ILO BUREAU OF PUBLICATIONS
Editorial Unit

Guidelines for author units

The Publications Bureau has developed these simple guidelines for all author units preparing manuscripts for priced publication. By complying with them you will help ensure that your manuscript is processed quickly and efficiently. The clearer and more complete the manuscript, the more likely it is that PUBL will be able to produce a good job in the shortest possible time.

We also count on authors' cooperation in replying to editorial queries promptly and fully.

Electronic files and hard copies

- Please supply PC-compatible electronic files (on diskette or by e-mail). Word 97 or later versions are acceptable.
- Diskettes should be clearly labelled and dated.
- There should be a separate file for each chapter. Please supply a list of self-explanatory filenames and a word count.
- Your document should be as simple as possible; the levels of heading should be clear, but please avoid special coding or formating.
- Please provide us with two 1.5 spaced hard copies (one for PUB/EDIT and one for the editor), and keep an identical copy for yourself; this is to ensure that the editor's queries can be easily identified.
- **The hard copy must be identical to the electronic files.**
- Keep the most recent electronic version of the files in case of problems during editing or transmission.
- Graphics or tables in Excel (or software other than Word or Wordperfect) must be provided as separate files, **and not embedded in the text files.**
- For Excel graphics, please provide the data files as well as the graphic files, otherwise the body of the graphics cannot be changed.
- Original artwork should be kept separate, **with corrections marked on a copy, not on the original**. Any artwork to be redrawn completely should be identified, and a clear model provided.

Content

Please include (as applicable):

- a table of contents, with lists of boxes, tables and figures;
- a foreword and/or preface, and acknowledgements;
- a list of abbreviations used in the text;
- appendices, a glossary, a bibliography.

General

- Check that all references to names, titles and bodies are correct.

- Spell out all abbreviations in the text the first time they appear.
- For spelling, follow the tenth edition of the *Concise Oxford Dictionary* where possible. The ILO uses the -z- spelling for such words as "organization" (N.B. International Labour Organization); but note "analyse". The most common examples (and exceptions) can be found in the [Alphabetical list of problem words and expressions](#).
- For matters of style in generals refer to the *[ILO house style manual](#)*. Although old (revision pending) it is still useful.
- International labour Conventions and Recommendations should be referred to by their short form, e.g. " the Worst Forms of Child Labour Convention, 1999 (No. 182)", with subsequent references abbreviated to "Convention No. 182". A complete list of short titles is available through DISTR. See also www.ilo.org/ilolex/english/index.htm
- In general, spell out numerals from one to ten, and use figures thereafter (exceptions: dates, percentages, units of measurement or money, ages, times of the day, page references).
- Draw attention to any unusual foreign-language characters or mathematical symbols.
- Use the correct country, area and territory designations, as listed in ILO country and area designations and rules for their use: www.ilo.org/public/english/standards/relm/ctry-ndx.htm.
- Remember that Hong Kong, China, Macao, China and Taiwan, China, must not be referred to as countries; any listing in which they are included must say "country or territory".
- Try to ensure consistency of style throughout the manuscript. This is especially important when there are several co-authors or contributors.

Tables and figures

- Please ensure that all tables and figures are clearly labelled, with units of measurement given.
- Totals in tables should add up (a rounding note may be added if necessary).
- A source should be given in each case.
- Notes and sources (in that order) should be placed immediately below the table or figure.
- In tables, use a minimum of horizontal rules and do not use vertical rules.
- All tables and figures should be numbered and referred to in the text.

Footnotes and bibliographies

- Please try to ensure that footnotes and bibliographies are complete and consistent. For examples, consult the PUB/EDIT [Sample Bibliography](#). Sample Footnotes are being developed (see also *[ILO house style manual](#)*).
- Endnotes or footnotes should normally be renumbered for each chapter.

- Bibliographical references in the text are best referred to in Harvard style. A text reference would typically be: "(Brown, 2001, p. 1)" or, in the middle of a sentence, "Brown (2001, p. 1) concludes that ...." .
- All references – whether in the form of footnotes or in a bibliography – should include the following information:
  - author, with full name or initials;
  - title and subtitle: in italic for publications that stand on their own – books, periodicals, reports, conference papers, dissertations or unpublished documents); or in inverted commas for chapters, parts or articles which form part of another publication; do not capitalize each word in titles (except for proper names and serial publications);
  - series title (if applicable);
  - place of publication; publisher; date of publication; edition (if applicable). For conference reports, include title, place and date.
- A book's title (including the subtitle) should always be taken from the title page and not from the front cover.
- If an author's cited works include two or more publications published in the same year, insert a, b, c, etc., just after the year of publication.
- As a very general rule use this style:
  - For footnotes: P. Auer: *Employment revival in Europe: Labour market success in Austria, Denmark, Ireland and the Netherlands* (Geneva, ILO, 2000).
  - For bibliographies: Auer, P. 2000. *Employment revival in Europe: Labour market success in Austria, Denmark, Ireland and the Netherlands* (Geneva, ILO).
- Make sure that all the text references are included in the bibliography. The dates and spelling must coincide in both places.
- PUB/EDIT will try to sort out difficult or unusual references provided all the elements are there.

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- Because of the transient nature of Internet sources, websites should be cited only if the material is without equivalent in print.
- In the layout of references, the year of publication should be taken from the last modified date or current year given in the website.
- An editorial disclaimer, consisting of the date the site was visited (within square brackets), should be added.
- For ILO sources, include the site address as accessed from outside (not the mirror site or intranet).

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- Any special wording requested by the copyright holder must be included in the source.

Political sensitivity

- We count on authors to avoid statements that may be politically sensitive or may offend any particular group of people. With regard to data, sources should always be given. If in doubt, consult PUB/EDIT.
- Use gender-neutral language wherever possible.