UNEP PUBLICATIONS GUIDELINES

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This document has been approved by UNEP's Senior Management Team and comes into effect from the date of signature.

Signed by UNEP Executive Director: Date:

Inger Andersen

23 Dec. 2025.

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UNEP PUBLICATIONS GUIDELINES

Preface

The UNEP Publications Guidelines, together with the UNEP Publications Policy, will replace all previous guidance. It applies to 'publications' as defined in Annex 1 of the UNEP Publications Policy. 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, revised on the 10 May 2024. It is revised as needed by the SMT Publications Board in their bi-annual meetings.

The first revision (REV1) was requested in the SMT Publications Board meeting of July 2023. REV2 was completed in October 2025.

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 November 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 publications planning and concept preparation in divisions and offices. Divisional Directors must 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 UNEP's 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 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stage, and/or draft publications that do not meet the criteria at the peer review/quality control stage, should not be published.

Before committing to a publication, it should be ensured that UNEP has access to unbiased experts for thorough peer review, and that UNEP has the ability to secure lead authorship that is a diverse representation from gender and geographic perspectives.

A publication must be:

- original and substantive.
- substantially different from UNEP's past and upcoming publications unless it is an institutional series or serial publication that updates information.
- in line with UNEP's mandate and Spotlight focus for the year.
- geared towards a well-defined target audience, which will determine the 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).
- inclusive of authors from a region where a report may be targeted.
- thoroughly peer reviewed by unbiased experts.
- 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.
- clear on the 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.

2.2. Prioritisation matrix

The prioritisation 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 avoid duplication of content and focus.

3. Preparing the publication concept

If a publication is determined to be needed, following the application of the criteria and prioritisation matrix, the next step is to develop and submit a concept into the publications system. 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. Concepts can be submitted monthly for consideration by the Publications Committee.

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

All Director-approved concepts of types (except project reports) are then reviewed by the Publications Committee on a monthly basis. The Publications Committee may still request to merge or reconsider concepts. Where a monthly meeting is unable to be held, out of session approval of concepts is requested of committee members.

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

3.1. Approval for the publication concept

The Division or Regional Director is the final approver before the concept publication is considered in the monthly Publications Committee meetings. The cut-off date for Director decisions is the close-of-business on the second Thursday of each month.

Any concepts without approval from a Director will not be included in the publications list presented to the Publications Committee. 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.

3.2. Concept submissions and reviews

Concepts for publications can be submitted into the publications system at any time, but the Publications Committee meets monthly to discuss new concepts (see section 4 for details). The committee will decide on concepts for technical guidelines or manual, handbook, toolkit; non-technical guideline or manual, handbook, toolkit; educational materials; project reports and yearbooks; and annual and biennial reports. Project reports are submitted as concepts in the system but approved by relevant Directors.

The SMT Publications Board remains responsible for decisions on Flagship, Spotlight and Institutional Series.

3.3. Process for out of session concept submission

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

- 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?

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.

If approved, the publication concept should be put in the system and moved to the production environment.

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

4. Publications Committee meeting

Publications Committee meetings take place on the third Thursday of each month (except in December). If a quorum of four people is achieved the meeting takes place, if not out of session approval is sought from Committee Members.

The meetings serve to:

- provide feedback to concepts;
- where applicaWble, approve concepts that can move straight to production; and
- provide recommendation for concepts of Technical Reports, Policy Briefs, Working Papers and Issue Notes, for consideration by the SMT Publications Board in their next meeting.

The Managing Publisher shares the necessary documentation at least one week in advance of the Publications Committee meeting. Proposed concept publications will be mapped against the global environmental calendar to show the spread and strategic relevance of key report releases.

Outcomes of the Publications Committee meeting will be shared with the Publications Focal Points and Directors of each division/office as soon as possible after the meeting (one week), and will be uploaded on the WeCollaborate Publishing Board page.

Outputs of each meeting:

- Recommended/Not recommended concepts for final decision by the SMT Publications Board for Technical Reports, Working Papers, Issue Notes 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. The concepts are submitted to SMT as AOB in their next sitting on a no-objection basis.
- Approved/Returned/Rejected concepts for technical guidelines or manuals, handbooks, toolkits; non-technical guidelines or manuals, handbooks, toolkits; educational materials, yearbooks, annual and biennial reports. Concepts of this type are submitted to SMT as AOB in their next sitting for information purposes.
- The Publications Committee reviews every concept submitted each month and if no issues are raised in the meeting, then the concept is approved. If the Committee has any concerns, the

Managing Publisher will contact the approving Director to resolve the concerns raised, which might mean reclassification and a new concept approval. Concepts of this type are submitted to SMT as AOB in their next sitting for information purposes.

After the Committee meeting, the Managing Publisher will input all the decisions taken into the Publications System, which will trigger an automatic email to the coordinator informing them of the decision (approve, reject or amend) and any comments.

5. SMT Publications Board meeting

The SMT Publications Board approves the recommendations of the Publications Committee to amend or reject the proposed publications. 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. It also considers a review report completed by the Chief Scientist once a year. Publications Committee recommendations are provided to the Board monthly on a no objection basis.

SMT Publications Board Meetings are recorded and the recording is made available on WeCollaborate.

The Chair of the Publications Committee will schedule publication system review meetings at least once a year and well in advance.

6. Publication production

When a concept is approved, the publication moves to the production phase during which consideration needs to be made on a variety of issues (see Part B and C) including:

- Partners and co-publishing agreements
- Authors and researchers, including diversity, and non-competing interests
- Approvals for use of copyrighted materials
- Foreword
- Editing and design
- Quality control workflows including plagiarism check, gender check, revision of maps and country names, design review, 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.

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 Acknowledgements). An explanation should be issued on how the authors were selected, and how impartiality and diversity (gender, geographic and other) have been ensured.

Staff members are typically knowledgeable about the topic but are not professional writers or 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 3). The form addresses confidentiality, conflict of interest and granting of copyright. The signed forms should be attached in the author's 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 is a priority consideration 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.

The lack of diversity in lead authorship, however, cannot be compensated through the diversity of reviewers or contributing authors.

Where a report focuses on a given country or region, the authorship team must include an author from that region or country.

If diversity requirements are difficult to be met, before writing the publication, the coordinator should seek support to identify lead authors; this can include, for example, engaging regional offices and country offices, contacting partner universities and networks, and the consideration of providing compensation to lead authors meeting diversity criteria who are unwilling or unable to author pro-bono.

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

1.2.1. Gender diversity

The main/lead authors of a publication should be diverse from a gender and geographic perspective. For the publications that are approved by the SMT Publications Board, it is not permitted to have only one lead author. If there are only two lead authors, the gender balance should be 50/50.

1.2.2. Geographical diversity

For this criterion, nationality is leading (and not current residence or headquarters of an

organization). Every publication that focuses on a specific country, should engage at least one national of that country as lead author.

If a publication has two lead authors, no more than one of these authors should have a nationality from a high-income country. For three to five authors, at least three continents should be represented; when six to ten, the expectation is that four continents are represented and eleven or more lead authors should have representation from all continents.

The only exception is when the publication focuses exclusively on one region, and lead authors are all from that region of focus.

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, there is expertise which UNEP needs 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 not a UN staff member, the UNEP staff member in charge of the project/publication has the responsibility to 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.

- 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.
- 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.
- 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 using 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. The short form of a country name may be used in UNEP publications. Guidance on United Nations terminology and official full and short country names should be checked in 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 release, (i) should inform the Director of the Governance Affairs Office and the Regional Director of the relevant Regional Office; and (ii) with guidance from (i) 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. Expert peer review

Expert peer review with several identified experts from inside or external to the organization 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. Expert peer review is not review for recommendations or whether the publication fits an overall programme intent, it is a detailed examination of the scientific underpinnings (section 7.2). While not all feedback must be incorporated into an 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.

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.

Expert 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 and subsequent interpretation of the analysis undertaken is also 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.

Expert 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. Internal and external review and consultation

For internal and external review and consultation, depending on the publication type and topic, it is recommended to consider review by those with solid knowledge of the topic and overall intent as well as consultation on perhaps main findings or approach with a broad array of stakeholders. Hence, the review needs to consider multiple viewpoints. It is imperative to allow time for stakeholders and internal reviewers to provide consolidated feedback on the manuscript, including Member States if applicable, which will include suggestions for improvement and identification of errors.

7.3. Structural copy-editing and science editing

Professional editors should review the structure, presentation, length and if required, might redraft the content. They ensure logical structure and 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 also confirm compliance with the UN Editorial Manual, verify country names are used according to UN policy and terminology and ensure information is properly referenced as per the UNEP style guide.

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

The cost and time needed for structural and science 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.

7.4. Gender review and guidelines

UNEP has a checklist and guidelines for gender mainstreaming in publications.

Gender clearance for all institutional priority publications (Spotlight and Institutional Series) is the responsibility of the Gender Advisor who may delegate the role to a suitable colleague within the Gender and Safeguards Unit in the Policy and Programme Division. Gender reviews are the responsibility of gender focal points in divisions/regional offices. The Gender Advisor and Gender Focal Points are responsible for considering the following aspects in their review of publications:

- a balanced pool of authors and reviewers, both in terms of gender and geographic representation, with the aim to have a balanced and equally distributed set of authors/ reviewers.
- use of gender-sensitive language and images and follow the UNEP Checklist and guidelines for gender mainstreaming in publications.
- a balanced diversity of voices and visions, between women and men from various backgrounds. Depending on the type of publication, geographical representation will also be assessed.

Where a Division or Region does not have a gender focal point this will be undertaken by the Gender Advisor or nominee.

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 Memorandum (Oct 2024) Standard Operating Procedure (SOP) on Map Approval in all Publication Media and the Standard Operating Procedure (SOP) on Map Approval in all Publication Media stipulates all maps used by UNEP are to be reviewed by the Office of Science.

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 the Office of Science – 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.

8.3. Science review

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

Review by UNEP's Chief Scientist is mandatory for Flagship, Spotlight and Institutional Series as well as Issues Notes. However, the Chief Scientist can choose to select any publication for a check and any feedback incorporated or considered and if relevant, a rationale to be provided as to why it is not taken on board.

8.4. Design approval

UNEP has developed publication design / layout templates (available on WeCollaborate Publishing Board page). 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 includes the review of cover page, images selected, logo use and placement, and the consideration of any logos other than UNEP on the cover and within the publication. 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 (see Annex 4 for a checklist).

8.5. Final approval

The type of publication determines who gives final approval for the publication concept – typically the Director, unless a science review is required, in which case the Chief Scientist approves it. The final approver is expected to ensure there is no politically sensitive information, there are no statements that conflict with UNEP's views, the publication was written with credible, unbiased partners and the publication is targeted, of good quality and scientifically credible (see Annex 4 for a checklist).

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 4):

- 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

8.7. Archiving of documentation related to UNEP publications

All documents 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 and provided to Communication Division for recording where these are not able to be loaded into the 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. 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. The standard format for UNEP's digital publications is PDF format but increasingly material for web content is encouraged; for other options including EPUB, Mobi, audiobooks and other formats, please contact unep-publications@un.org.

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 that also includes checklists. UNEP's publication layout templates include various features to enhance access for persons with disabilities including the colour 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. For other options including accessible PDF, EPUB3 and captions, please contact unep-publications@un.org.

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 honour 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.

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, and 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 or DOI. The guidance on stand-alone Executive Summaries should be followed. On the copyright and disclaimers page, it should include on top of the page, in English:

> Original English version: United Nations Environment Programme (year of original language). *<<original language title>>*.
>
> ISBN: <<original language ISBN>>
>
> Job number: <<original language job number>>
>
> DOI: <<original language DOI>>
>
> 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 translation into languages other than English. In case of inconsistencies, the English version will prevail.
>
> The text was translated by [name of translator/entity].

Standard UNEP Disclaimers in UN languages, to follow after this statement in English, can be found in Annex 5 and on WeCollaborate Publishing Board page (see section of Copyright and Disclaimers page).

Translation of the full publication

Every language version of a full publication will receive its own ISBN and Job number. The DOI remains the same as the one of the original language version. On the copyright and disclaimers page, it should include on top of the page, in English:

> Original English version: United Nations Environment Programme (year of original language). *<<original language title>>*.
>
> ISBN: <<language version ISBN>>
>
> Job number: <<language version job number>>
>
> DOI: <<original language DOI>>

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 translation into languages other than English. In case of inconsistencies, the English version will prevail.

The text was translated by [name of translator/entity].

Standard UNEP Disclaimers in UN languages, to follow after this statement in English, can be found in Annex 5 and on WeCollaborate Publishing Board page (see section of Copyright and Disclaimers page).

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 substantive 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 (typically PDF). For any additional formats, e.g. EPUB, Audio or print-on-demand, as long as there is a free electronic version available, UNEP is free to charge for recovery of costs of creating and disseminating the additional formats, as long as it does not contravene any donor agreement, partner agreement, authors agreement, or other agreement that pertains to the publication.

Each publication should be available online through the UNEP Knowledge 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.

3.1. Sales publications

All publications have to be made available for free as per section 3.1; however, sales publications are still allowed as long as there is a free version available. Sales copies could include print on demand and alternative electronic versions such as EPUB. 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 a 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 summarised 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.

4.1. Use of Artificial Intelligence in content generation

Authors are increasingly requesting to be able to use Artificial Intelligence (AI) in the development of content for reports. There are a myriad of AI tools available, and in development, that can benefit the publication development process. However, risks and challenges around bias, inaccuracies and lack of proper citations must be acknowledged and necessitate caution. UNEP supports the use of AI in developing content and authors must declare the use of AI in development of publications.

Please refer to the Guidelines on AI Use and required declarations of use.

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 and Director signoff) have been done. Following UNEP Publication and UN style guidelines, this includes correct grammar, syntax and punctuation; accuracy and consistency in spelling, capitalization and abbreviation/acronyms; correct terminology and UN 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 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 all revisions have been finalised, and before it goes for design and layout. Proofreading is also often done on the designed and finalized version of the report to ensure no errors were invertedly added during the design and layout process.

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 is used. For example, with the 2023 Emissions Gap report 'Broken Record', only the English version had the intended double meaning.

- 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. Titles for Spotlight and Institutional Series

Spotlights have a main title and a subtitle. Institutional Series and Spotlights 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 2023 Emissions Gap Report.

The Communication Division's focal point for the Spotlight / Institutional Series publication does a systematic check, ahead of submission to Executive Office, 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 titles and cover design are cleared by the Director of Communication Division, substantive division and finally the Executive Director. Publication Coordinators 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 Publication Coordinator 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 Design and Layout Guidelines (see Rules and Regulations section on WeCollaborate Publishing Board page) guide 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 (please follow UNEP design templates)	Components (in order)
Flagship, Spotlight, Institutional series, and Technical reports	1. Cover page 2. Copyright / disclaimers page 3. Acknowledgements 4. List of abbreviations 5. Terms and definitions (optional) 6. Table of contents 7. Preface (optional) / Foreword (mandatory for Spotlight and Institutional Series) 8. Key messages (optional) 9. Executive summary (optional but usual) 10. Introduction and substantive chapters which may also have the following structure of methods, discussion, conclusions 11. Methodology 12. Results 13. Discussion 14. Conclusion 15. References and literature list 16. Annexes (optional) 17. Back cover
Technical guideline or manual, handbook, toolkit	1. Cover page 2. Copyright / disclaimers page 3. Acknowledgements (optional) 4. 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. Annexes (optional) 15. Back cover

Non-technical guideline or manual, handbook, toolkit	1. Cover page 2. Copyright / disclaimers page 3. Acknowledgements (optional) 4. 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. Annexes (optional) 13. Back cover
Educational materials	Educational Materials can vary widely in their composition. However, all materials should have the following elements: 1. Cover page with UNEP Logo 2. Copyright / disclaimers page 3. Introduction and context 4. References and literature list
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. 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

Working paper	1. First page with title and the words "Working Paper" and UNEP logo. 2. Copyright and disclaimers (can be full page or on the upper part of last page) 3. Acknowledgements (optional, can be full page or on last page) 4. List of abbreviations (optional) 5. Table of contents 6. Introduction and substantive chapters 7. Methods and results (if relevant) 8. Discussion and conclusion 9. References and literature list
Policy brief, Issues note	1. Title, UNEP logo 2. Copyright and disclaimers (can be full page or on the upper part of last page) 3. Acknowledgements (optional, can be full page or on last page) 4. 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 / sections 10. Discussion examining the findings 11. Conclusion explaining policy recommendations and / or 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 on the upper part of last page) 3. Acknowledgements (optional, can be full page or on last page) 4. 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

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 cover 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 only allowed in line with the section on Licensing and Agreements (Part D) and strongly discouraged, only 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 Publication Types and Covers template for more details.

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 should be in place, which can include a co-publishing agreement, project document or agreement for the activity / publication.

If the co-publishers are all from the UN system, and copyright is shared, the logos of the copyright holders 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, the copyright holder's logo(s) will be placed on the top left. All other logos will be placed next to each other, same size but smaller than the copyright holder logo, on the bottom left of the cover page. 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, for which logo placement will be decided on a case-by-case basis.

The font and cover design will be agreed upon by the co-publishers. If UNEP holds the copyright, the UNEP templates and visual identity/style should be adhered to (see the Publication Types and Covers for template of a UNEP co-publication cover page).

7.3. Back cover

The back cover includes:

- UNEP logo
- Partner logos (optional)
- Standard boilerplate text
- A bar code or QR code leading to the publication (optional)

The back cover templates can be found in the Publication Types and Covers.

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). Having the UNEP logo on the spine of the publication is not advisable since legibility maybe compromised in most cases. 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.

7.5. Copyright and disclaimers page

Full templates for the copyright and disclaimers page for sales, non-sales publications are provided in Annex 5 and on WeCollaborate Publishing Board page (see sections of Publications Design and Layout Guidelines / Copyright and Disclaimers page).

Copyright and disclaimers page of the original language version

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

- The copyright notice
- ISBN, job number and DOI (if applicable)
- The standard UNEP statement on permission requests and licensing
- Full UNEP Disclaimers or a reference and link to the Creative Commons Licence (non-sales publications only)
- Suggested citation including title, subtitle and series title (if applicable) of the work.

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
- 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.

Language versions of the copyright and disclaimers page

See section 2.3 and WeCollaborate Publishing Board page.

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: © 2025 United Nations Environment Programme

In case of sales publications, "All rights reserved worldwide" is added.

As in: © 2025 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, 2025 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) and Digital Object Identifier (DOI)

When the publication has received all final approvals, the International Standard Book Number (ISBN), job number and Digital Object Identified (DOI) can be requested. Where a publication is to be issued in several languages and formats, each version will be assigned a separate ISBN and job number, but share the same DOI.

The ISBN, job number and DOI are included in the copyright page and, if applicable, back cover.

The ISBN is assigned by the Publishing Unit and the DOI is issued by the Library Unit, both in

Communication Division. UNEP will always issue an ISBN, job number and DOI to all publications approved through the UNEP publishing process.

To be eligible for an ISBN and DOI, 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, key messages, policy briefs or other subsets of a full publication do not receive an ISBN/DOI.

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-publishing agreement which organization assigns the ISBN/DOI, up to the discretion of the Publications 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 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 Secretariat of the United Nations concerning the legal status of any country, territory, city or area of its authorities, or concerning the delimitation of its frontiers or boundaries.

Directly under a map, in addition to the disclaimer, the following can be included:

> 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 .XX., 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 – 7.6). Options for the disclaimer (choose the most appropriate):

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

Suggested citation

The suggested citation is as follows.

UNEP copyright

> United Nations Environment Programme (YEAR). *Publication Title: Subtitle*. City of production. <<WeDocs link>>

Joint copyright

> Names of entities holding copyright in agreed order (YEAR). *Publication Title: Subtitle*. City of production. <<WeDocs link>>

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. City of production. <<WeDocs link>>

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 and 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: i) Name of person and affiliation; or ii) 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. Table 2 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 discouraged 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.

Table 2: Different scenarios of authorship attribution

Type of report or publication	Author / contributor	Placement of attribution
1. Flagship, Spotlight, Institutional series, and Technical reports	United Nations Environment Programme	Front/Back 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/Back cover, title page and suggested citation
	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 disclaimer or acknowledgements 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 four pages), the key messages summarise 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 summarises 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 in that same language.

If the Executive Summary is published separately, it does not receive its own ISBN, 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:

© <<year>> United Nations Environment Programme

Original full report:

United Nations Environment Programme (Year). <<*Title*>>.

ISBN: <<ISBN of full report>>

Job number: <<Job number of full report>>

DOI: <<DOI 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 Executive Summary.
- 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 preface/foreword and the text of the publication. Front matter preceding the table of content should be listed in the table: where applicable, this may include Acknowledgements, Abbreviations/Glossary, Preface/Foreword and/or Executive Summary.

The table of contents should consist of three elements arranged in parallel columns: (1) chapter or section numbers; (2) list of headings and major subheadings; and (3) 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.

All the content sections listed in the table of contents should be hyperlinked to the corresponding pages.

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.

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 and its hyperlink. 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. Forewords should be planned at the start of publication production to ensure prior approval.

Who signs a foreword of a UNEP publication?

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 the publications system, the coordinator should include the expected date for the foreword request upon starting the production.

In addition, the UNEP Executive Director may consider signing forewords for UNEP publications on issues that add an important dimension to our work or that are likely to attract media attention, even if it is not a Spotlight, Institutional Series or Flagship. Other requests originate from joint work, for example with other UN entities or when other USGs co-sign a publication. Requests for such exceptional approval for an Executive Director foreword in UNEP publications are done through the publications process at the start of the production phase. For non-UNEP publications, an email should be sent to unep-publications@un.org (Communication Division / Publishing Unit) as soon as production of the publication starts.

A foreword from the Executive Director should be requested at least six weeks in advance (this means submission of the documents outlined in point 1 below) and only for approved Forewords as per the concepts in the Publications System. While provision for a Foreword is in the Publications system, a request is still required for the Executive Office. The process for the requesting office is as follows:

- Submit a signed routing slip, clearly indicating Director has approved the draft publication, along with the draft foreword and the draft report. The foreword does not need CS approval. Executive Office requires full approval from the Publication Secretariat before signing off on forewords, unless exception has been made.
- 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 Flex (Typeface for English, French, Spanish, Russian and Portuguese)

Noto Sans Simplified Chinese (Typeface for Chinese)

Noto Kufi Arabic (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 licences.

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

In UNEP publications, footnotes are not used for citation purposes (see section D). 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 placed 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 (Figure. 1, Figure. 2, Table 1, Table 2, etc.). If preferred, they can be numbered in chapters (Figure. 1.1, Figure. 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 guidelines 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 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 which hold the joint copyright with UNEP under an approved co-publishing agreement. Project or other UNEP entity 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. Approval of logos on the cover rests with the Communication Division Director

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 should 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 member 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 standardisation 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 summarising (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 citation.

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.

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 full with lower case alphabetical letters 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.

UN 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.

For 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 – in 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 be 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. Examples:

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 research1 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 studies1-4,5,7,9 indicate...

Citing the author's name in the text

The author of the source being cited may be included in the text, but the citation indicator should be included as well. Example:

A report by UNEP [7] found that... or A report by UNEP7 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 UNEP5

> "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 UNEP5, 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 are 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 Boo*k. 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-use 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 is 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. 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. See below the examples of co-publishing agreements.

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

Credit of co-authorship can only be agreed explicitly in a co-publishing agreement and cannot be permitted without a signed co-publishing agreement in the system.

Please note that joint copyright is separate from this (see the relevant section on copyright).

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 will be 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 the UN Office of Legal Affairs (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. ISBN, job number and DOI 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 Knowledge Repository

The current process as described here will be changed once the digital publication system is linked to the Knowledge Repository.

Once publications and documents are finalized, they are sent to the Communication Division / Library Unit for classification, cataloguing and indexing and uploading to the Knowledge Repository. Additionally, 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 team to ensure compliance with the prescribed guidelines, standards and controlled vocabularies (subject to terms) 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. (see more details in the UNEP Knowledge Repository Policy and Standard Operating Procedures)
- A combination of UNBIS, GEMET and AGROVOC Thesauri are used for the indexing (assignment of keywords) of the resources. UNTERM database is used for countries as the main reference.

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.

ANNEXES

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. 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. 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 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, including permissions from original copyright holders where required. 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 4. Checklists for publications quality reviewers

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 analysing 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, colour and placement
- [ ] Appropriate use of other logos including on cover

Final sign-off checklist

Depending on the publication type, final signoff is with Director,. 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?
- [ ] Does the publication satisfy diversity criteria for lead authors?
- [ ] 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 5: Standard disclaimer for UNEP publications

ENGLISH

(Standard disclaimers in UN languages are available on WeCollaborate Publishing Board page.)

© <<year>> United Nations Environment Programme

ISBN:

Job number:

DOI:

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