

EDITORIAL GUIDELINES (In brief)

The United Nations has a comprehensive editorial manual which serves as the authoritative statement of the rules to be followed in drafting manuscripts to be published by the Organization. The following very brief summary is intended to guide authors preparing manuscripts for ESCAP.

Authors must submit their papers in conformity with these editorial requirements; otherwise, their papers will not be accepted for publishing.

Spelling

The authority for spelling in the United Nations is the *Concise Oxford Dictionary*, ninth edition. Manuscripts should be run through a British English spell check before submission. Note that “z” is preferred to “s”, e.g. organization, emphasize, where there is a choice. We use double quotation marks (“ ”). Single quotation marks (‘ ’) are used for quotations within quotations.

Country names

Names of countries must conform to United Nations usage. The United Nations Terminology Database, UNTERM (<http://unterm.un.org/>), contains the official names of countries and areas. For a complete list of countries, select “COUNTRY NAME” from the Subjects menu, leave the Search field blank and click Search. The “short form” of country names should be used. Manuscripts with incorrect country/area names are not accepted by the Editorial Unit. Note, in particular, that it should be:

China (NOT People’s Republic of China)
Democratic People’s Republic of Korea (NOT DPR Korea or North Korea or DPRK)
Islamic Republic of Iran (in alphabetical lists: Iran (Islamic Republic of)) but NOT Iran)
Kazakhstan (with an “h”)
Kyrgyzstan (NOT Kyrgyz Republic)
Lao People’s Democratic Republic (NOT Lao PDR or Laos)
Micronesia (Federated States of), and listed under “M”, not “F”
Republic of Korea (NOT South Korea or RKorea or Korea), and listed under “R”, not “K”
Samoa (NOT Western Samoa), and listed under “S”, not “W”
Viet Nam (NOT Vietnam)

Any reference to Taiwan must appear as “Taiwan Province of China”. Any reference to Hong Kong after 1 July 1997 must appear as “Hong Kong, China”.

Country names in a list (in running text or vertical) should be in alphabetical order unless there is some other organizing principle.

Numbers

In general, numbers under 10 should be expressed in words (e.g. eight, not 8); numbers 10 and over should be written in figures. However, there are exceptions, some of which are given below.

Numbers expressed in words

Numbers under 10 and in the following cases:

At the beginning of a sentence

In fractions in narrative text

In approximate or isolated references to dimensions, weights and measures in non-technical, non-statistical texts

- e.g. Four hundred and fifty women were chosen for the test.
(Or better: A total of 450 women were chosen for the test.)
The problem had worsened in the past hundred years.
two thirds of the population
about two inches
nine people; eight cats; seven books; a six-year prison term; a five-day week;
a four-year-old girl

Numbers expressed in figures

Numbers from 10 to 999,999 and in the following cases:

Percentages: 40 per cent, 9 per cent

Ratios: the teacher-student ratio was 1 to 9

Dates and times of day: 1 July 1997, 10.15 p.m., at 1430

Dimensions, weights and measures: 12 kilometres from here BUT about forty metres away, yields were 3 tons per hectare

Series of figures: 8 mice and 12 rats

a 15-year-old youth, a 10-ton load, four 3-inch mortars

Millions

Millions should be written as follows: 1 million, 3.4 million, BUT 3,420,000. (If there is more than one digit to the right of the decimal point, the number should be written entirely in figures.)

- e.g. oil-producing capacity of 2 million tons per year
a grant of \$1.5 million
a contribution of \$4,560,000, not \$4.56 million

Dates

The standard form used for dates in the United Nations is: 30 June 1997

The correct form for a period of two or more full years is: 1996-1998

N.B. NOT 1996-98, or 1996-8, or 1996/98, or from 1996-98.

Time of day

Either 9 a.m. (not 9.00 a.m.), 3.15 p.m., 7.05 p.m. (not 7.5 p.m.) or 2100 hours (not 21.00 hours).

Ranges

Note the following examples:

3 to 4 per cent

15-20 kg of potatoes

N.B. 2-3 km, 2 to 3 km BUT NOT from 2-3 km

Ordinal numbers

Spell out:

the fifty-second session of the Commission

at the third attempt

the thirteenth attempt

N.B. the 13th meeting (use figures for ordinal numbers with meetings).

Headings and subheadings

Authors are encouraged to consult previous issues of the *Journal* in order to familiarize themselves with the format of headings and subheadings.

Tables

Tables should be numbered throughout a text with Arabic numerals. The title should be written in the following form, consistently throughout the text, and should not be underlined:

Table 3. Areas of future mineral development

Notes to tables appear in the following order:

Source(s): (underlined or in italics)

Note(s): (a general note applicable to the text as a whole)

^a

^b (letters are used for notes on specific parts of the table)

Probability-level notes in tables: e.g. * $p < .05$ ** $p < .01$ *** $p < .001$

In tables, thousands should be typed with a space, but no comma, e.g. 4 973 000, not 4,973,000.

If there is no other organizing principle, stub items should be arranged in alphabetical order. If the stub column includes countries as well as areas that are not separate political entities, the heading must read “Country or area”.

No cell in a table should be left blank. The following symbols may be used:

An em-dash (—) indicates that the amount is nil or negligible

A hyphen (-) indicates that the item is not applicable

Two dots (..) indicate that data are not available or are not reported separately

Abbreviations

Abbreviations may be used, provided that an explanation of the abbreviation is given somewhere in the text. Write out the full name the first time it appears in the text, followed by the abbreviation in parentheses. Thereafter, the abbreviation alone should be used. A list of abbreviations may be provided at the beginning of the text. Note that “United Nations” should NEVER be abbreviated to “UN”.

References

The author-date system (Jones 1994, 243) is preferred in publications consisting of scholarly articles. In this case, list only those references that are actually cited in the text. Use the following style for lists of references:

Examples of inputs to a list of references

*(Some of these examples may not exist;
they have been composed to illustrate a certain type of reference)*

References listing the sources used in writing the text of a report or other such publication should give all the details that an experienced reader would need in order to locate those references.

A well-prepared list of references should contain the following information:

For a book

1. The name of the author(s) in the form printed on the title page of the publication, with the surname first.
2. The title of the book and the subtitle, if any, in italics; capitalize all words in the title except articles and prepositions).
3. The series, if any, and the volume number.
4. The name of the editor, translator or compiler, if any.
5. The edition, if other than the first (shown on the title page or the verso of the title page).
6. The place of publication (the home office of the publisher).
7. The name of the publisher.
8. The date of publication (the date on the verso of the title page).
9. The number of volumes, if more than one.

For an article

1. The name of the writer(s), with the surname first.
2. The title of the article enclosed in quotation marks; capitalize only the first word and any proper nouns.
3. The title of the periodical in which the article was published, in italics.
4. The volume number and the issue number for scholarly journals.
5. The date of issue (day, month and year, as applicable) for magazine articles.
6. The page number(s).

For unpublished material

1. The name of the writer(s), if known, with the surname first.
2. The title (in quotation marks); same capitalization as for article.
3. The collection, if any, and location.
4. The date, if known.

Reference lists are put in alphabetical order by the names of the authors and writers; this is done on a letter-by-letter basis.

However, titles such as Sir and Lady are omitted, as are degrees such as Ph.D. and M.D.

A suffix that is an essential part of the name, such as Jr., Sr. or a Roman numeral (II, or III), appears after the given name, preceded by a comma (**Ford, Henry J., III** or **Pepin, Theophilus, Jr.**).

When there is no author listed for a specific publication, the publication is listed in alphabetical order. Articles (“a”, “an” or “the”) are ignored for purposes of alphabetization: e.g. *The Encyclopaedia of Religion* would be alphabetized by the word *Encyclopaedia*.

Note: Some examples below are United Nations documents, and show where to include the United Nations document symbol (e.g. E/1991/35-E/ESCAP/822). This element is simply eliminated for non-United Nations sources.

BOOKS

One author

Cohn, Norman (1957). *The Pursuit of the Millennium* (New York, Essential Books).

Two or three authors

May, Jacques M., Jack E. Jones and Donna L. McLellan (1968). *The Ecology of Malnutrition in the French-speaking Countries of West Africa and Madagascar* (New York, Hafner Publishing Co.).

More than three authors

Leontieff, W., S. Finch, N. Lark, C. Dixon and R. Calhoun (1977). *The Future of the World Economics: A United Nations Study*, 2nd ed. (New York, Oxford University Press).

N.B. In the list of references, the names of all authors should be included. In the in-text citation, however, only the first author’s name should be listed, followed by the words “and others”: (Leontieff and others 1977).

Corporate author or no author named

United Nations Children’s Fund (1991). *The State of the World’s Children 1991* (New York, Oxford University Press).

Country author

If a Government ministry, department or other section is the author, the book should be listed with the country as the author:

Japan (2003). “Employment Survey” (Tokyo, Ministry of Health, Labour and Welfare).

Author and translator

Mann, Thomas (1938). *The Coming Victory of Democracy*, Agnes E. Mayer, trans. (New York, Alfred A. Knopf).

Author, editor and/or translator

Lauterpacht, E. (1970). *International Law: The Collected Papers of Hersch Lauterpacht*, T.K. Jones, ed., Frank Smith, trans. (London, Cambridge University Press).

One volume of a multi-volume work

Eliot, Charles W., ed. (1909). *The Harvard Classics*, vol. 11, *The Meditations of Marcus Aurelius*, G. Long, trans. (New York, P.F. Collier & Son).

One of a series

Thavarajah, A. (1970). “Fertility, mortality and population growth in Syria”, in Cairo Demographic Centre, *Demographic Measures and Population Growth in Arab Countries*,

Research Monograph Series, No. 1 (Cairo), pp. 210-214.

Part of a book

Brass, William and A.J. Coale (1968). "Methods of analysis and estimation", in William Brass and others, eds., *The Demography of Tropical Africa* (Princeton, New Jersey, Princeton University Press), pp. 88-139.

Part of a report in proceedings

Mane, D.D. (1987). "Role of handicraft cooperatives vis-à-vis role of private sector in marketing crafts", in *Report, Recommendations and Working Papers of a National Seminar on Development and Management of Handicraft Cooperatives*, Vaikunth Mehta National Institute of Cooperative Management, Pune, India, 24-26 November.

ESCAP annual report

ESCAP (2008). *Annual Report 24 May 2007-30 April 2008, Official Records of the Economic and Social Council, Supplement No. 19* (E/2008/339-E/ESCAP/64/39).

ESCAP publication

ESCAP (2005). *State of the Environment in Asia and the Pacific* (United Nations publication, Sales No. E.06.11.F.30).

PERIODICALS: JOURNALS, BULLETINS AND NEWSPAPERS etc.

Multiple issues/years of annual surveys, yearbooks, etc.

Reference list:

World Bank (1988-2008). *World Development Indicators*. (Washington D.C.) [*Add the word "intermittently" after the range if issues not published every year in the range; do not add this word to the running text reference.]

Running text reference, total range:

(World Bank, 1988-2008)

Running text reference, specific year or years in the range:

(World Bank, 1988-2008: 2001, 34; 2003, 126)

Scholarly journal article

Stiglemer, P.J. (1951). "The division of labour: limitations imposed by the extent of the market", *Journal of Political Economy*, vol. 6, No. 2, p. 16.

Signed magazine article

Vu Quy Nhan (1996). "The reproductive behaviour of youth", *Smithsonian*, June, pp. 38-48.

Unsigned magazine article

Note: this type of reference is included within parentheses, as shown below, and inserted in the text but not the list of references.

("What's a hoatzin?", *Newsweek*, 27 September 1993, pp. 72-73)

Technical bulletin, government report or similar publication

Roachanakit, S. (1989). *Chemical Weed Control in Tropical Pastures*, Kasetsart University, Cooperative Extension Service Bulletin 345 (Bangkok).

Thailand (2003). *The Bangkok Subway*, Royal Thai Government Regional Planning Commission Report (Bangkok, Ministry of Interior).

ESCAP (1976). *Economic Bulletin for Asia and the Pacific*, vol. XXVII, No. 2, December (United Nations publication, Sales No. E.77.II.F.17).

Easterly, W. (1994). "Explaining miracles: growth regressions meet the Gang of Four", Policy Research Working Paper No. 1250 (Washington, D.C., World Bank).

Signed newspaper article

Note: this type of reference is included within parentheses, as shown below, and inserted in the text but not the list of references.

(Chak Ruengrueng, "Living in a tropical paradise", *Bangkok Post*, 31 May 2003, p. 13).

Unsigned newspaper article/editorial

Note: this type of reference is included within parentheses, as shown below, and inserted in the text but not the list of references.

("Economy starting to recover", Editorial, *The Nation* (Bangkok), 7 September 1977, p. 2).

("An unfathomable war", Editorial, *Hartford Courant*, 31 May 2000, p. A12).

UNPUBLISHED MATERIAL

Seminar or meeting paper/report

Jayasinghe, L.H. (1988). "Limitations and potentials of treatment and rehabilitation data in Sri Lanka" (SD/DADCAP/3), paper presented at the ESCAP Workshop on Drug Abuse Data Collection, Analysis and Presentation, Bangkok, 15-19 February.

Unpublished thesis

Simonian, Annie Jean (1969). "The role of legal and financial factors in the formation and development of Lebanese corporations", Master of Arts dissertation, American University of Beirut, January.

Interview

Clinton, Bill (1996). Interview with Ted Koppel, Nightline, ABC, New Haven, Connecticut, 14 November.

ELECTRONIC PUBLICATIONS

In general, the rules that apply for providing information on a printed source apply to electronically accessed sources. However, because the World Wide Web is changing constantly, it is important to record the date the information was accessed as well as some other information as described below.

1. The name of the author(s), if known.
2. The title of the document in quotation marks.
3. The title of the complete work in italics.
4. Website address (URL). Website addresses that do not contain "www" should begin with "http://"; otherwise, the "http://" is omitted. Use the simplest URL that allows the reader to easily locate the source.
5. Date of publication or most recent revision; volume and issue number, if source is magazine or journal.
6. Date of access from URL.

Printed book accessed through the Internet

Conrad, Joseph (1899). *Heart of Darkness*, in Aaron Rene Ezis, ed., *American Literary Classics*, 1998, accessed from www.americanliterature.com/HD/HDINDEX.HTML on 22 September 2003.

Electronic journal article

Novak, Ivana (2000). "Keeping up with bicarbonate", *The Journal of Physiology*, vol. 528, No. 2, p. 235, accessed from www.jphysiol.org/cgi/content/full/528/2/235 on 22 September 2003.

E-mail message

Electronic communications should be cited in the running text or as a footnote, and include the following information:

1. The author's name.
2. The subject line from posting, in quotation marks.
3. Type of communication (personal e-mail, distribution list etc.).
4. Date of publication.

Footnote:

¹John Doe, "Expert group meeting dates", personal e-mail dated 19 September 2003.