



WORLD HEALTH ORGANIZATION
ORGANISATION MONDIALE DE LA SANTÉ

PUB/76.1

ORIGINAL: ENGLISH

INDEXED



PLANNING NEW PUBLICATIONS AND DRAFTING MANUSCRIPTS

Guidelines for Technical Staff and Authors

The issue of this document does not constitute formal publication. It should not be reviewed, abstracted or quoted without the agreement of the World Health Organization. Authors alone are responsible for views expressed in signed articles.

Ce document ne constitue pas une publication. Il ne doit faire l'objet d'aucun compte rendu ou résumé ni d'aucune citation sans l'autorisation de l'Organisation Mondiale de la Santé. Les opinions exprimées dans les articles signés n'engagent que leurs auteurs.



PLANNING NEW PUBLICATIONS AND DRAFTING MANUSCRIPTS

Guidelines for Technical Staff and Authors

The following guidelines are intended to assist technical staff in planning new publications and advising authors on the drafting of manuscripts for possible publication by WHO. If the procedures suggested are carefully followed and if the directions for authors are adhered to, unnecessary correspondence and discussion will be avoided, the probability of the acceptance of suitable manuscripts increased, and the time taken for editing and publication reduced.

General Policy

1. Before inviting an author (or authors) to draft a manuscript, the initiating unit should complete a "Data sheet on proposed publications" (see Appendix 1) and send it to Editorial Services. The information provided will enable the Division of Publications and Translation to decide whether the publication can be fitted into the publications programme, in what form and series it should appear, in which languages it should be published, and how it should be funded if the cost of editing, translation, and/or printing cannot be met by the originating technical unit. If any difficulties are experienced at this early planning stage, the technical unit should consult the Chief Editor (Dr J. Haworth).
2. Manuscripts should be typewritten in double spacing on one side of the paper only, with wide margins on either side and a space of at least 5 cm at the bottom of the page.¹ The original and one copy should be submitted. Handwritten corrections made on the manuscript should be clearly legible. Lengthy additions or corrections should always be typewritten, and correction slips should be pasted in position. The use of staples for attaching corrections is not acceptable as staples are liable to interfere with the action of the machine used by the compositor for holding the manuscript pages; they may also puncture words, rendering them illegible.
3. Authors should be asked to certify that the manuscript has not already been published and to undertake that, if accepted for publication by WHO, it will not be published elsewhere without the agreement of the Organization. Manuscripts accepted for publication become the property of the World Health Organization, the author ceding the copyright on them. WHO reserves the right to publish or republish them in any form or language.
4. Manuscripts are accepted on the understanding that they are subject to editorial revision, including, where necessary, condensation of the text and omission of tabular and illustrative material, if this is considered to be excessive or redundant.
5. The originating unit is responsible for obtaining the permission of the copyright holder(s) - publisher or author(s) or both - to reproduce any previously published material. A standard letter is available for this purpose (see Appendix 2). If the unit so wishes it may delegate the responsibility to the author. The original(s) of the letter(s) granting permission should be sent with the manuscript, if possible, or as soon thereafter as received. Delay in obtaining permission of copyright holders may retard publication.

¹ Offset documents in single spacing cannot be accepted. They should be retyped by the technical unit or author.

Notes on Drafting

Headings

6. Great care should be taken in subdividing the manuscript by headings and subheadings. Elaborate breakdown by repeated subdivisions is confusing to the reader and presents typographical problems. It is better to have relatively numerous main headings and few subheadings than vice versa. The main headings should be centred, with all other headings at the left-hand margin. They should be kept as short as possible.

Quotations

7. When a passage is quoted from another publication, the quotation must be exact in all details, a full reference to the source must be given and the passage enclosed between quotation marks (except for displayed quotations). It is the author's responsibility to ensure the accuracy of the quotation. If words or phrases that are irrelevant to the context are omitted, they should be replaced by three points (. . .) but such omissions must not alter the original meaning of the text quoted. If words or phrases have to be inserted to clarify the meaning, they should be enclosed between square brackets. See also paragraph 5, regarding obtaining the copyright holder's permission to reproduce the material.

Tables

8. Tables should be kept as simple as possible and should not include data irrelevant to the context. Vertical lines separating the columns are not acceptable except in very rare cases to improve clarity, as they greatly increase the cost of composition. Tables should be numbered with arabic numerals and the captions should be short. If necessary, a caption may be supplemented by an explanatory subcaption. Footnotes to tables should be lettered a, b, c, etc; in the appropriate order, from left to right and from top to bottom (see example in Appendix 3). Tables should be typed on separate sheets of paper and not inserted in the text.

Figures

9. Line drawings and photographs should be included only if they contribute materially to the understanding of the text. Figures and drawings should be clearly drawn in Indian ink and suitable for direct reproduction. If footnotes are required a similar system should be used as for tables. Photographs should be glossy prints of good contrast. Colour photographs will be reproduced only in very exceptional circumstances. Figures should be identified on the back, either in soft pencil using light pressure or, preferably, by pasting on a strip of paper on which the number of the figure has been typed. Paper clips should not be used. To prevent damage in transit, figures should be packed between sheets of cardboard and placed in an envelope. The captions and any explanatory legends should be typed on a separate sheet of paper and numbered with arabic numerals. Examples of figures and tables are shown in Appendix 3.

10. Maps (and figures, where appropriate) should have the scale clearly marked on them in base or derived SI units. The magnification of photomicrographs and other, similar, illustrations should be indicated by drawing on the print a line corresponding in length to one appropriate SI unit (e.g., 1 μ m). Mere statement of the magnification is unacceptable, because the size of the print may have to be adjusted to fit the page.

Footnotes

11. While complementary information that may break the main thread of an argument or otherwise distract the reader is better given in footnotes, they should be used sparingly. Numerous footnotes can be annoying to the reader and they may add to the cost and complexity of composition. The footnotes should be numbered consecutively throughout each chapter, or

throughout the publication if it is not subdivided into chapters, using superscript, arabic numerals. They should be typewritten on the relevant pages, not on separate sheets at the end of the manuscript. For footnotes to tables, see paragraph 8.

Bibliographical references

12. A clear distinction must be made between a list of references and a bibliography. A list of references contains only those works cited in the text as sources of data or other information discussed by the author. A bibliography is a list of published works relevant to the subject-matter of the publication and recommended for further reading. Unpublished works should not normally be included in a list of references and never in a bibliography.

12.1 References. One of the following systems may be used for citing references in the text:

(a) Numerical system. This is the system of choice. The references are numbered consecutively as they occur in the text, the numbers being placed on the line in parentheses and underlined to distinguish them from other numbers appearing in the text. In another numerical system, the names of authors are listed in the alphabetical order, thus the numbers in the text are not consecutive. When these systems are used, the author's name is not normally given in the text.

(b) Harvard system. The references are cited by giving the names of the authors followed by the year of publication in parentheses, or both the names of the authors and the year of publication may be given in parentheses, separated by a comma. If there are two authors, both names are given, joined by an ampersand (&). If there are more than two authors, only the first one is given, followed by "et al." (not underlined). This system is useful where importance is attached to identifying throughout the paper the authors or the year of publication in the text. (With system (a) the name of the author and year of publication can also be introduced occasionally in the text.)

(c) Footnote system. As noted in paragraph 11, footnotes may increase the cost of composition of a manuscript. In general, therefore, this system should not be used for published references unless the number of such references is very small or where there are numerous unpublished documents cited. Bibliographical information on unpublished documents may be given in footnotes only if the documents are available for consultation (see 12.3 Notes, below).

12.2 Bibliographies. A bibliography should provide the reader with a sufficiently wide selection of literature on the subject to enable him to familiarize himself thoroughly with the state of knowledge on that subject. It should therefore be reasonably representative of the world literature. The names of authors should be arranged alphabetically, but a bibliography may be subdivided into sections by subject. For journal articles the inclusive pagination should be given, and for books the pages of the chapter or section referred to.

12.3 Notes. The following notes will amplify some of the points made above relating to references and bibliographies:

(a) Authors are responsible for ensuring the accuracy of the bibliographical information. They should check carefully the spelling of authors' names, titles of books and articles, dates of publication, etc. This will not necessarily be done by the editor.

(b) A reference to a finding reported in an unpublished document should simply be followed, in parentheses, by the statement "unpublished data" (or "unpublished observation"),

accompanied, if appropriate, by the name of the authority cited and the date. Personal communications should be dealt with similarly.

(c) In books, lists of references are best placed at the end of each chapter. If there appears to be a good reason for doing otherwise, Editorial Services should be consulted.

(d) Whichever system of giving references is selected, it should be used consistently throughout the publication.

Terminology, nomenclature, and units of measurement

13. Terminology and nomenclature should be in accordance with the recommendations of the relevant international bodies, such as the International Union of Pure and Applied Chemistry (IUPAC) and the International Organization for Standardization (ISO). A few examples are given below.

chemical names	(1) IUPAC Rules, as interpreted by the American Chemical Society (<u>Chemical abstracts</u>)
	(2) IUPAC-IUB Commission on Biochemical Nomenclature
names of pharmaceutical substances	International Nonproprietary Names (WHO)
enzymes	The name and number recommended by the IUPAC-IUB Commission on Biochemical Nomenclature
pesticide names	ISO common names
names of organisms	The relevant International Code of Nomenclature

Guidance on questions of terminology may be obtained from the WHO Technical Terminology Manual,¹ which summarizes many of the recommendations made by international bodies. Assistance may also be obtained from the Chief, Technical Terminology Service (Mr Lowe).

In general, measurements should be given in SI units (Système international d'Unités). A separate document that summarizes the SI units and the acceptable exceptions is available on request (from either Editorial Services or the Technical Terminology Service).

14. If it is thought necessary to include a glossary or definitions of specific terms in the publication, the matter should first be discussed with the Chief, Technical Terminology Service.

* * *

In conclusion, it is again emphasized that consultation with the Chief Editor and, in appropriate cases, with Chief, Technical Terminology Service, at all stages in the planning and preparation of the manuscript is all-important in avoiding waste of time and effort and in speeding up publication.

¹ In preparation.

APPENDIX 1

WORLD HEALTH ORGANIZATION
GENEVA

DATA SHEET ON PROPOSED PUBLICATIONS

Division:

Date:

Unit:

1. Provisional title of publication:

2. Author(s):

3. History and justification (mention similar recent published work):

4. Objectives:

5. Readership (give full details, including languages considered essential):

6. Proposed mode of presentation:

Monograph Series	<input type="checkbox"/>	Non-serial publication	<input type="checkbox"/>
Technical Report Series	<input type="checkbox"/>	Offset publication	<input type="checkbox"/>
Public Health Paper	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>

7. Estimated size and amount of illustrative material:

No. of words:

No. of black and white photos:

No. of diagrams:

No. of colour photos:

No. of tables:

8. Name sources of funds for editing, translation, and/or printing, other than the regular budget:

9. Expected date of completion of manuscript:

10. Will manuscript be circulated to reviewers before submission to PUB?

11. a) Expected date of delivery of manuscript to PUB:

b) Target date for publication:

12. Outline of contents (attach separate sheet if necessary):

APPENDIX 2

Specimen Letter for Requesting Permission to
Reproduce Previously Published Material

Date

Dear Sir or Madam,

The World Health Organization is at present preparing a manuscript, tentatively entitled
..... for publication.

It is proposed to reproduce in this publication the following material previously
published by you:

.....
..... 1

We should be grateful if you would grant the Organization permission to reproduce this
material which you may wish to do by signing and returning one copy of this letter. We shall,
of course, give a full bibliographical reference to the source of the material, but, for your
convenience, space is provided in which you may indicate any special requirements or comments.

Yours faithfully,

.....
.....
..... 2

Permission is hereby granted for reproduction by the World Health Organization of the
material mentioned above.

Date Signature

Special requirements or comments

.....

¹ Give full descriptions of the item or items to be reproduced, including the title of
the book or journal, the year of publication, the volume number (if appropriate), the page
number(s) and the figure and table number(s), if appropriate.

² Name and post of responsible officer.

APPENDIX 3

Notes on Editorial Style

A. Tables

Some general notes on the presentation of tables have been given in the main text of these guidelines in paragraph 8 (page 2). The following table exemplifies the points made:

Table 00. Reactions of leprosy patients to intradermal skin tests with bacterial suspensions from first subcultures of the L-Oct-70 strain (Murohashi) and with Mitsuda's antigen^a

Type of disease	Mean size (mm) of skin reaction					
	after 48 hours ^b		after 15 days ^c		after 21 days ^c	
	Mitsuda	Murohashi	Mitsuda	Murohashi	Mitsuda	Murohashi
tuberculoid (6 patients)	14	15	17	13	11(4) ^d	11(3) ^d
	27	13	12	13	11	10
	23	13	15	8	7 ^e	9
	20	8	16	10	14	10
	26	11	9	7	10	9
	13	11	11	9	9	10
lepromatous ^f (5 patients)	7 ^e	7	6	3	4	0
	6	5	4	5	3	3
	6	6	0	0	4 ^g	3 ^g
	5	5	0	0	3 ^g	0
	5	7	3	3	6 ^g	6 ^g

^a Number of bacterial cells per field; Mitsuda, 351; Murohashi, 74.

^b Read on the basis of erythema.

^c Read on the basis of induration.

^d Ulcer was present; figure in parentheses shows its size.

^e Pustule.

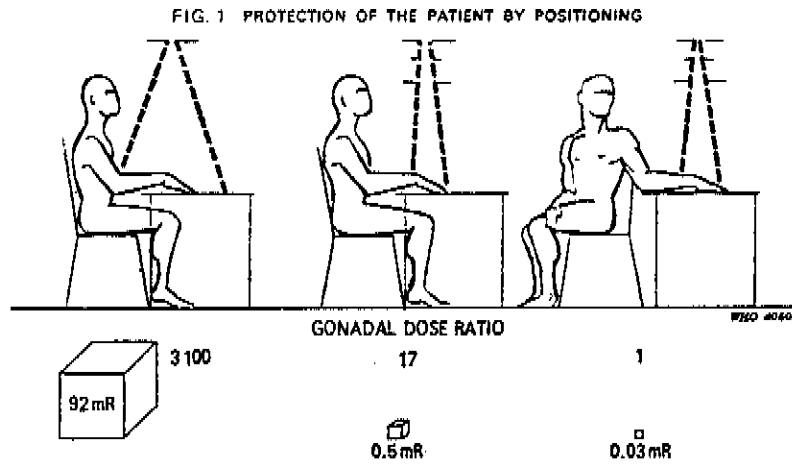
^f Some of these patients might have been classified as "non-tuberculoid".

^g Pigmentation.

Particular care should be taken in the selection of column headings according to a proper hierarchical arrangement. Thus, in the example above, the first-level heading ("Mean size (mm) of skin reaction") characterizes all the data in the table, the second-level headings break the data down into three main groups, and the third-level headings identify the individual subgroups. These illustrate the general principles that should always be observed in constructing a table.

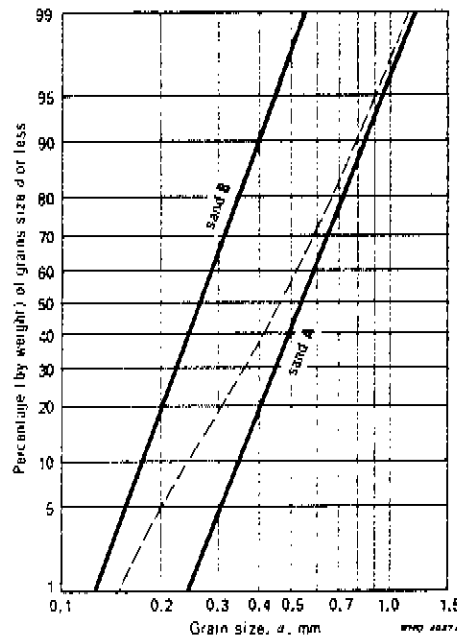
B. Figures

The presentation of figures is illustrated in the following two examples:



Reducing the beam size and repositioning the patient so that the gonads lie outside the X-ray beam and are shielded by the patient's own body can effect a large reduction in gonad dose. The dose magnitude is represented by the volume of a cube beneath each drawing.

FIG. 2 COMBINATION OF TWO TYPES OF STOCK SAND



The broken line indicates the filtering material obtained by mixing 3 parts of sand A with 1 part of sand B to obtain an effective diameter of about 0.25 mm.

C. Lists of references1. Numerical system

1. LEVY, L. & MOON, M. Inhibition of the multiplication of Mycobacterium leprae by methimazole. American review of respiratory diseases, 106: 917-920 (1972).
2. WASSERMANN, M. ET AL. L'étude de la toxicologie des pesticides en climat subtropical. In: Proceedings of the XIVth International Congress of Occupational Health, Madrid, September 16-21, 1963. Amsterdam, Excerpta Medica Foundation, 1974, vol. 3, pp. 1728-1733.
3. FINAR, I.L. Organic chemistry, 5th ed. London, Longmans, 1967, vol. 1, pp. 168-198.
4. JACKSON, J.V. & MOSS, M.J. Alkaloids and other basic compounds. In: Smith, I., ed. Chromatographic and electrophoretic techniques, 3rd ed. London, Heinemann, 1969, vol. 1, pp. 516-530.
5. KAPLAN, M.M. & KOPROWSKI, H., ed. Laboratory techniques in rabies, 3rd ed. Geneva, World Health Organization, 1973 (Monograph Series, No. 23).
6. WHO Technical Report Series, No. 530, 1973 (Twenty-fifth report of the Expert Committee on Biological Standardization).
7. WHO Official Records, No. 229, 1976 (The work of WHO 1975: Annual report of the Director-General), pp. 120-121.

2. Harvard system

- FINAR, I.L. (1967) Organic chemistry, 5th ed. London, Longmans, vol. 1, pp. 168-198.
- JACKSON, J.V. & MOSS, M.J. (1969) Alkaloids and other basic compounds. In: Smith, I., ed. Chromatographic and electrophoretic techniques, 3rd ed. London, Heinemann, vol.1, pp. 516-530.
- LEVY, L. & MOON, M. (1972) Inhibition of the multiplication of Mycobacterium leprae by methimazole. American review of respiratory diseases, 106: 917-920.
- WASSERMANN, M. ET AL. (1964) L'étude de la toxicologie des pesticides en climat subtropical. In: Proceedings of the XIVth International Congress of Occupational Health, Madrid, September 16-21, 1963. Amsterdam, Excerpta Medica Foundation, vol. 3, pp. 1728-1733.

3. Footnote system

As Numerical system, but names of authors preceded by superscript numbers, e.g.:

- ¹ LEVY, L. & MOON, M. Inhibition of the multiplication of Mycobacterium leprae by methimazole. American review of respiratory diseases, 106: 917-920 (1972).

NOTES

(1) Titles of journal articles may be omitted in lists of references (but not in bibliographies), but there should be consistency in this respect throughout the publication. If the titles are given, they should be in the original languages. Titles in Cyrillic or

other non-Latin characters should be transliterated in accordance with the appropriate ISO recommendations.

(2) Names of journals should preferably be given in full, but may be abbreviated according to one of the standard published lists (ISO International Standard 833-1974, World Medical Periodicals, World List of Scientific Periodicals) and should be consistent throughout the publication.

(3) A reference to a paper published in conference proceedings should preferably include the title of the paper, followed by the word "In:" and the full title of the conference (not abbreviated) with the name of the town in which it was held and the date. In addition, the place of publication, name of publisher, year of publication, volume number (if appropriate) and page number(s) should be stated, as for a book. If the proceedings have not been published, the date of the meeting should not be substituted for the date of publication; the reference should be given in a footnote, followed by the remark "unpublished" in parentheses. However, if the proceedings (and other articles or books) are about to be published and the year of publication is definitely known, the reference may be included in the list of references as follows: (1976, in press).

* * * * *