the usual call for concepts?

   d. Rationale, expected impact and target audience

   e. What is new compared to what's already written about this topic, by UNEP or others?

   f. Who are the publication partners and what is UNEP's role?

   g. Launch potential and plans, release date and release event

   h. What are the implications of non-approval on lost impact or reputational risk if out of session approval is not granted?

ii. The Chair of the Publications Committee will bring their recommendation to the Chair of the SMT Publications Board, who will be asked to approve the publication concept out of session on behalf of the SMT Publications Board.

iii. If approved, the publication concept should be put in the system and moved to production environment based on the Chair of the SMT Publications Board decision.

iv. If not approved, the concept should either be cancelled or submitted at the next scheduled submission date for consideration by the Publications Committee and the SMT Publications Board.

3.3. Approval for the publication concept

The Division or Regional Director is the final approver before the concept publication is accepted in the proposed annual plan or mid-year revision submitted to the Publications Committee. The cut-off date for Director decisions will be communicated before each cycle. Any concepts without approval from a director will not be included in the publications list presented to the Publications Committee and will be rejected in the system after the deadline has passed. It is the responsibility of the Director to ensure an Officer In Charge (OIC) is appointed if they are on leave during the approval period.

4. Publications Committee meeting

Publications Committee meetings take place twice per year, to prepare for the SMT Publications Board meeting. Should a member of the Publications Committee be on leave on the day of the meeting, their OIC is expected to attend. The Publication Committee meets to review the concepts for each member's respective topic areas/sub-programmes according to the strategic prioritization criteria. The Managing Publisher shares the necessary documentation at least one week in advance of the Publications Committee meeting. Proposed publications will be mapped against the global environmental calendar to show the spread and strategic relevance of key report releases.

All UNEP Personnel are welcome to attend the meetings as an observer. Non-member attendants are not to make interventions unless called upon and are not to disseminate any information discussed in the meeting until official communication and requests have been issued.

The outputs of the Publications Committee meetings:
- Recommended publications plan for approval by the SMT Publications Board for Flagship, Spotlight, Institutional series, technical reports, working papers and policy briefs. The Publications Committee may submit a note to the SMT Publications Board with additional information/concerns and may provide comments for individual publications.
- Approved publications plan for Technical Guideline or manual, handbook, toolkit; Non-technical guidelines or manuals, handbook, toolkit; , Non-Technical Manual and Guidelines, and Educational Materials.

5. SMT Publications Board meeting

The SMT Publications Board meets to approve, amend, or reject the proposed publication plan. This includes discussion and approval of the publications proposed for key moments and for decisions on Spotlight and Institutional Series publications.   The output is the publications plan for Flagship, Spotlight, Institutional series, technical reports, working papers and policy briefs.

The meetings take place twice per year and will be scheduled well in advance by the Chair of the Publications Committee.

SMT Publications Board Meetings are open to anyone to attend as observers. Non-member attendants are not to make interventions unless called upon and are not to disseminate any information discussed in the meeting until official communication and requests have been issued.

The Managing Publisher will input the SMT Publications Board's decision for publications into the Publications System, which will send an automatic email to the coordinator informing them of the decision (approve, reject or amend) and any comments. Some publications may need to merge to avoid duplications and ensure there are not too many publications on similar topics. Publications are moved to the production stage in the system once a concept is approved by the SMT Publications Board.

6. Publication production

When a concept is approved, the publication moves to the production phase.

In the production phase, there are considerations explained in details elsewhere in these guidelines, including:
- Partners and co-publishing agreements
- Authors and researchers and non-competing interests
- Approvals for use of copyrighted materials
- Editing, design
- Quality control workflows including plagiarism check, gender check, revision of maps and country names, peer review and science review.

During publication production, the necessary quality checks should be followed as per the guidance provided in Part C. During production, the publication coordinator will be requested to provide periodic updates on progress and release date. If a publication is cancelled or postponed in the production stage, the details should be updated in the system by the publication coordinator as soon as possible. After approval, the publication will be uploaded to the UNEP Document Repository and the uptake of the publication will be shown in the publications dashboard.

PART B - PUBLICATION CONTENT AND QUALITY CONTROL

PEOPLE AND PARTNERS

1. Selecting Publication Authors

1.1 Authorship

Authorship should be agreed at the outset of the collaboration, in writing (see also section 7.6 on authorship and acknowledgements).

Staff members are typically knowledgeable about the topic but are not professional editors. When selecting external authors, contributors or consultants, proven writing skills and eminence in their field are important requirements as are gender and diversity considerations. Authors should be provided with the UNEP Publication Writing Guidelines by the publication coordinator.

Publications issued by UNEP should reflect the objectivity and credibility of the organization. To avoid conflicts of interest, all experts engaged by UNEP as an author (whether paid or voluntary basis) must complete a Declaration of Interest form (see Annex 4). The form addresses confidentiality, conflict of interest, and granting of copyright. The signed forms should be attached in the authors list in the publications system. This includes authors associated with an entity or organization contracted to author the report.

1.2 Diversity of experts, authors and reviewers

Diversity should be considered in the selection of experts, authors and reviewers. Diversity can relate to gender, geography, disability, and other forms of inclusion.

In the process for the selection of the national and regional experts to undertake the assessment/research/study, all efforts should be made to ensure diversity of the experts with necessary qualifications. The same considerations for diversity should be made when identifying the authors and reviewers.

For all contributors, data on sex, age and nationality should be saved in the Publications System.

2. Selecting Partners

Co-publications within the UN system are supported as they increase the type and nature of expertise, reduce the risk of duplication and are cost-effective. Under the One-UN umbrella, UNEP is expected to collaborate with other UN agencies according to their respective expertise and mandates.

Co-publications with non-UN partners (trade publishers, major international organizations and/or research institutes with a relevant publishing programme) are encouraged if increased dissemination of UN content is the anticipated outcome, and if there are no risks associated with the collaboration.

All co-publications require an agreement, including co-publications with other UN Secretariat offices and UN entities. Such an agreement outlines the contribution and obligations of each partner. The agreement should be established by the lead before any substantive work begins on the publication. For more on co-publishing agreements, see Section D.

CONTENT CREATION

3. Use of copyrighted materials in UNEP publications

Authors of UNEP publications should ensure that complete and accurate references and acknowledgements for all material obtained from other sources are made, whether the material is quoted directly, paraphrased or modified or is an image or (photo)graph. If the author is a consultant or non-UN staff member, the UNEP staff member in charge of the project/publication should ensure that all copyrighted material is used appropriately.

It is required to consult the copyright statement of any source being cited for the conditions of use of the content. In case of doubt, it is recommended to request permission.

Permission may not be required for the following sources; however, proper citation is always necessary.

(a) Open access content (including Creative Commons, Directory of Open Access Journals (DOAJ), Directory of Open Access Repositories (OpenDOAR), The Public Library of Science (PLOS), and open access content from traditional publishers such as Elsevier and Springer.

(b) Public access content has the same goals as open access but refers to research that has been funded by the government or published by government bodies.

(c) Public domain content refers mainly to works ineligible for copyright or with copyright that has expired (usually fifty years after the death of the author) e.g., Project Gutenberg.

3.1. Requesting permission to use copyrighted materials in a UNEP publication

Written permission to use and/or modify a copyrighted material (for example, shorten a text or compile data in a chart) should be obtained prior to publication. If a fee is charged by the copyright owner, it should be paid prior to publication. Proof that permission was granted and that a fee, if any, was paid should be uploaded into the publication system.

Suggested steps:
- Identify the rights owner and their contact details. The appropriate contact may be the author, the publisher or the collective management organization.

- Request permission in writing, specifying such details as the intended use (educational, commercial, etc.), the number of copies, distribution, etc.

- Ensure written permission is obtained before the material can be used. Pay the fee, if any is required.

- Upload this permission statement in the production environment of the publications system for the publication.

When requesting permission to reproduce a copyrighted material, authors should specify the use and the territory. For publications that might be reprinted, revised, translated and/or redistributed (including by third parties), it is recommended to request permission "for the upcoming and subsequent editions – including third parties editions – in any and all languages, in any medium currently known or later devised, and for distribution worldwide." Examples of materials for which permission is required include text, data, graphic presentations and maps.

Failure to obtain appropriate permission and to give references and acknowledgements may entail liability on the part of the Organization and of the individuals concerned.

4. Submitting drafts by authors to UNEP

Authors must submit their drafts to UNEP's responsible staff member along with all permissions for third-party materials therein included. Authors must confirm that their draft or the materials therein has not been submitted for contribution to another publication. Authors must further avoid previously submitted content.

5. Politically sensitive material and country names

UNEP, as part of the UN Secretariat, follows the terminology used by the UN, particularly regarding the names of Member States and territories. Guidance on United Nations terminology is available from the UN Multilingual Terminology Database. The short form of a country name may be used in UNEP publications. Official full and short country names should be checked on the UN Multilingual Terminology Database.

Politically sensitive material used in publications, such as references to countries or territories whose international status or borders are disputed, falls under the responsibility of the originating Division or Office. If a publication includes any text criticizing a particular government or national environmental policy, the Division or Office responsible for the publication, ahead of released,
1. Should inform the Director of the Governance Affairs Office and the Regional Director of the relevant Regional Office
2. With guidance from (1) inform the government concerned in advance of release.

6. Mention of names of commercial firms

The names of commercial firms and industrial enterprises and businesses (hereinafter referred to as 'firms') other than research organizations and government-operated entities may not be mentioned in publications. Some exceptions exist:

- The author of a paper or article reproduced in a publication is affiliated with a firm. Where appropriate, he/she may be so identified in the note or footnote designating the author.

- A firm may be identified by name where it is given credit for a photograph or figure used with its permission. It is understood that the photograph or figure may not be used if it implies endorsement or criticism of the firm by the UN.

- When reference is made to a process that bears a firm's name, the process may be designated by name.

- Caution should be exercised by authors to ensure when using a case study of a given entity that some due diligence is required to ensure the firm does not present any reputational risks.

- When a legislative body requests the Secretary-General to prepare a study on a specific question (such as transnational corporations) that must by its nature involve reference to specific firms, the names may be mentioned.

- When UNEP prepares a publication whose topic requires reference to specific firms, the names may be mentioned.

- Any other reasons in line with UNEP's private sector policy, should be approved by the Private Sector Unit.

When, for any acceptable reason as outlined above, the name of a firm is given in a publication, the standard disclaimer paragraph stating that mention of any firm or licensed process does not imply endorsement by the UN should be included on the copyright page of the publication.

REVIEW AND QUALITY CONTROL PROCESS

7. Critical review process

The critical review process consists of internal peer review, external peer review, gender review, and structural copy-editing. The manuscript should be amended as per feedback received through the critical review process. Should the outcome of the critical review be overall negative, UNEP should rework the manuscript or cancel the publication. Poor-quality material should not be published in any form.

7.1 External and internal peer review

Submission of low-quality manuscripts in UNEP has become increasingly prevalent, and peer review (external and/or internal) is important for quality control and to ensure professional credibility. All manuscripts should be reviewed by experts other than the authors and publication

coordinators according to accepted peer review practices. While not all feedback may be incorporated into the updated manuscript, it is imperative that all peer reviewers' feedback is considered by the author and any requests for clarification be addressed and responded to. Peer review should take place before copy-editing, as the review may result in substantial changes.

For internal peer review, depending on the publication type and topic, it is recommended to consider peer review by at least two topic experts to evaluate the manuscript. Peer reviewers should be engaged from the outset to ensure enough internal staff have agreed to contribute. It is imperative to allow at least two weeks for the peer reviewers to provide consolidated feedback on the manuscript, which will include suggestions for improvement and identification of errors.

Peer reviewers for UNEP publications are expected to:
- review the work of all authors objectively, regardless of existing relationships;
- ensure the methods and analysis presented in the manuscript are sound;
- review citations and references to verify they are from peer-reviewed publications;
- evaluate the originality, significance and relevance of the manuscript;
- assess the clarity of key messages, conclusions, and overall narrative flow;
- provide clear and constructive feedback that can be easily integrated into a new draft.

Peer reviewers are not expected to:
- proofread, check style, or make extensive edits.

UNEP recommends that any personnel working on publications takes the Certified Peer Reviewer Course of Elsevier Academy. Furthermore, please refer to the UNEP Peer Review Guidelines.

7.2 Structural copy-editing
Professional editors should review the structure, presentation, length and if required, might redraft the content. They ensure logical flow of the manuscript, balance between the different parts, remove redundant passages and add or recommend pertinent missing material. Only after the manuscript has been cut, reshaped, revised and developed will it be ready for a copy edit and proofread.

Professional editors should ensure compliance with the UN Editorial Manual, verify that country names are used according to UN policy and terminology, that information used is properly referenced and that the manuscript adheres to UNEP's citations style.

In some cases, copy editing of a manuscript may be mandatory before a publication can be approved.

The cost and time needed for structural editing should be budgeted for at the planning stage. Depending on initial writing quality and complexity, on average a professional editor will need at least sixteen days to undertake a substantive edit on a 100-page manuscript. This would include language editing (spelling, grammar, punctuation, syntax and editorial style), content editing (fixing faulty organization and gaps in logic) and rectifying problematic writing. If it is

just a simple proofread that is needed, which looks for unintentional errors in spelling, grammar and mechanics, that would take approximately seven days for a 100-page manuscript.

7.3 Gender Review and Guidelines
UNEP has a [checklist and guidelines for gender mainstreaming in publications.](#) The COVID situation has required further guidelines on gender as outlined in the [UNEP Response on Gender Equality and COVID-19](#). All publication types undergo a gender review to ensure gender has been sufficiently integrated. The gender review is usually done by the Gender and Safeguards Unit in Policy and Programme Division, though in some cases the responsibility is assumed by divisional gender focal points. The publication system will automatically assign the correct person for the gender review based on the type, topic and division.

8. Other Approvals and Workflows

8.1 Citations and Plagiarism
In the review and quality control process, Publishing Focal Points are responsible to confirm that there is no risk of plagiarism through a similarity check with iThenticate.

UNEP Citations Styles and guidelines are explained further in Part D.

8.2 Map and country names approval and guidelines
All maps used in UNEP publications should follow UN Secretariat practices with respect to representation of international boundaries. This is encapsulated in [ST/AI/189/Add.25/Rev.1 Guidelines for the Publication of Maps](#). The [UNEP Memoradum (Oct 2020) Guidance on issuance of maps](#) and the [UNEP Guidelines for Publication of Maps](#) stipulates all maps used by UNEP are to be reviewed by World Environment Situation Rom (WESR) Unit in Science Division. WESR Unit has produced an overview of the [maps of concern.](#)

This approval step also checks the country names used in the document follow the UN Terminology and ensures there are no references to geographic areas of concern. The review of maps and country names is done by Science Division – the correct person will automatically be notified through the publications system when map review is selected.

If specific regions or countries are mentioned in a report, the Regional Office should be informed in advance of release through the publications focal point to give them the opportunity to raise any concerns about the content or statements made. This will be captured in the publications system.

8.3 Science review
In their review, the Chief Scientist provides advice on the scientific credibility of the publication, checks that peer review was robust and that comments were taken on board, and that the publication is to the point and well written.

Review by the Chief Scientist is mandatory for Flagship, Spotlight and Institutional Series. However Chief Scientist can choose to select any publication for a check and the feedback has to be incorporated.

8.4 Design approval

UNEP has developed publication design/layout templates for different types of publications. These should be followed closely. Any designer should be provided with the publications design guidance and templates by the publication coordinator.

Design approval in the publications system focuses on the cover page. It includes the review of images selected, logo use and placement, and the consideration of any logos other than UNEP on the cover. The design team may furthermore verify that the publication design templates have been correctly implemented and that data visualization and graphs are used to communicate the data.

8.5 Final approval

The type of publication determines who gives final approval for the publication. It is typically the Director, Deputy Director or Branch Head. The final approver is expected to ensure there is no politically sensitive information, that there are no statements that conflict with UNEP's views, that the publication was written with credible, unbiased partners and that the publication is targeted, of good quality, and scientifically credible.

8.6 Guidance for approvers: Checklists

For each step in the quality control process, guidelines are available to ensure approvers use the same and correct parameters to approve a manuscript. This includes the following checklists (Annex 6):
- Checklist for maps and country names
- Checklist for plagiarism and citations check
- Checklist for gender approval
- Checklist for science approval
- Checklist for design approval
- Checklist for final approval (by Director, Deputy Director or Branch Head, depending on the type)

8.7 Archiving of documentation related to UNEP publications

Documentation related to UNEP publications, such as author or editor agreements, declarations of interest, agreements with external publishers, copyright permissions, co-publishing and translation agreements, should be archived by the publication coordinator in the designated space in the publications system.

A copy of the final artwork, including editable files, should also be uploaded in the publications system for record and future printing.

PART C - PUBLICATION PRODUCTION

1. Publication Formats

1.1. Print Publications

Consistent with UNEP's commitment to protect the environment, printed publications should be few, as short as possible, produced in limited print runs and printed on sustainable materials. UNEP is required to keep the number of hard copies for their own use at a minimum – except if print copies are to be distributed in the field or to stakeholders without easy access to digital publications. Publications should only be printed if there is a detailed dissemination plan and sufficient funds for distribution. Publications should not be stored in a warehouse or UNEP headquarters for more than two months before they are all disseminated.

For print publications, while understanding that local conditions and available products may vary, sustainable printing practices should be considered to the extent possible: This includes Chlorine-free paper, recycled or FSC Certified Paper, Wood pulp from sustainably managed forests, ink from renewable resources (e.g., vegetable, soy, linseed), no laminated covers, minimal paper bleach percentage, water-based coating and use of sustainable envelopes.

1.2. Digital

The electronic dissemination of publications, reports and materials should be used as much as possible. The standard format for UNEP's digital publications is PDF format. It is also recommended to consider other formats if feasible and if it is expected to increase uptake including ePub and other ebook formats.

1.3. Accessibility for persons with disabilities

UNEP ensures that publications are accessible to persons with disabilities as much as possible. Guidance has been taken from the United Nations Disability-Inclusive Communications Guidelines which also includes checklists. UNEP's publication layout templates include various features to enhance access for persons with disabilities including the color scheme, font size, and use of white space and captions. Communication assets should be designed to ensure the key messages of the publication are available to persons with disabilities, using visual cues, subtitles and sound to convey the information.

2. Languages

2.1 Multilingualism in the United Nations

The official languages of the United Nations are Arabic, Chinese, English, French, Russian and Spanish. The General Assembly has issued several resolutions recalling the importance of communicating as much as possible in all six official languages.

UNEP's language requirements are intended to honor the General Assembly's requests, while also helping the organization fulfil its mandate to inspire, inform and enable the peoples and nations of the world to live more sustainably.

In addition to the six official UN languages, due consideration should be given to translation into other relevant language versions that might increase a publication's impact and reach. UNEP runs the corporate website and social media channels in the six UN languages plus Swahili and Brazilian Portuguese.

2.2 Language (original edition)
When considering the language for the original edition, the factors listed below should be considered at the planning stage:
- Geographical location of the UNEP office/programme leading the publication

- Geographic focus of the publication

- Primary and secondary target audiences

- Existence of adequate distribution opportunities for the language chosen

2.3 Language versions (translations of original edition)
To ensure that the key messages of UNEP's publications are available widely and in a timely manner, while controlling translation costs, the Executive Summary of publications should be translated into the other official UN languages as much as possible, ideally at the time of release but no later than three months after the original edition is published. The number of languages could be more limited if the publication's geographic coverage and target audience warrants this. In other cases, the full publication translation is warranted, for example because there is significant target audience or partners offer translation at no cost to the organization.

Translators can be acknowledged in the Acknowledgements Section in the translated version only, for that specific language.

Translation of the Executive Summary
A translation of an Executive Summary of a publication will only be published separately whenever the entire publication is not going to be available in that language or if there may be a long gap before a translation of the full publication becomes available.

An Executive Summary language version does *not* receive its own ISBN. The guidance on stand-alone Executive Summaries should be followed. On the copyright and disclaimers page, it should include on top of the page:

> Original version: <<*original language title*>> © <<*year of original language*>> United Nations Environment Programme. All rights reserved. ISBN: <<*original language ISBN*>>. While reasonable efforts have been made to ensure that the contents of this publication are factually correct and properly referenced, UNEP does not accept responsibility for the accuracy or completeness of the contents and shall not be liable for any loss or damage that may be occasioned directly or indirectly through the use of, or reliance on, the contents of this publication, including its

Standard UNEP Disclaimers in UN languages can be found in Annex 7.

Translation of the full publication

Every language version of a full publication will receive its own ISBN. On the copyright and disclaimers page, it should include on top of the page:

Standard UNEP Disclaimers in UN languages can be found in Annex 7.

2.4 Timelines for issuing translations

The maximum time gap between release of the original language version and the translated full report are as follows:

- One year for time/data sensitive titles

- Two years for most titles

- Three years for titles with a longer shelf life.

2.5 Translation agreement

Granting external parties the right to translate and publish a UNEP publication in official and non-official languages is done through a Translation Agreement. If there are no deviations from the Translation Agreement template, the Director can sign the agreement. If there are amendments to the template, the Director can sign the agreement after clearance by Communication Division / Publishing Unit and Corporate Services Division/ Legal Unit. The Division signing the agreement would be expected to make sure the relevant disclaimers are included, to verify the credentials of translators involved, and to decide if a quality check is needed.

3. Access to UNEP Publications

3.1 Free Access

In line with UNEP's Access to Information Policy, all UNEP publications should be made available to the public free of charge, at least in electronic format.

Each publication should be available online through the UNEP Document Repository. External sites should link to the UNEP publication file in the UNEP Knowledge Repository or to the publication resource page on unep.org. Reproduction of a UNEP publication on other sites is not allowed unless specifically agreed, for example in a co-publishing agreement, publishing arrangement or sales agreement with external sites.

3.2 Sales publications

The decision to charge for a publication should be for the purpose of greater distribution and visibility and is made by the division responsible for producing the publication. Any sales revenue goes into the UNEP Revolving Fund.

When a UNEP publication is published by an external partner, as in the case of peer-reviewed journals, the publication should be made accessible free of charge at least to UNEP staff. Publications may also be sold to increase UNEP's visibility and dissemination, for example through UN Publications.

4. Writing guidance for authoring a publication

Few stakeholders will sit down to read your report cover to cover—they will skim and scan. Thus, it is the author's responsibility to ensure readers of UNEP publications can find information in the most efficient way possible. UNEP has specific writing guidance for publications authors, that can be summarized as follows:
- be concise when drafting introductory sections;
- ensure that headings, section titles and bolded first sentences of paragraphs enable readers to skim the contents of a report and still be able to take away the key messages; and
- create a publication title and cover art that commands attention and emphasizes the intended takeaway key message of the report.

For more details and examples, see the UNEP Writing Guidance for Authors.

For comprehensive information about **style conventions** to be used when writing UNEP documents in English, see the United Nations Editorial Manual.

5. Editing and Final proofread

Whereas structural editing is part of the review process, **copy-editing** takes place after the quality checks (including gender, maps and country names, science review) have been done.

Following UNEP and UN style guidelines, this includes correct grammar, syntax and punctuation; accuracy and consistency in spelling, capitalization and abbreviation/acronyms; correct terminology and United Nations country names; correct and consistent use of footnotes, endnotes, references and other bibliographic entries; accuracy of all URLs included in the text; readability and consistency of logic and flow; clear and concise titles, headings and subheadings; complete and correct front and back matter.

Proofreading is the final stage of the writing process of a publication and looks for unintentional errors in spelling, grammar and mechanics such as spacing and format and typographical errors. It does not add in or take away specific words or phrases, but instead focuses on small errors. A final proofread should only be done after you have finished all revisions and editing of the manuscript, and before it goes for design and layout. Proofreading is also often done on the designed and finalized version of the report against backup files of final copy-edited text.

6. Publication titles

The cover and title of a publication should tell readers at a glance what the main message is of the publication, rather than informing readers what it is about. Some points should be considered in the creative process toward choosing a publication title:

- if translation is planned for the publication, consider whether cover art visuals will work if a play on words or alliteration. For example, is it possible to translate "Fishing for compliments" and still use the same cover art?
- many popular expressions have been used already for title reports from similar organizations. Check to ensure titles are unique.
- if titles are too creative or build upon lesser known English expressions, non-native English speakers may not understand what is being expressed (even if they have a strong command of the language).

More guidance on titles and some examples can be found in the UNEP Writing Guidance for Authors.

6.1 Spotlight / Institutional Series/ Flagship title

Spotlight, Institutional Series and Flagship publications have a main title and a subtitle. Institutional series have a series title in addition to the main title and subtitle.

The title should be catchy and convey the main point of the publication in an engaging way. This can often be through a play on words. Consideration should be given to how a title will translate into other languages.

The cover design should complement the title – i.e. reinforce the main point of the report. The cover art should be simple, bold and eye catching.

A good example of a catchy title and compelling cover art is the 2021 Emissions Gap Report.

The Communication Division's focal point for the Spotlight / Institutional Series/ Flagship publication does a systematic check to ensure the title and subtitle have not been used before by UNEP or others, and that the phrase is not under copyright protection.

Spotlight / Institutional Series/ Flagship titles and cover design are cleared by the Director of Communication Division, substantive division and finally the Executive Director. Publication managers should liaise with the Communication Division early in the production process on both the title and cover design.

6.2 Titles for other types of publications

For all other publications, the UNEP writing guidelines should be followed to ensure the title is meaningful and succinct. The staff member managing the publication is responsible to do a search for similar titles from previous publications or potential copyright protection that may rest on a title or phrase.

7. Components of a UNEP publication

UNEP publications should achieve a 'look and feel' that makes them easily recognizable and in line with industry standards, thus strengthening the image of UNEP as a publisher.

UNEP's Publications Layout Manual guides the design, formatting and layout of publications of various typologies. For detailed guidelines on UNEP document's typeface and other visual guidelines, please refer to the UNEP Visual Identity Guidelines.

Table 1. Publication components by type

Type	Components (in order)
Flagship, Spotlight, Institutional Series, Technical report	1. Cover page 2. Copyright / disclaimers page 3. Acknowledgements 4. Glossary (list of abbreviations) 5. Table of Contents 6. Preface / Foreword 7. Key Messages (optional) 8. Executive Summary 9. Introduction and Substantive Chapters which may also have the following structure of methods, discussion, conclusions 10. Methodology 11. Results 12. Discussion 13. Conclusion 14. References and literature list 15. Back cover (print publications mandatory, digital publications optional)
Technical Guideline or manual, handbook, toolkit	1. Cover page 2. Copyright / disclaimers page

	3. Acknowledgements - optional 4. Glossary (list of abbreviations) 5. Terms and Definitions - Optional 6. Table of Contents 7. Preface / Foreword - optional 8. Summary - optional 9. Introduction 10. Methodology / Approach 11. Step by step Guidance as relates to above 12. Conclusion 13. References and literature list *14.* Back cover (print publications mandatory, digital publications optional)
Non technical guidelines or manuals, handbook, toolkit	1. Cover page 2. Copyright / disclaimers page 3. Acknowledgements - optional 4. Glossary (list of abbreviations) 5. Table of Contents 6. Preface / Foreword - optional 7. Summary - optional 8. Introduction and Substantive Chapters 9. Approach 10. Conclusion 11. References and literature list 12. Back cover (print publications mandatory, digital publications optional)
Educational materials	Educational Materials can vary widely in their composition. However, all materials should have the following elements: - Cover page with UNEP Logo - Copyright / disclaimers page - Introduction and Context
Project Reports	Project reports can vary widely and may be restricted by donors' templates. It is recommended that a project report contains the following elements: 1. Cover page 2. Copyright / disclaimers page 3. Acknowledgements - optional 4. Glossary (list of abbreviations) - optional 5. Table of Contents 6. Introduction and Substantive Chapters 7. Statement against achievement of Project Objectives 8. Discussion and Conclusion 9. References and literature list 10. Back cover - optional
Working Paper	• First page with title and the words "working paper" and UNEP logo, without any other design elements or pictures. • Copyright and disclaimers page or these can be included on the footnote of first page. • Acknowledgements page or these can be included at the end, bottom of last page. – optional • Glossary (list of abbreviations) – optional

	• Table of Contents • Introduction and Substantive Chapters • Methods and Results (if relevant) • Discussion and Conclusion • References and literature list
Policy Brief	1. Title, UNEP logo (not necessarily cover page) 2. Copyright and disclaimers (can be full page or footnote on first page) 3. Acknowledgements (can be full page of on bottom of last page) – optional 4. Glossary (list of abbreviations) – optional 5. Table of Contents 6. Executive summary 7. Introduction 8. Overview of the policy situation / issue 9. Any further substantive chapters 10. Discussion examinating the finding 11. Conclusion explaining policy recommendations and implications of the research.
Yearbooks, annual and biennial reports	These take different formats. What would be expected is to have: 1. UNEP Logo on first page 2. Copyright and disclaimers (can be full page or footnote on first page) 3. Acknowledgements (can be full page of on bottom of last page) – optional 4. Glossary (list of abbreviations) – optional 5. Table of Contents 6. Foreword from the Executive Director of the organization or programme 7. Substantive chapters including description of achievements and financial reports 8. Discussion and conclusion – optional 9. Back cover - optional
Serial publications	Serial publications would follow the specified guidance for their typology as described above.

7.1 Preliminary pages

The front matter (preliminary pages) of a UNEP publication depends on the typology. Table 1 provides the components required and optional for each publication typology.

Preliminary pages should have lower-case Roman page numbers, which begin with the title page, but they should not be visible until the Acknowledgements page.

The Cover Page and Copyright/Disclaimer page are not included in the Table of Contents. The Table of Contents is also not listed in the Table of Contents.

7.2 Cover page

Because UNEP is the publisher of UNEP publications, the cover page should bear the UNEP logo. A UNEP publication cannot be issued without UNEP logo.

Author acknowledgement on the cover is strongly discourages and is only allowed in line with the Section on Attribution on Authorship (Part D), with written permission from the Communication Director at the outset of the publication before peer review. The suggested citation always remains with UNEP, or with the organization holding the copyright.

Cover page: UNEP as the only publisher

The front cover of a UNEP publication bears only the following elements, in addition to any picture or artwork:

- Title

- Subtitle (if applicable)

- Series title (if applicable)

- Volume and supplement number (if applicable)

- UNEP logo

See the Publications Layout Manual for a sample of a UNEP cover page.

Cover page: Co-publication with partners

On the front cover of a co-publication with entities of the UN system and/or external partners, the elements of the UNEP-only publication are still to be included (as shown in the list above).

With regards to the publishers' logos:

- Written agreements to stipulate which parties have contributed to the publication, which can include a co-publishing agreement or agreement for the activity, or email.

- If the co-publishers are all from the UN system, the logos can be on the front cover next to each other and all the same size. The order of the logos is to be agreed in writing by the parties. If an agreement cannot be reached, the alphabetical order will be adopted. The name of each UN entity may be printed below its emblem.

- When the co-publishers include external parties other than private sector entities, all logos will be the same size. The order of the logos is to be agreed in writing by the parties. If an agreement cannot be reached, the alphabetical order will be adopted.

- The only logos that can be included on the cover are of organizations or other legal entities. Project logos are not allowed on the cover page. Publishing Unit can advise on logos of centres collaborating with UNEP, or programmes/partnerships for which UNEP administers the Secretariat.

The font and cover design will be agreed upon by the co-publishers. If UNEP holds the copyright, the UNEP templates should be adhered to (see the Publications Layout Manual for a sample of a UNEP co-publication cover page).

7.3 Back cover (print publication mandatory, digital publication optional)

The back cover includes:

- UNEP logo and partner logos

- Logos of donors

- The tagline bearing (i) the words 'Printed in' and the name of the country in which the publication is printed (ii) the ISBN and the month and year of the publication.

- Optional, a bar code or QR code leading to the publication; or hyperlink

7.4 Spine (print publication only)

If space is limited, the spine is blank. If there is sufficient space, the spine includes:

- The acronym 'UNEP', the title (without subtitle) and series title (if applicable). Only if the spine is large enough, can the UNEP logo be included.

- In co-publications, the spine includes the acronyms of all co-publishers, the title (without subtitle) and series title (if applicable). Only if the spine is large enough can the logo of the lead publisher be included.

- For hard book covers that have a jacket, the above details should be listed on the jacket and on the hardbound spine.

See the Publications Layout Manual for examples.

7.5 Copyright and disclaimers page

Full templates for copyright pages and disclaimers for sales, non-sales publications in the UN languages are provided in Annex 5.

Copyright and disclaimers page of the original language version

The copyright / disclaimers page directly follows the title page or is on the back of the title page. It bears the following information, in this order:

- Title, subtitle and series title (if applicable) of the work

- The copyright notice

- ISBN number (if applicable)

- A statement on permission requests and licensing

- Full UNEP Disclaimers OR a reference and link to the Creative Commons License (Non-sales publications only)

- Suggested citation

Optional inclusions for copyright page include:

- Volume number and supplement number

- Version number, including explanation of corrections made compared to previous version if applicable

- The words 'United Nations Environment Programme, Nairobi' identifying UNEP as the publisher of the work

- Serial number

- Document symbol in the upper right-hand corner where the publication also serves as a meeting document

- Credits for the front cover image and other images (text annex 15 UN Manual)

- If a substantial number of hard copies will be printed, the mention 'Printed in [country name]' may be displayed on the copyright page

- Acknowledgements (for example of financial contribution). This can be either the bottom section of the copyright page or a separate page after the copyright / disclaimers page.

- Contact information. This contact information should not be tied to an individual. A generic email address can be used, if not available, please use unep-publications@un.org.

Language versions of the Copyright and Disclaimers Page

See section 2.3 and Annex 7 for the Copyright and Disclaimers page in languages.

Copyright Notice

The name or acronym of the author, partners, or the UNEP office/department/project does not appear in the copyright notice, which only bears the wording 'United Nations Environment Programme'. The same goes for the suggested citation, which is identical to the name in the copyright notice, 'United Nations Environment Programme'.

First edition
© YEAR United Nations Environment Programme
As in: © 2022 United Nations Environment Programme
In case of sales publications, "*All rights reserved worldwide*" is added,
As in: © 2022 United Nations Environment Programme
All rights reserved worldwide

Reprints

The copyright notice on reprints is the same as for the first edition because, other than correcting typos, reprints are identical to the first edition.

New edition(s), corrections

The date of each new edition follows the original date as in this example:
© 2010, 2022 United Nations Environment Programme

The corrections made should be explained below the copyright notice.
> If a new edition is so extensive as to constitute a new publication, all previous copyright dates may be omitted. In this case, the copyright notice bears the date of the newest edition only.

Use of the International Standard Book Number (ISBN)

When the publication has received all final approvals, the International Standard Book Number (ISBN) can be requested. Where a publication is to be issued in several languages and formats, each version will be assigned a separate ISBN.

The ISBN is included in the copyright page and, if available, back cover.

The ISBN is assigned by the Publishing Unit. UNEP will always issue an ISBN to Flagship, Spotlight, Institutional Series, and Technical reports. ISBN are optional for all other types of publications. If the choice is made to not request an ISBN, an appropriate UNEP document number (job number) will be assigned, also by Publishing Unit. A document will receive either ISBN, or job number; not both.

To be eligible for an ISBN, a UNEP publication should fulfil certain criteria, namely:

- Access to its content should be unrestricted

- Its content should be of long-term relevance (minimum two years) and be easily retrievable

- It should be a separate publication (including language version of the full report and print version of a digital report); chapters, Executive Summary, Policy Briefs or other subsets of a full publication do not receive an ISBN number.

If UNEP contributes to a publication for which another organization holds copyright, the other organization will issue the ISBN or other identifier such as DOI.

In case of joint copyright, it should be agreed in the co-publications agreement which organization assigns the ISBN/DOI up to the discretion of the publication manager.

Statement on permission requests and licensing

This statement directly follows the copyright notice. Standard UNEP text reads as follows, while any deviations need to be requested from the Publishing Unit:

> "This publication may be reproduced in whole or in part and in any form for educational or non-profit services without special permission from the copyright holder, provided acknowledgement of the source is made. The United Nations Environment Programme would appreciate receiving a copy of any publication that uses this publication as a source.
>
> No use of this publication may be made for resale or any other commercial purpose whatsoever without prior permission in writing from the United Nations Environment Programme. Applications for such permission, with a statement of the purpose and extent of the reproduction, should be addressed to the Director, Communication Division, United Nations Environment Programme, unep-communication-director@un.org."

UNEP Disclaimers
The UNEP Disclaimers to be included should be selected from the following.

Designation of countries, territories and areas, boundaries on maps
This disclaimer is used when reference is made to any country, territory, or geographical area in any way, including text or maps. Options for the disclaimer (choose the most appropriate):

> 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 United Nations Environment Programme concerning the legal status of any country, territory, city or area of its authorities, or concerning the delimitation of its frontiers or boundaries.

OR

> The boundaries shown on this map do not imply official endorsement or acceptance by the United Nations Environment Programme.

OR

> 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 Environment Programme.

Commercial disclaimer
This disclaimer should be used any time a firm name or commercial product is mentioned.

> Mention of firm names and commercial products does not imply the endorsement of the United Nations Environment Programme.

Attribution to individual authors
This disclaimer should only be used when a publication is in whole or in part attributed to individual authors within the organization (see also the section on Attribution of Authorship). Options for the disclaimer (choose the most appropriate):

> The views expressed are those of the author(s) and do not necessarily reflect those of the United Nations Environment Programme.

OR

> The opinions, figures and estimates set forth in this report are the responsibility of the author, and should not necessarily be considered as reflecting the views or carrying the endorsement of the United Nations Environment Programme.

Suggested citation
The suggested citation is as follows.

UNEP Copyright

> Name of entity holding copyright (YEAR). *Publication Title. Subtitle.* Place of production.
United Nations Environment Programme (YEAR). Publication Title. Subtitle. Place of production.

Joint Copyright

> Names of entities holding copyright in agreed order (YEAR). *Publication Title. Subtitle.* Place of production.

Citing individual chapters of UNEP publications
The suggested citation only applies to the full publication. No citations for individual chapters should be issued. If there should be reference to an individual chapter, the chapter number and title, plus page numbers, should be included in the main reference to refer to the specific chapter; individual authors will not be named.

> Name of entity(ies) holding copyright (YEAR). *Publication Title. Subtitle.* Pp. x-x: Chapter title. Place of production.

Credits for the front cover image and other images
The Copyright and Disclaimers page includes the following statement:

> © Maps, photos and illustrations as specified

If the cover page contains an image, credits for the cover page image must be included separately.

7.6 Acknowledgements

The development of the content of UNEP publications often involves several people and institutions. Each publication should therefore contain an acknowledgement of all major contributors to the content of the publication and their roles. Those people who have provided substantive inputs to the report can be mentioned individually while supporting divisions should be listed as entities.

The acknowledgements section can be either at the bottom section of the copyright page or a separate page after the copyright / disclaimers page. It is recommended to keep Acknowledgements to maximum one page. Acknowledgements may not be repeated after each individual chapter.

Substantive support

Under substantive support, the individuals or institutions providing substantive inputs (authors or reviewers) to the publication content are credited. They can be credited in two ways: 1) Name of person and affiliation; or 2) name of entity/company/organization. UNEP staff and consultants can be listed and are always affiliated only with UNEP; no lower denominations including projects can be listed unless part of the official job title.

The main contributors (external experts and UNEP staff) should be listed first, in order of their respective contributions, followed by individuals and/or groups or partners involved in reviewing and revising the text, in alphabetic order.

Editorial, design and translation support

- Translators
- Editor of publication
- Designer of publication

Partners and funders

- Partners
- Donors / funders

Donor's financial contribution is acknowledged in the acknowledgements section and/or foreword. If requested, a small version of the donor's logo may be included below the acknowledgements. The contribution of funds should not be acknowledged by placing the logo of the donor entity on the cover page. Standard text to acknowledge financial support:

> Financial support from [name of entity/entities] to conduct the research on which this [report, publication, etc.] is based is gratefully acknowledged.

OR

> Financial support from [name of entity/entities] to produce this [publication, report, etc.] is gratefully acknowledged.

Standard text to acknowledge funds for translation:

> The [language] translation was funded by [name of entity / member state]. The text was translated by [name of translator].

Non-Substantive support

Non-substantive support for the publication, including communication support and support for the release, may not be listed on an individual basis. The lowest entity to be listed is a UNEP Division.

Attribution of Authorship

The attribution of authorship in the publications and documents of the United Nations, including UNEP, is governed by the United Nations Administrative Instruction ST/AI/189/Add.6/Rev.5 dated 22 August 2008. The attribution of authorship below does not change the suggested citation, the first part of which is always identical to the copyright holder.

Attribution to UNEP, organizational units and individuals within the organization
As a rule, the cover page and copyright/disclaimers page may bear the name 'United Nations Environment Programme'.

In a preface, foreword or introduction, attribution may also be made to any properly identified organizational unit not below the level of a division that had a major responsibility in the preparation of the publication.

Attribution to Staff Members
However, to inter alia acknowledge original intellectual contributions to the preparation of UNEP publications and to provide appropriate recognition of the intellectual accomplishment of individual staff working in the organization, attribution may be made to units below the division level and to individuals in specific categories of publications. The table below illustrates the different scenarios of authorship attribution and the placement of attribution for staff members only.

Notwithstanding the below, author acknowledgement on the cover is strongly discourages and is only allowed in line with the following and with written permission from the Communication Director at the outset of the publication before peer review.

Type of report or publication	Author / contributor	Placement of attribution
1. Flagship, Spotlight/ Institutional Series and technical reports	United Nations Environment Programme	Front cover, title page and suggested citation
	Organizational units or individual staff, providing overall guidance/coordination	Acknowledgements page, inside the publication
	Authors / coordinators of chapters; copy editors; other staff contributing original text, graphics, translation etc.	Acknowledgements page, inside the publication, with professional affiliations but no specific chapter-by-chapter attribution.
2. All other publication types	United Nations Environment Programme	Front cover, title page and suggested citation
	Editors/single authors	Front cover

	Authors of specific chapters/papers	Acknowledgements page, inside the publication
	Other staff contributing original text, graphics, translation etc.	Acknowledgements page, with professional affiliations but no specific chapter-by-chapter attribution.

Attribution to Consultants or contributing experts without contract

Attribution or other reference to consultants especially engaged for the purpose of preparing a publication or report may, at the discretion of the UNEP staff member, be given in a preface, foreword, introduction or footnote. The name may also be included in the acknowledgements section. Authorship of such publication or report shall not be attributed to the consultant, and the consultant shall not be named in the suggested citation.

When engaging contributing experts without any type of contract, the UNEP staff member needs to explicitly agree in advance the ways in which the expert contribution can be recognized. The expert may, at the discretion of the UNEP staff member, be given in a preface, foreword, introduction or footnote. The name may also be included in the acknowledgement section. Authorship of such publication or report shall not be attributed to the expert, and the expert shall not be named in the suggested citation.

Attribution to a government or other entity

Where a government, foundation or other entity has co-operated or is jointly responsible with UNEP for preparation of a publication, it may be given appropriate mention on the cover and the title page, by inclusion of logo following the appropriate approval process and/or including of the following statement:

> Prepared in cooperation with [the Ministry of… of the Government of …] [the name of the foundation] [name of the entity].

This is only for co-publications and does not apply for financial support (see section 7.6).

7.7 Key Messages

Short and to the point (maximum 4 pages), the key messages summarize the main take aways of the report and the implications for specific target audiences. See the section on writing guidance for more details on how to write key messages.

7.8 Executive Summary

The Executive Summary summarizes the main points/key messages of the full report. and should not exceed five pages (max. 330 words per page). For more guidance on how to write an Executive Summary in a UNEP publication, refer to the writing guidance.

The Executive Summary, if published in the full publication, does not contain references since all information comes from the main report.

The Executive Summary of the original language edition will not be published separately (this would undercut the distribution and/or sale of the publication as a whole).
 A translation of the Executive Summary will be published separately only if the entire publication is not (yet) available that same language.

If the Executive Summary is published separately, it does not receive its own ISBN number, it should have the following elements:

- Front cover identical to the main publication, with the words "Executive Summary" under the title

- On the copyright page:

© UNEP <<year>>

Original English version: <<Title>> © (YEAR) United Nations Environment Programme. All rights reserved. ISBN: <<ISBN of full report>>.

This is an Executive Summary of <<Full report Title hyperlinked to full report>>. UNEP does not accept responsibility for the accuracy or completeness of the contents of this Executive Summary and shall not be liable for any loss or damage that may be occasioned directly or indirectly through the use of, or reliance on, the contents of this Executive Summary. In case of inconsistencies, the full version will prevail.

- Full disclaimers and suggested citation for the report

- Citations and references for all information used from third party sources following the UNEP Citations Guidelines.

7.9 Table of Contents

Chapter titles and headings/subheadings should be written to allow the reader to establish a strong understanding of the main message of each section and the publication overall, simply by reading the Table of Contents. For more information, refer to the UNEP Publications Writing Guidance.

The table of contents should come before the text of the publication, after the preface or foreword. Front matter preceding the table of content should be listed in the table: where applicable, this may include Acknowledgements, Preface/Foreword, and/or Executive Summary.

The table of contents should consist of three elements arranged in parallel columns: (a) chapter or section numbers, (b) list of headings and major subheadings, and (c) page numbers. Annexes and appendices should also be listed.

- 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 using progressive indention. Annexes to chapters should be listed as subheadings to their relevant chapters.

- The page number indicated should be that of the page on which the section or passage covered by the headings or subheadings begins. The contents should not indicate the page on which the section ends.

Annexes and appendices

If there is only one annex, the word 'Annex', in initial capital letters and lowercase, underlined, should be centred.

If there is more than one annex, the word 'Annexes', in initial capital letters and lowercase, underlined, should be centred. The numbers of the annexes in roman numerals, should be listed in a column under the Chapter column with the page reference. The numbers should be aligned on the right. Each annex should be paginated separately, beginning with I.

The titles of the annexes should be arranged under the headings and subheadings and should be followed by leaders extending to the Page column.

List of tables

If there are no more than two tables, they may, if desired, be mentioned under the appropriate chapter heading or subheading in the table of contents. If there are more than two 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 a cantered 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.

List of figures

If a publication has a maximum of two figures these may, if desired, be listed under the appropriate chapter heading or subheading in the table of contents with the page reference. If a publication has more than two figures, 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.

List of maps

If there are a maximum of two maps, they may, if desired, be listed under the appropriate heading or subheading in the table of contents with the page reference. If there are a number of them, 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.

7.10 Foreword

What is a Foreword?

A foreword is a short text placed at the beginning of a publication and written by someone other than the author, often an eminent personality who may help attract interest for the publication, and a foreword is always signed. Consistent with the perspective of someone who has not been involved in elaborating the work, the text of the foreword usually places the publication in a broader context and, therefore, does not generally provide the reader any additional information

about the publication's subject or findings. Instead, the foreword serves as a reminder of why the reader should read the publication.

Forewords are maximum one page long and include the name, signature, and picture of the signatory.

Who signs a Foreword?
The foreword of a UNEP publication may be signed by the Secretary-General or, as appropriate, by an Under-Secretary-General, the Head of a fund or programme or regional commission, or an official designated by UNEP. The lowest level of signatory of a foreword in a UNEP publication can be a Director level.

Contribution of forewords to non-UNEP publications can be by the Director if they agree that UNEP has made a substantial contribution to the publication. Exceptions to this should be requested by the respective Director and granted by the Communication Division Director. The UNEP logo may, or may not be featured on the cover page; if the UNEP logo is included, it requires approval as per the UNEP Policy on Name and Logo Use.

Forewords are written for each publication and cannot be reused. If a new edition of a publication is issued, a new foreword should be written.

Foreword process: Executive Director
Flagship, Spotlight and Institutional Series always have a foreword of the UNEP Executive Director. In addition, the UNEP Executive Director may consider signing forewords for publications on issues that add an important dimension to our work or that are likely to attract media attention. Other requests originate from joint work, for example with other UN entities or when other USGs co-sign a publication.

A foreword from the Executive Director should be requested at least 6 weeks in advance (this means submission of the documents outlined in point 1 below). The requesting office:
1. submits a signed routing slip, clearly indicating that the Chief Scientist or Director has approved the draft, along with the draft foreword and the draft report. Executive Office requires full approval from the Publication Secretariat before signing off on forewords, unless exception has been made.
   For publications that are not Flagship, Spotlight, or Institutional series, a rationale should be added on why it is pertinent that the ED signs the foreword.
2. After approval, the designer will receive the final text with the ED signature and picture; which are to be deleted upon use in the publication foreword.

7.11 Preface

A preface is usually written by the author (including if the publication does not bear an individual author's name on the cover) and explains how the publication came about. A preface is written in a more personal tone than the subsequent material. The preface does not contain a signature or picture but may include the author's name. A preface can be included in addition to a foreword, or instead of a foreword.

8. UNEP Publications Style

8.1 Font and font size
The following fonts are used:
- Roboto (Primary typeface for English, French, Spanish, Russian and Portuguese)
- Roboto Slab (Secondary typeface for English, French, Spanish, Russian and Portuguese)
- Noto Sans CJK CS (Typeface for Chinese)
- Noto Kufi (Typeface for Arabic)

All the above typefaces are open-source typefaces developed by Google, and distributed under Apache License, Version 2.0 and SIL Open Font License, Version 1.1 licenses.

8.2 Spelling
The current authority for spelling in the United Nations is the UN Editorial Manual.

Generally, 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.

8.3 Quotations
Short quotations (five lines or less) should be enclosed in double quotation marks ("__") and placed in the body of the text. Quotations should be used sparingly and only for emphasis with appropriate in text referencing.

Block quotations (long direct quotes) consisting of more than five typed lines or a complete paragraph, should be set off as an indented block of text preceded by a colon. They are not enclosed in quotation marks.

8.4 Footnotes
Do not use footnotes for citation purposes (see Section D on Citations for the correct citation style). Footnotes should be used only to provide additional details, such as references or explanations that are not appropriate in the body of the text, cross-references to information contained in another part of the text, or to substantiate statements made in the text.

In the main body of the text, footnotes are numbered consecutively, beginning with 1, and places at the bottom of the page on which the footnote reference appears. The numbers should be placed in square brackets e.g. [1] or using the superscript instead.

In most tables and figures, footnotes are indicated by lower-case letters and placed at the bottom of the table.

8.5 Figures, Tables, Boxes and Photographs
Figures (charts, graphs, maps) must be mentioned in the text before they appear and placed as close as possible to where they were first mentioned.

Figures, tables and boxes must be numbered separately and consecutively (Fig. 1, Fig. 2, Table 1, Table 2, etc.). If preferred, they can be numbered in chapters (Fig. 1.1, Fig. 2.3, etc.).

Credit should be given for each photograph, generally including the copyright holder and the photographer's name (e.g. © UNEP / Josephat Kariuki).

If the data for a figure is from another source(s), the source(s) must be mentioned in a note right under the figure, introduced by the word 'Source(s):' and written in italics.

8.6 Treatment of abbreviations and acronyms

When abbreviations and acronyms are used in a UNEP publication, they must be explained by writing out the name or title the first time it occurs in the document, followed by the abbreviation in parentheses.

The Executive Summary and Foreword are treated as separate elements and abbreviations/acronyms should be written out followed by the abbreviation in parentheses. If the same abbreviation/acronym occurs again later in the publication, the first instance should again be written out followed by the abbreviation in parentheses. The publications manager may decide to follow the same for each chapter if the chapters are to be consumed as stand-alone.

If the document contains five or more abbreviations and acronyms, the list should be included after the table of contents or at the end of the document if there is no table of contents. The UN officially recognized list of abbreviations and acronyms should be followed.

9. Logos and Branding

9.1 Use of UNEP Name and Logo

Use of the UNEP name and logo is governed through the UNEP Policy on Use of UNEP Name and Emblem (Rev. 2022).

The main purpose of the Policy is to enable UNEP personnel to use UNEP's name and logo correctly. It applies to all use of UNEP's logo, including when used in a lockup for another logo where the UNEP logo is shown next to the logo of an initiative, partnership or other logo.

Failing to act in accordance with these guidelines can result in exposure to heightened reputational risk for the organization. It is the responsibility of the staff member responsible for the publication to ensure the guidelines are followed.

9.2 UNEP Visual Identity Guidelines

The WeCollaborate page on the Visual Identity System contains the Visual Identity Manual for guidance on logo use. It also provides other details including typefaces and press release templates.

9.3 Logos on cover page

The UNEP logo represents the single brand of the Organization. The only logos that can be included on the cover are of organizations or other legal entities. Project logos are not allowed on the cover page. Publishing Unit can advise on logos of centres collaborating with UNEP, or programmes/partnerships for which UNEP administers the Secretariat.

9.4 UNEP Blurb / key branding messages

Depending on the placement and available space, UNEP has three versions of the key branding messages describing the organization. These can be used in publications and communication materials to adopt a common approach describing the organization. They are not mandatory but if a key branding message is included, the standard approved text below has to be used.

Short version of UNEP key branding message
The mission of the United Nations Environment Programme (UNEP) is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.

Longer version of UNEP key branding message
Since its inception in 1972, the United Nations Environment Programme (UNEP) has been the global authority that sets the environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment.

UNEP's mission is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.

Full version of UNEP key branding message
Since its inception in 1972, the United Nations Environment Programme (UNEP) has been the global authority that sets the environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment.

UNEP's mission is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.

UNEP works on delivering transformational change for people and nature by drilling down on the root causes of the three planetary crises of climate change, nature and biodiversity loss, and pollution and waste. UNEP employs seven interlinked subprogrammes for action: Climate Action, Chemicals and Pollutions Action, Nature Action, Science Policy, Environmental Governance, Finance and Economic Transformations and Digital Transformations.

PART D – CITATIONS, LICENSING AND AGREEMENTS

1. Using Others' Work: avoiding risk of plagiarism

If a publication relies on the work of others, it is critical to identify the original as the source. This ensures fair use and avoids any accusation of plagiarism. The Oxford English Dictionary defines plagiarism as "to copy another person's ideas, words or work and pretend that they are your own". Often previous reports are reproduced with large amounts of the same text for subsequent editions. This is considered plagiarism and the text can be referenced rather than repeated.

UNEP authors are responsible for ensuring that there is no risk of plagiarism in the publication, and work is properly cited. If the author is a consultant, the UNEP staff person overseeing the publication is responsible to ensure the publication is not at risk of plagiarism. It also includes making sure that not too much text is taken from another work, even if credit is provided – as a guideline, direct quotes should be no more than two sentences. Paraphrasing the work of others, or previously published work of oneself, is not deemed fair use and would be viewed as disguised copying.

Proper citation and attribution are important to UNEP to reinforce the science base and credibility of the organization. Coherence and standardization in citation style can help ensure that UNEP respects good practice and legal requirements of professional and ethical writing.

The underpinning principle behind citation and referencing requirement is copyright, which conveys to creators the rights, both economic and moral, to be acknowledged for their literary and artistic work. Since many of the publications produced by UNEP rely on the findings of external publications, UNEP publications must comply with the ethical and legal requirements to acknowledge the sources of their findings. Therefore, the following questions must be addressed when content from other sources is being borrowed: i) who created the content?; and ii) what are the conditions for using it? Failure to address these questions exposes UNEP publications to the risk of plagiarism and represents a major reputational threat for the organization.

Citing can be done in three different ways: quoting (using the words exactly like they appear in the source); paraphrasing (using the information in the source in your own words); and summarizing (reporting the main points from a source in your own words). Summarising is generally preferred in scientific writing, whereas quoting is mostly used in humanities. Directly quoted text should not make up more than 10 per cent of the full text, and should only be used to emphasise content. Quoting whole paragraphs should be avoided. All methods require the use of the appropriate in text reference.

Plagiarism is typically defined as six or more words from a non-quoted and cited text. Often previous reports are reproduced with the same text. Technically this is plagiarism and the text can be referenced rather than repeated.

UNEP uses similarity checks through the iThenticate software to identify instances of potential plagiarism.

1.1 Citation Styles used by UNEP

UNEP uses two citation styles for publications: the Harvard Referencing style and the Keyed (numerical) citation style. The Keyed citation style is typically recommended for shorter reports and publication that cite the same sources repeatedly. The sourcing, management and formatting of cited sources can be facilitated and enhanced by using a reference management software. Authors who are using Endnote can contact UNEP Science Division for a copy of the styles.

1.2 Harvard Referencing

The Harvard referencing is a style in which the author's surname and the publication year of the source being cited are enclosed within parentheses and embedded in the text, complemented by a full alphabetized list of sources at the end of the text.

In-text Citation under Harvard Referencing

The adopted format for in-text citations in UNEP is (author's surname Year). No commas between source and its date, for example (UNEP 2020) and not (UNEP, 2020).

When citing a source, the last name of the author or editor and the year of publication should be provided within parentheses (Surname Year) when the name of the author is not mentioned in the text e.g., *A recent study found a relationship between the Zika virus and microcephaly (Kwabe 2016)*.

When the author's name is mentioned directly in the text, only the year should be given in parentheses e.g., *Kwabe (2016) found a relationship between the Zika virus and microcephaly.*

Citations referring to a source as a whole should only include the author and date (Ainsworth 1998). Page numbers must be included (Ainsworth 1998, p. 51) when:

- quoting a specific text or using a figure from a source.

- paraphrasing ideas or explanations from the source, especially when those ideas or explanations are located on a page or a range of pages.

When the source has four or more authors, include all their names in the list of references, but use only the first author's surname in the citation between brackets, followed by 'et *al.*'

Multiple sources must be separated by a semicolon (UNEP 2013; FAO 2014).

Multiple sources from the same author must be stated in full (UNEP 2019; UNEP 2021), instead of (UNEP 2019; 2021) and cited in ascending chronological order. Multiple sources from the

same author in the same year must be cited in gull with lower case letters in alphabetical added to the publication date (UNEP 2015a; UNEP 2015b).

Multiple sources from different authors must be cited in ascending chronological order. E.g. (Sung 1980; Alper 2010). Multiple sources from different authors from the same year must be cited in alphabetical order by author/editor e.g., (Omam 2015; UNEP 2015).

When citing multiple sources from different authors with the same surname, add a comma and initial to the surname and arrange in ascending chronological order. E.g. (Wilson, M. 1990; Wilson, C. 2005).

When citing institutional authors, spell out the name the first time in the publication followed by the abbreviation in square brackets, thereafter use the abbreviated form of the name. You may opt not to spell out the name of the institutional author if it has been defined in the list of abbreviations / acronyms e.g., (International Monetary Fund [IMF] 2011) – first occurrence. (IMF 1998) – subsequent occurrences.

United Nations Masthead documents are cited in the text by document symbol normally after the full title or description e.g., *In his letter dated 31 October 2007(S/2007/647), the President of the Security Council informed the Secretary-General that the members of the Council had decided to send a mission to Timor-Leste.*

Government publications with ministry or department as author: the name of the department should be preceded by the name of the country and a comma e.g., (Kenya, Ministry of Environment 2010).

Do not cite database names (e.g. FAOStat), report titles (e.g. Human Development Report) or conference titles (e.g. Stockholm+50), or social media account; but rather the institution responsible for operating the database, social media account, publishing the report or organizing the conference e.g., Food and Agriculture Organization, United Nations Development Programme.

Figures and tables borrowed from another source must be referenced in three ways: in the running text, the caption for the figure, and the reference list. However, if they are created for the purpose of the current work, there should be no in-text citation and no reference entry. These figures should simply be given a number and caption and included in the list of figures/tables, with appropriate credit to sources used for the creation of the figure.

References List under Harvard Referencing

The format for references is as follows:
Author (Year). *Title*. [other relevant information about the source].

Authors
Provide the surname followed by a comma, then the initials without spaces e.g., Andrews, C.J.

When there is more than one author, use the first author's surname, followed by a comma, initial(s) with full stop(s) and without spaces, a comma, the next surname, initial(s) with full

stop(s) and without spaces, etc. Before the last name use 'and' (NOT &) instead of a comma e.g., Neumayer, E.R. and Plumper, T.

Corporate/institutional authors, the full name must be written out. When the institutional author is also the publisher, the name of the publisher may be omitted e.g., United Nations Environment Programme (2016). *The Emissions Gap Report: A UNEP Synthesis Report.* Nairobi.

Year
The year must be provided in round brackets, followed by a full stop e.g., (2007).

Title
Titles of integral sources (publications, reports, books) should be given in *Title Case Italics*. There should be a colon between the main title and subtitle where appropriate e.g., *Women at the Frontline of Climate Change: Gender Risks and Hopes.*

When the source is an integral publication and is part of a series, the title of the source is given in *Title Case Italics*, followed by a full stop. Then the title of the series in Title Case (no italics) full stop e.g., *Stability with Growth: Macroeconomics, Liberalization and Development.* Initiative for Policy Dialogue Series.

When the source is part of a larger publication (serial e.g., journal articles, book section etc.) the title should be given in sentence case followed by a full stop and space then the title of the integral publication in *Title Case Italics* full stop. This does not apply to chapters which are always quoted as the full publication title e.g., Participation and accountability at the periphery: Democratic local governance in six countries. *World Development.*

Place of publication and publisher:
This information is often used for published sources such as publications, books and reports and should be provided as follows: Place of publication followed by a colon (:) space Name of Publisher full stop.

The name of the publisher should be transcribed from the source.

For the place of publication, provide the name of the city, not the country. For US cities, also provide the name of the city followed by a comma, space and acronym of the state e.g., Oxford University Press. Princeton, NJ: Princeton University Press.

Volume, issue number/date, and pagination:
These elements are often used to describe the source in the context of the larger publication of which it is a part. Details of the larger publication should be provided as follows:

- *Serial title,* Volume number (issue number), page numbers. (Where there is an issue number)

- *Serial title,* Volume number, issue date. (For electronic articles for instance)

For a journal article, provide the journal article in italics followed by a comma, then the volume number, then the issue number in round brackets followed by a comma, and the page numbers.

- Journal Title - in italics and title case, followed by a comma

- Volume number – only provide the number, do not write 'volume' for vol. etc.

- (Issue number) – round brackets followed by a comma, no space between volume information and issue number.

- Issue (electronic article) and Issue date (wepaper article): one- or two-digit day, month spelled out (no year) full stop.

- Page numbers – provide page numbers in full. Do not write 'pp' or 'pages' etc.

Example:
Nenets migration in the landscape: Impacts of industrial development in Yamal peninsula, Russia. *Pastoralism: Research, Policy and Practice,* 3(1), 1-21.

URL:
This should lead to the specific source, for instance the PDF of the source for text sources.

Access date for URLs:
Follow the following format: one or two-digit day, month spelled out, and four-digit year.

In publications of a scientific/research nature, sources of non-scientific nature should be avoided, including: newspapers articles, newsletter articles, blogs, articles without reference/bibliography lists, general websites, personal communications, unpublished material, etc.

Order of entries in the list of references under Harvard Referencing

The entries in the reference list must be arranged alphabetically by the last name of the author or editor. Institutional authors are alphabetized by the first word in the full official name, excluding articles. Several sources by the same authors are arranged in ascending chronological order.

The reference list may be divided into subcategories when it contains different kinds of documents that cannot easily be presented together or when it would more helpful to distinguish between them (e.g. United Nations documents, international instruments, legislation, etc.). Entries under each category must be listed alphabetically.

Sources by the same author from the same year are arranged alphabetically by the lowercase letters assigned after the year. Example:

United Nations (2005a). *Report on the World Social Situation 2005: The Inequality Predicament*. United Nations (2005b). *World Economic and Social Survey 2005: Financing for Development*.

Co-authors: List a single-author reference before a multi-author reference beginning with the same first author. Example:

Brooks, J. (2002).
Brooks, J. (2007).
Brooks, J., Duarte, R. and Heller, S. (2004).

When the list includes more than one work by the same co-authors, the references are listed in ascending chronological order.

When the first author is listed with a series of different co-authors, the entries in the list are arranged alphabetically by the last name of the first author, then the last names of the co-authors. Example: Gattuso, J.-P., Hoegh-Guldberg, O. and Pörtner, H.-O. (2014).
Gattuso, J.-P., Magnan, A., Billé, R., Cheung, W.W.L., Howes, E.L., Joos, F. et al. (2015).

1.3 Keyed (Numerical) Citation Style

This style may be used for the preparation of reports that by definition should be kept short such as summaries and briefs, especially when the same sources are cited repeatedly. It is also recommended if sources in different languages are used. With this style, when explanatory footnotes are required, asterisks and other symbols should be used as footnote indicators instead of numbers or letters.

In-text citations using the Keyed Citation Style

- Arabic numbers are allocated to the cited sources.

- The sources are numbered sequentially in the text and a number can be repeated each time the same source is cited.

- The number is placed in square brackets (e.g. [1]). Superscripts can also be used (e.g. [1]). Whatever the format chosen, it is important that it be applied consistently throughout the text.

Citing one author
Recent research [1] found that… or Recent research[1] found that…

Citing more than one source at the same time
When citing several sources in the same sentences, each source must have a unique citation indicator. Non-consecutive numbers should be separated by a comma, while consecutive numbers may be separated by a hyphen. There should be no space between commas or hyphens. Example:

Several studies [1-4,5,7,9] indicate… or Several studies[1-4,5,7,9] indicate…

Citing the author's name in the text
The author of the source being cited may be included in the text, however the citation indicator should be included as well. Example:

A report by UNEP [7] found that… or A report by UNEP[7] found that…

Citing more than one author's name in the text
If the source being cited has more than one author, "*et al.*" in italics must be used after the surname of the first author or after the first institutional author, and again the citation indicator should be included as well. Example:

Campbell *et al*. [1] found that… or Campbell *et al*.[1] found that…

Citing a direct quotation in the text
When a direct quotation from the source, include the page number(s) after the citation indicator. The quoted text should be included in double quotation marks.
As concluded by UNEP [5] or As concluded by UNEP[5]
    "Demand-side material efficiency widens the spectrum of emissions mitigation strategies and may therefore reduce the need for other risky, contested, unproven or expensive technologies." (p. 82) or
As concluded by UNEP [5, p.82] or As concluded by UNEP[5], p.82
    "Demand-side material efficiency widens the spectrum of emissions mitigation strategies and may therefore reduce the need for other risky, contested, unproven or expensive technologies."

Reference list using the Keyed Style Citations

The numbered reference list is placed at the end of the text after any annexes and is labelled 'References'. The references in the list are numbered and listed in the order in which they are first mentioned in the text, not alphabetically. The numbers in the list are followed by a period and are not enclosed in brackets.

The format of the author is as follows:
- Surname of the author followed by a space and initials (no space between initials).

- Name written in full (no acronym) for institutional authors.

- When there are two to six authors, use a comma and space between authors. Replace the comma with 'and' before the last author.

- When there seven authors or more, write the names of the first six followed by 'et *al*.'

- Authors' names should be entered in the order in which they appear on the source.

Book/eBook
Author of the book. *Title of the Book*. Edition [if not first]. Place of publication: Publisher; Year of publication.
Pagination. Available from: URL or doi [Accessed dd Month yyyy]. Example:
Collins DA. *Stolen Future, Broken Present: The Human Significance of Climate Change*. Ann Harbor: Open Humanities Press; 2014. Available from: https://quod.lib.umich.edu/o/ohp/12832550.0001.001

Edited book

Editor (ed. or eds.). *Title of the Book*. Edition [if not first]. Place of publication: Publisher; Year of publication. Pagination. Available from: URL or doi [Accessed dd Month yyyy]. Example:
Mitra P (ed.). *Recent Trends in Communication Networks*. London: IntechOpen; 2020. Available from: https://doi.org/10.5772/intechopen.83215 [Accessed 31 August 2020].

Author of the chapter in edited book.
Title of the chapter. In: *Title of the Book*. Surname, first initials of the editor (ed.). Place of publication: Publisher; year of publication. Chapter number, pagination. Available from: URL or doi [Accessed dd Month yyyy].   Example:
Dhawan N. The Unbearable slowness of change: Protest politics and the erotics of resistance. In: *The Philosophical Salon: Speculation, Reflections, Interventions*. Marder, M and Vieira, P. (eds.). London: Open Humanities Press; 2017. Part I, 30-33.

Journal article
Author of the article. Title of the article. *Title of the Journal*. Year of publication; vol number (issue number): pagination. Available from: doi or URL [Accessed dd month yyyy]

Example:
Natr, L. Non sustainable development: CO2, plants and climate. *Kvasný Průmysl*. 2006; 52(9): 293-294. Available from https://doi.org/10.18832/kp2006025. [Accessed 31 August 2020].

Pre-print journal articles
Author(s) of the article. Title of the article. To be published in *Title of the Journal*. [Preprint]. Year of writing. Available from: doi or URL.

2. Licensing and Agreements

Licensing enhances the dissemination of publications through contractual arrangements with third parties.

Three types of licensing options are available:

i.   The rights for a third party to re-use, in whole or in part, content that UNEP has previously published ('Subsidiary rights')

ii.   The rights for a third party to coedit the first edition of a manuscript.

iii. The rights for a third party to publish the first edition of a manuscript.

2.1 Subsidiary rights

Subsidiary rights allow a third party to re-used UNEP content in a given manner and format, in a given territory, and for a given period of time. It includes, inter alia, the rights to translate the original edition in a given language; the rights to reprint an existing edition in a given territory; digital rights; and the rights to reproduce excerpts (i.e., to reproduce a portion rather than an entire publication in print and/or online). Since there are different use cases there is no set

template for agreements and they will need to be cleared through Communication Division/Publishing Unit and Corporate Services Division/ Legal Unit.

2.2 Co-publications

Benefits of co-publishing
Co-publishing the first edition of a publication with other publishers (entities of the UN system and/or external partners) is encouraged because it fosters a wider dissemination, reduces the risk of duplication, and is cost-effective as production and translation costs should be shared among partners.

Co-publisher partners
A co-publisher bis either a trade publisher that increases the dissemination and visibility of UN content, or a major international organization or research institute with a relevant publishing programme in areas aligned with UNEP's work. A co-publisher is a party to the co-publishing agreement and its logo appears on the cover, if all required UN policy is complied with.

In all other cases, the external partner contributing text or funds to a UN publication is acknowledged as an author or as a donor as per section on acknowledgements.

Establishing a co-publishing agreement
If a UNEP publication is being developed with the assistance of, or in partnership with, one or more external partners, and the work has not been commissioned under the terms of an existing partnership, a written agreement describing the roles and responsibilities of each partner should be signed. The agreement should outline the rights and responsibilities of each party, including the ownership of copyright, disclaimers, acknowledgement of authors and division of editorial responsibilities (see example of co-publishing agreements in Annex 5). A co-publishing agreement should be shared with the Publishing Unit, which ensures clearance from legal and from communication sides. Co-publishing agreements are signed by the Communication Division Director.

In the early stages of the collaboration, the parties should agree:

- Who the lead of the co-edition is

- What each partner contributes to the publication (i.e. research, drafting, translation, printing, editing, distribution and peer review)

- What the language(s) and format(s) are, and breakdown of print quantities among partners if required

- How costs are shared between co-publishers.

In co-publications, it is common practice to use the editorial style and naming conventions (including country names) of the lead publisher, and to acknowledge this in a disclaimer. Should there be any discrepancy between UNEP and the co-publisher(s)' terminology, the matter should be referred to legal unit who may further defer to OLA for advice.

PART E – Publication Release

1. Publication Release

A publication can receive final clearance once all quality control steps have been completed, final signoff has been obtained from the necessary people (depending on publication type), and the design files have been finalized and approved. An ISBN number can be requested only after final clearance.

Only after final approval for the full publication can the publication, executive summary, or key messages be released. If a draft report is released, typically to a limited audience for inputs, it should contain a watermark "DRAFT" on each page.

2. UNEP Document Repository

The current process as described here will be changed in late 2022 when the digital publication system is linked to the Repository.

Once publications and documents are finalized, they are sent to the library team for classification, cataloguing and indexing and uploading to the repository. Alternatively, divisional focal points are also trained to do basic cataloguing for review and approval by the library team. All publications and documents submitted to the knowledge repository first undergo a review by the library to ensure compliance with the prescribed guidelines, standards and vocabularies before they are released to the public.

- Dublin Core is the metadata standard used by DSpace.
- Anglo-American Cataloguing Rules2 are used for the descriptive cataloguing of resources.
- A combination of UNBIS thesaurus, Gemet thesaurus and SDGIO ontology are used for the indexing (assignment of keywords) of the resources.

The importance of the use of the above standards is ensure that our publications remain discoverable and accessible way beyond the launch event, and to facilitate the interoperability and integration of the knowledge repository with other repositories and documents resources.

Annex 1. Strategic Prioritization Matrix

Thinking prospectively - Amplifying impact (Publication Criteria)

	1. Impact			2. Policy Relevance			3. Scientific authority		4. Feasibility
Criterion	Strategic Impact (MTS)	Partners	Leverage	Political Currency	Inter Governmental Process	"Dropzone"	Scientific Currency	Novel Findings	Resourcing
Key Question	Can the publication be framed as a response to the 3 Planetary Crises?	Does this publication enable others to develop/ implement measures or to advocate for environmental change? Is the partnership of strategic benefit to UNEP?	Will the publication expand on, or reframe, existing work to drive more impact?	Is the topic of the publication "politically hot"? Is it contributing to UN Reform or other UN system strategies?	Does the publication contribute to IG processes?	Does the timing of the publication enable linkage to a key event?	Does this reinforce or duplicate others' publications on this topic?	Is the publication contributing new knowledge, new analysis and new recommendations?	Is budget available in full?
Subsidiary Questions	If YES, how does it provide actions or solutions to address these, and for whom?	If YES, who specifically?	If NO, is UNEP uniquely / distinctively positioned to publish on this?	If YES, is this relevant to different country / regional interests?	If NO, does it contribute to other processes (e.g., horizon scanning) or influential fora	If YES, which specifically, e.g., request to UNEA or G20?	If YES, who specifically e.g., UN sister agencies, MEAs, collaborating partners?	If NO, is it a novel reframing, repositioning or repackaging?	If NO, is there justification to find those resources?
Weight	★★★★	★★	★★★	★★★	★★	★★	★★	★★★	
Response Scale									

Annex 2. UNEP Topic List for Publications

1	Agriculture and Food Systems, food loss and waste
2	Arctic Issues: eg. thawing permafrost
3	Biodiversity loss, NBS, invasive species, ecosystems and ecohealth
4	Biosafety, biotechnology , biosecurity
5	Building and Construction
6	Chemicals and Waste, specific chemicals focus and management
7	Circularity and resource efficiency
8	Climate change and impacts, adaptation (ecosystem-based adaptation), solutions, EGR, AGR, Environment and climate change security
9	Conflict and Environmental Disasters
10	Consumption and Production
11	Digital ecosystems, digitalization, blockchain and environmental sustainability
12	Economy: natural capital, inclusive wealth, resources and markets
13	Ecosystem restoration
14	Energy (including renewable), efficiency, cooling
15	Environmental Law
16	GEO or regional GEOs
17	Environmental education
18	Environmental health — Air quality, pesticides, fertilisers, Endocrine disruptors, lead, transport
19	Extractives and minerals
20	Fossil Fuel industry and impact
21	Groundwater pollution
22	Life cycle assessment
23	Marine impacts and marine quality, overfishing,
24	One Health – AMR, Zoonotic
25	Ozone Depletion
26	Plastics, marine, terrestrial, micro
27	SDGs
28	Soil pollution
29	Transport
30	Waste – all aspects
31	Wastewater
32	Water Quality and quantity
33	Wildfire and planned biomass burning
34	Finance
35	Oceans, Blue economy

Annex 3. Concept submission template

<u>Instructions</u>

At the concept stage it is important to:

- determine why the publication is needed; how it is different from others on the same topic (both released and pipeline); how it contributes to achieving the overall goals of UNEP and the specific goals of a programme / project; who and how large the audience is, and what information they need; why users should find it useful; and how best it would reach its audience (including, dissemination channels; but also, as UNEP publication or if UN entities or external partners should be considered).

- avoid duplication, authors/publications focal points should review UNEP publications on similar topics which have been released in the past, research from others, as well as the UNEP pipeline of publications (concept and production stage) on similar topics. The conclusion should be part of the concept submission to show that due consideration has been given.

- formulate the factors that would show success for the publication including measurable indicators to achieve them, including but not limited to, post-publication assessment and monitoring, media coverage, citations, surveys, web analytics and others.

- allocate funding for the production, dissemination, marketing and impact assessment.

TAB 1.

1. What is the publication type? * (multiple choice between UNEP Publication Types)
2. Is it part of an ongoing series or stand-alone? *
   - ☐ Ongoing series – give URL of previous edition
   - ☐ Stand-alone
3. What is the working title? *
4. What is the rationale? * (max. 2,000 characters)
5. What is the expected impact? * (max. 750 characters)
6. What is new compared to what's already written about this topic, by UNEP or others?* (max. 1000 characters)
7. Who is the primary audience? *
8. To avoid overlap, has consultation on the focus, expected outcome and target audience happened within UNEP? *
   a. If No, why? If Yes, with who?
9. What is the focus of this publication? * (multi-select)
   - ☐ Progress / Reporting
   - ☐ Problems.
     What type of problems? (multi-select)
     - o Known
     - o Unknown
     - o Existing
   - ☐ Solutions.
     What type of solutions? (multi-select)
     - o Infrastructure change
     - o Other

- o New Innovation
- o Behaviour/Mindset change
- o Technology change
- o Legislation / Policy change
- o Choice Architecture change

TAB 2.
1. Why was this publication initiated? * (Multi-select)
☐ UNEA-Resolution
   Provide the specific UNEA Resolution
☐ Donor Request
☐ Programme of Work project
   Type PIMS Project ID
☐ Other
   Please specify
2. Which subprogramme(s) are relevant to this publication? * (multi-select from UNEP Subprogrammes)
3. What is the publication topic? * (select one from UNEP Publication Topic List)
4. Does the publication pay attention to gender dimensions? *
   a. If yes, explain how:
   b. If no, why not?
5. Will the content contain geographical references (e.g. maps or country names)? * YES/NO
6. What is the planned release date? * MM/DD/YY
7. Is the release date associated with an event or special date? (select only if it is)
8. Who is coordinating this publication? *
9. Which Division, Regional Office or Centre is leading? *
10. Please indicate your Branch/Unit
11. Which Director will approve this concept? *
12. Who needs to clear concept before submission to Director?
13. Is this publication co-branded?
   a. If yes: enter the co-branding partners
14. Does UNEP hold the copyright to this publication?
☐ Yes, UNEP alone
☐ Yes, but jointly with another organization/Entity
☐ No
You are ready to submit the concept! Don't forget to preview it first.
_____

SAVE or SUBMIT
_____

Annex 4. Declaration of Interest form: Template

Confidentiality Statement, Conflict of Interest Declaration and Granting of Copyright for the United Nations Environment Programme (UNEP) report *<<TITLE>>*

Confidentiality Statement
The production of the report *<<TITLE>>* requires external experts to collaborate while developing the material in advance of the publication's launch. All material, including but not limited to, written drafts, key messages, graphics, illustrations, design, text boxes and research supporting the publication shall remain confidential until after the formal UNEP-led launch.

□   I hereby agree to keep all materials related to the development of the report *<<TITLE>>* confidential until the official launch of the publication.

Conflict of Interest Declaration
The production of the report *<<TITLE>>* requires the assistance of external experts who may have potential conflicts of interest related to their primary area of work and expertise. To ensure the highest integrity, transparency, and public confidence in the production of the assessment, UNEP requires that external experts contributing to the production of the content disclose any information on circumstances that may affect, or may reasonably be perceived to affect, the expert's objectivity and independence. Please note that a high level of scientific and educational or expertise is by nature based on prior experience and that therefore having expertise and interest in a particular subject matter does not necessarily mean this will lead to bias or a conflict of interest. The following declaration will assist UNEP in addressing any potential or perceived conflicts of interest.

□   I have no real or perceived financial or personal interest, direct or indirect, in any matter that raises or may raise conflict with my contribution to the the report *<<TITLE>>* □   I have real or perceived financial or personal interest, direct or indirect, in certain matters that may raise conflict with my contribution to the report *<<TITLE>>*. The particulars of such matter(s) are stated below:

_____
_____
I also acknowledge that I shall make another declaration to state any change in any matter contained in this declaration within one month after the change occurs and shall provide further information on the particulars contained in this declaration if so, required by UNEP.

Granting of Copyright
UNEP must also ensure that it produces original works that are free of any copyright claims. In contributing to the report *<<TITLE>>*, UNEP expects that text, research, images and graphics are free from any potential dispute related to copyright. We request that you confirm the following statement to address this issue.
□   I hereby grant and assign UNEP exclusive, sole, and permanent right to reproduce, publish and distribute any content or parts thereof of the report *<<TITLE>>* that I contribute to.

Note: please ensure all the appropriate boxes above are checked before signing.

Signature: Name:

Date:

Annex 5: Co-Publishing Agreements examples

Example 1: UNEP with other UN Entity, joint copyright
Example 2: UNEP with non-UN Entity, no joint copyright

Annex 6. Checklists for Publications Quality Reviews

ACKNOWLEDGEMENT: These checklists were reproduced and adapted from the Guidelines used by Environmental Protection Agency Victoria

Peer reviewer checklist

The focus of the peer review is to check content for scientific and technical accuracy. Peer reviewers have expert knowledge of the content area and are able conduct a meticulous fact-check. Internal and external peer reviewers, by signing off on the publication, should keep the following checklist in mind:

- ☐ Is the rationale for the work clear and based on a sound foundation of science?
- ☐ Is the scientific methodology/design that underpins the publication sound (including any analysis) and has this been documented?
- ☐ Is the content current and does this work fill an identified gap?
- ☐ Does the publication build on previous UNEP research on the same topic area, and is it in line with UNEP positions and data on the same?
- ☐ Is the publication concise, well written and targeted?
- ☐ Is the publication logical and do the findings address the intended purpose of the publication?
- ☐ Are the research materials and methods used by the author explained clearly and are they linked to the results?
- ☐ Does the discussion/conclusion clearly support the analysis and results?
- ☐ Is content appropriately in-text and end text referenced with peer reviewed references?
- ☐ Are tables and figures appropriately labelled?
- ☐ In terms of scientific content and accuracy, is the work/science ready for publishing?

Checklist for maps and country names

- ☐ On maps, check that correct boundaries are used according to UN Map Rules
- ☐ On maps, check that country names, sea names are correct according to the latest UN terminology and in accordance with UNEP Regional Coverage
- ☐ In text, country / region / other geographic references are correct according to the latest UN terminology
- ☐ If unsure, escalate map revision request to UNEP Legal Office which makes final decisions regarding map issues

Checklist for plagiarism and citations check

☐ Run the iThenticate report with pre-defined parameters, upload report and score in the publications system
☐ Confirm there is no risk of plagiarism upon analysing the report
☐ Confirm that there are no sections without citation where they should be included
☐ Confirm adherence to UNEP citations guidelines
☐ Correct in text citations
☐ Reference and literature list is accurate and complete

Checklist for gender approval
☐ Gender is sufficiently integrated throughout the publication. Gender considerations should be embedded from the 'concept phase'. Utilisation of a gender lens in analyzing the content, background and within the methodology is recommended.
☐ Use of gender-sensitive language and images throughout the report. And depending upon the topic - which determines the opportunities available to integrate a gender dimension - to include either a section or brief narrative explaining the gender-environment nexus of the subject matter.
☐ Authors and reviewers have sufficient gender balance (and geographical representation depending on the publication type). Additionally, having the requisite gender awareness or the willingness to undertake desk research on the gender dimension of the subject matter is recommended.

Checklist for science approval
By reviewing this publication, you will confirm that:
☐ Sufficient number, quality and diversity of peer reviewers have reviewed the publication
☐ Peer review comments well integrated to address any suggestions or concerns raised
☐ Data, science, and interpretation thereof in accordance with UNEP positions and guidelines
☐ The Publication meets the standards of a science-based report.

Checklist for design approval
☐ Use of correct template for type of publication
☐ Correct use of UNEP logo including size, color and placement
☐ Appropriate use of other logos including on cover

Final Sign-off checklist
Depending on the publication type, final signoff is with Director, Deputy Director or Branch Head. The expectation is that the publication will be in draft design format, but that there is still opportunity to incorporate issues raised by the party providing final signoff. By signing off, they confirm that this is a solid, well-written and well-targeted research furthering UNEP's positions and agenda, which does not pose any risk on the part of the organization. In providing final approval, Directors should keep the following in mind:
☐ Does the publication say something new, does it fill a gap? Does it contribute to delivery of UNEP's Medium-Term Strategy / Programme of Work?
☐ Does the publication read well, is it well structured and according to UN Editorial Manual?
☐ Does the publication build on previous UNEP research on the same topic area?
☐ Is the publication consistent with UNEP positions and data on the topic?
☐ Is the publication concise, well written and targeted?
☐ Do the publication's findings/results clearly meet the purpose?

- Did proper peer review take place, internal and external, to ensure the scientific credibility of the publication and findings?
- Are the partners and authors of the publications credible, experts in the field, and free of risk for conflict of interest?
- Do the contents of the publications, or the partners involved, pose any reputational risk to UNEP? Are these risks manageable? Is there is risk management plan in place?
- Were the right divisions and (regional) offices involved or consulted?
- Is there a solid release moment and dissemination plan in place?
- Is the document ready for publication?
- Does the publication include recommendations on how the work/study will contribute to UNEP priorities or broader programs of work either now or in the future?

Annex 7: Disclaimers in UN languages

ENGLISH

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Pour citer ce document

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