



Food and Agriculture  
Organization of the  
United Nations

FAO Fisheries and Aquaculture Department

# How to prepare main series publications

Templates, standards and citations





**2014**

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## Note to users

FAO, as a knowledge organization, must put information within reach of its stakeholders, share policy expertise and bring knowledge to and from the field. Publications are central to carrying out these activities effectively. The guidance provided in this document is intended for those persons involved in the production of FAO Fisheries and Aquaculture's main series publications – Technical Papers, Circulars, Proceedings, Reports, Technical Guidelines for Responsible Fisheries, and International Guidelines.

If you have any comments or questions, please contact us at [FI-Inquiries@FAO.org](mailto:FI-Inquiries@FAO.org)

We look forward to reading your publications!

The Fisheries and Aquaculture Publications Team

- Tina Farmer (Coordinator)
- Marianne Guyonnet (Assistant)
- Julian Plummer (Editor)
- Chorouk Benkabbour (Editorial support)

November 2014

## What makes an excellent publication?

The main purpose of FAO Fisheries and Aquaculture documents is to support the Organization's core functions and contribute to achieving its goals and strategic objectives by presenting new, comprehensive and objective information – e.g. statistics, reviews, policies, approaches to regulations – to a targeted audience. Each document should be developed to high standards of quality containing solid and authoritative information, science and methodology based on accepted methods and analysis. These publications should provide the widest possible access to and reuse of timely and relevant information, thereby contributing to the advancement of knowledge and development practice and building related capacity in Member countries.

Content should represent an important advance in the field with outcomes that are significant and that add to understanding and knowledge of the topic. The information presented should not, as far as possible, be time bound or soon to be 'out of date'. It can be of interest to experts in other fields or disciplines. Data presentation should be separate from data interpretation and include adequate evidence to support conclusions. Proceedings and Reports should present accurate and high quality records of meetings and conferences. Although there are often requirements to publish at least part of these categories of documents in hard copy, much of the supporting content (e.g. annexes) could be adequately disseminated in attached electronic form (e.g. as CDs or USB sticks) or on the Web. Similarly, it would be preferable to produce extensive raw data on an attached CD-ROM rather than in printed form.

For all series of FAO Fisheries and Aquaculture publications, the text and associated data tables and figures should be clear and accessible. Layout and format, including relevant images, should be appropriate for the topic, type of publication, audience and distribution method. Coherence, clarity and consistency of presentation, upholding international research and publishing standards, and overall language quality, as well as general impact, should be considered. All such documents should follow FAO/FAO Fisheries and Aquaculture Department terminology ([www.fao.org/faoterm/en/](http://www.fao.org/faoterm/en/)), house style and standards ([www.fao.org/docrep/004/ac339e/ac339e00.htm](http://www.fao.org/docrep/004/ac339e/ac339e00.htm)), including for bibliographies and references.

## What criteria should be considered?

To help prioritize the decision to pursue the publication of a document and to ensure that a publication is appropriate, of high quality and able to achieve the intended influence/impact, here below is a selection of possible criteria to consider. Once a decision to proceed has been taken, indicators can be developed to monitor the degree of impact achieved.<sup>1</sup>

### *Planning criteria (primary responsibility of originator):*

- Strategic and selective approach, aimed at maximum impact in support of FAO's cross-cutting strategic objectives and core functions.
- Planning, delivery and monitoring in compliance with FAO's results-based management principles, with a focus on efficiency, measurable outcomes and evaluation of impact.
- Support of FAO work or response to an FAO request, in particular requests from FAO Members, avoiding individual-driven publications.
- Meeting the needs of identified, relevant audiences.
- Contribution to One FAO through synergies and the integration of knowledge across decentralized and headquarters offices.
- Timeliness and relevance of topic.
- Longevity of topic (shelf-life).
- Original information or periodic update (does not duplicate or overlap with other projects).
- Funding availability.
- Author availability.
- Alignment with FAO's corporate communication strategy.

### *Content criteria (primary responsibility of originator):*

- Scientific excellence – technical accuracy and validity.
- Best available scientific information and statistics included.
- Appropriate use of traditional knowledge, validated to the extent possible.
- Original contribution of knowledge.
- Standard and quality of graphics.
- Complete and relevant references.
- Editorial excellence: clear language style, follows FAO house style/terminology, appropriate structure and presentation.
- Appropriate for targeted audience, including language.

---

<sup>1</sup> Simple indicators of uptake could include citations in other literature, downloads of documents via the Internet, or requests for use of FAO-copyrighted material.

*Production criteria (primary responsibility of the FI Publications Group):*

- FAO Terminology.
- Writing style.
- Appropriate format and media.
- Colour versus black white.
- Online versus print.
- Print-on-demand, local printing options.
- Promotional/marketing opportunities.

*Other considerations:*

- Could this title or treatment of topic have greater impact by being produced in a journal or as a co-publication?
- Evaluate the overall benefits, efficiencies and time/cost savings of sharing common services for editorial work / graphics design / desktop publishing.

## General internal production workflow

**Planning** – Service / Divisional approval and in coordination with the Departmental Information Management and Communications Committee (IMCC)<sup>2</sup>

**Content development** – Originating technical officer (commissions and supervises author/ authors)

**Technical clearance** – Through originating unit supervisor / director

**Editing/translating/revision** – External consultants under supervision of FI Publications group

**Desktop publishing/formatting**<sup>3</sup> – External consultants and/or FI staff under supervision of FI Publications Group

**Quality control** – Review and clearance by FI Publications Group

**Publishing** – Online and print publishing coordinated through FI Publications Group

**Distribution** – Using FI mailing system with support from FI Publications Group and in coordination with FAO Printing and Distribution Group

**Promotion** – FAO corporate media group, mainstream and specialized news outlets, press releases, newsletters, social media, expert networks, meetings, events

**Archives** – Original content and all final files (high-res PDF; low-res PDF; source files) saved on shared Departmental server

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<sup>2</sup> Mandatory corporate publishing planning tool to be rolled out in 2013.

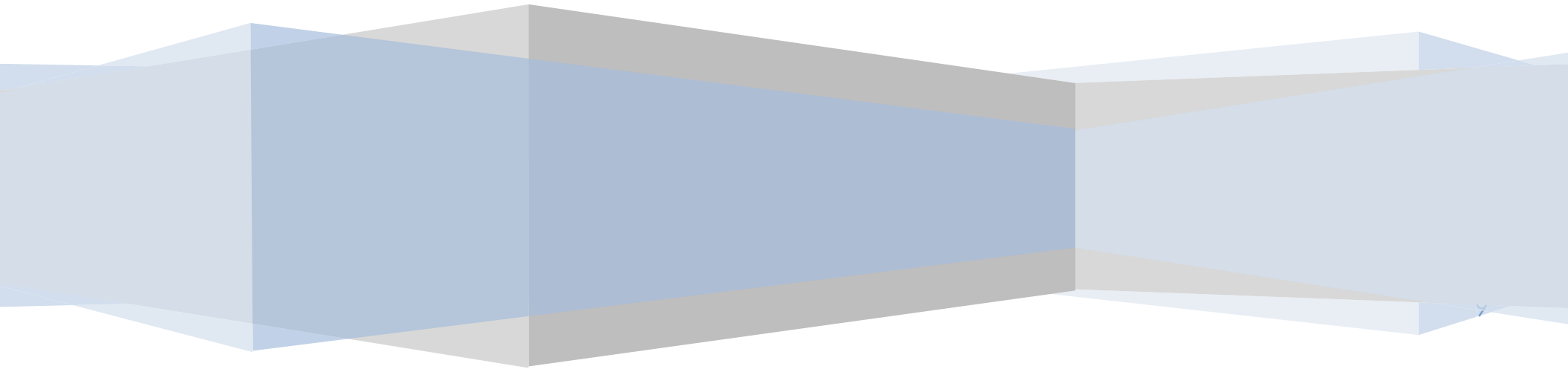
<sup>3</sup> Software - Content writing: Word.

Design and layout: InDesign.

Graphics generated in Illustrator/eps.

Templates: available for all FI main series.

## Series and template guidance



## Publications covered

The information in this section provides guidance on the templates of main FAO Fisheries and Aquaculture series types:

- Technical Papers
- Circulars
- Proceedings
- Reports
- Technical Guidelines for Responsible Fisheries
- International Guidelines

# Technical Papers

## Scope

- Present important, comprehensive information
- Often global in nature or significance
- Representing a collective knowledge of a group of experts



# Technical Papers

## Cover and preliminary pages

**Cover size:**  
A4, B5 (also possible spiral ring A4, B5).

**Spine:** Documents > 76 pp. have the title on the spine. Spine width = total number of pages × 5 and add a decimal point to obtain the width in millimetres, e.g. 100 pps = 5 mm, 160 pps = 8 mm wide. Frutiger LT Std 55 Roman 10.5 pt / 13 pt for all text on the spine - title, issue no. and FAO. If long, centre title between issue no. and FAO; with a long dash to separate main title and subtitle. If short titles, 1 cm below green background. For spiral binding, there is no need for the spine, so you have to present the front and back cover pages separately.

**Series type:**  
Frutiger LT Std 55 Roman / 9 pt.  
**Series no.:**  
Frutiger LT Std 55 Roman / 26 pt.

**Stroke:** White.  
W: 38 mm.  
H: 0.7 mm.

**ISSN:**  
Frutiger LT Std 55 Roman. 6 pt.

**Title:** Accurate and concise. Use subtitles as necessary.

**1) Size A4:** Frutiger LT Std 55 Roman 30 pt / 33 pt; subtitle 15 pt / 18 pt; unjustified; last line ends about 5 mm above the darker green band of colour.

**2) Size B5:** Same as A4, except:

- cover title – 25.5 pt / 28 pt;
- subtitle – 12 pt / 15 pt;
- spine – 9.5 pt / 12 pt;
- blurb – 8.5 pt / 12 pt.

Printed image size is 176 mm x 115 mm so the photo needs to be cropped to a slightly larger size than this before positioning on the template.

**Image(s):** Gender and geographic balance.

Tiff format, CMYK colour, and scanned to 300 dpi. Final image size on printed cover is 210 mm wide x 138 mm deep, cropped to allow some bleed before positioning, i.e. to about 220 mm wide x 145 mm deep.

**Cover bands (size including bleed):**  
\* Pantone 325 C 100%.  
W: 455.5 mm. H: 99.5 mm.  
\* Pantone 325 C 40%.  
W: 30 mm. H: 46 mm  
\* Pantone 325 C 60%.  
W: 455.5 mm. H: 14.5 mm.

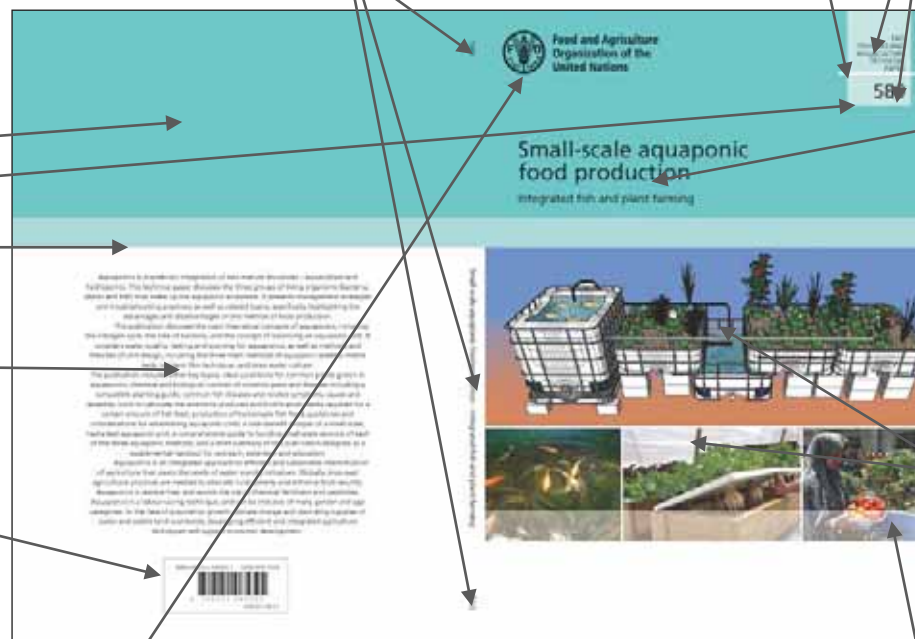
**Blurb:** Max. 250 words.  
Frutiger LT Std 55 Roman,  
9 pt / 13 pt centred and unjustified.

**Barcode:** On back cover in 0.5 pt black box. At 15 mm from right and bottom

**FAO logo:** The FAO logo block with the text on 3 lines (the standard FAO logo 20 mm size plus the name of the Organization on 3 lines), positioned in the top left-hand corner and 10 mm from the top and left edges of the cover.

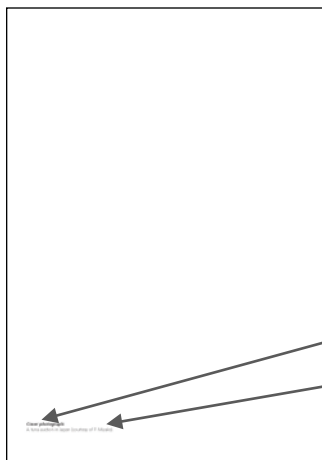
*Note:* Only FAO logo permitted on front cover unless there is a co-publishing agreement.

Grey strip transparent 15 mm covering the bottom of the photo.



# Technical Papers

## Inside cover



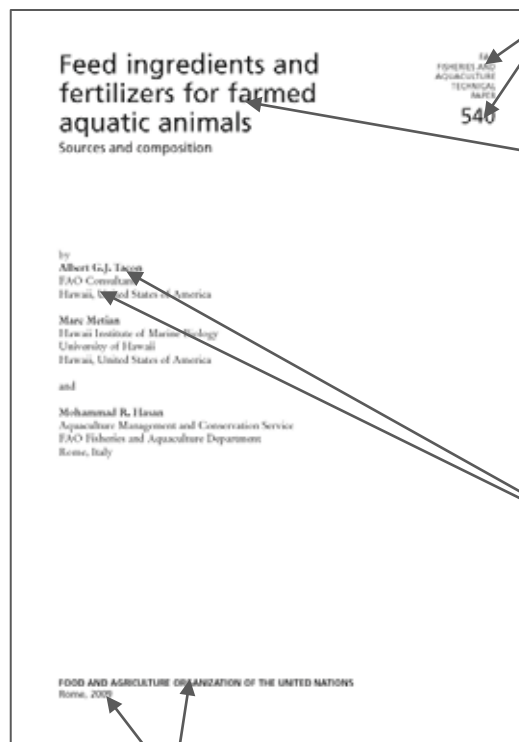
**Cover credit:** Frutiger LT Std 66  
Bold italic 8 pt / 9.6 pt.  
**Caption:** Frutiger LT Std 45 Light  
8 pt / 10 pt.

## Disclaimer and copyright



Standard disclaimers  
Additional/optional  
disclaimers.  
ISBN [insert number] (print)  
© FAO 2014  
Copyright and ordering  
Vertical running line

## Title page



**Series:**  
Title and number (same as cover).

**Title:**

- A4 The title corresponds with the cover - same type size and presented in the same way. The editorial copy is Stempel Garamond font, 12 pt /15 pt both bold and Roman type.
- B5 Title page - main heading in Frutiger LT Std Roman 25 pt /28 pt; editorial matter in Stempel Garamond 11.5/13.5 pt.

**Author(s):**  
Name: Stempel Garamond LT Std Bold 12/15 pt.  
Title, town and country: Stempel Garamond LT Std Roman 12/15 pt.

**FAO written in full**  
Frutiger LT Std 65 Bold 10 pt/ 12 pt.  
Upper case.

**Place of publication and year**  
Frutiger LT Std 45 Light 10 pt/ 12 pt.

# Technical Papers

## Preliminary pages

No page number on page i and page ii (see previous page)

Roman numerals start, top of page, external  
Header line

### Page iii:

Preparation of this document (Heading 1 [H1])  
Text (New paragraph 1 [NP1], New paragraph [NP]), max. 250 words

### Page iv:

Abstract (H1)  
Text (NP1, NP), max. 1 p.  
Reference entry

### Page v or vii:

Contents:

- Chapters and up to 2 levels of subheading
- List of tables
- List of figures
- List of plates
- List of boxes

### Page...

Acknowledgements (H1). Text (NP1, NP). (Brief - acknowledge significant contributions but not everyone who has looked at it)

### Page...

Abbreviations and acronyms (H1). Text (NP1). Upper case words for names of organizations (e.g. WTO World Trade Organization); lower case words for others (e.g. GDP gross domestic product)

### Page...

Foreword (optional, max. 1 p.)

### Page...

Summary or Executive summary (optional). Summary max. 2 pp.; Executive summary (of a long publication) max. 10 pp.

*Note:* In Technical Papers, the preliminary pages should not include the following sections: Contributors; Workshop summary; Annexes; Contributed papers; Background. A Glossary section may be included in the preliminary pages, but it is preferable to place it at the end of the document, after References and before Annexes.

## Main text

- Max. 4 heading levels
- Start page nos. at 1, top of page, external (odd page)
- Header line
- Title of publication: header on even page
- Header on odd page: chapter title
- "Blank" even pages at end of chapter: no number, no header, no header line; optional: photo (high res, 300 dpi, CMYK colour, photo caption, photo credit)
- Chapters begin on odd page
- Section numbering – use only if necessary
- Footnote line
- Footnotes – continuous numbering throughout main text, but start again for each appendix

### Figures

Figure number (1, 2, 3 not 1.1, 1.2, 1.3)

Figure title – concise

Image – formatted in document style (fonts), CMYK colour or greyscale, high res.

Figure notes

Figure credit

**Note:** Photographs are not figures but **plates** (see below)

### Plates

Plate number (1, 2, 3 not 1.1, 1.2, 1.3)

Plate caption – concise

Image – good quality (b/w or colour), high res, 300 dpi, CMYK colour

Plate credit

### Tables

Table number (1, 2, 3 not 1.1, 1.2, 1.3)

Table title – concise

Table – formatted in document style (fonts, shading and gridlines) as per T562; colour or b/w

Table notes

Table credit

### Boxes

Box number (1, 2, 3 not 1.1, 1.2, 1.3)

Box title – concise

Box figures, tables, plates – not numbered

Box notes

Box credit

Box background – colour or b/w

# Technical Papers

## References

Includes only reference entries mentioned in the text (otherwise, **Bibliography**)

Format reference entries in conformity with the new guide on p. 58

## Bibliography

Includes also entries not mentioned in the text

## Glossary

Alphabetical order

## Appendixes

Appendixes numbered 1, 2, 3

As per rest of text

Footnote numbering begins again from 1 for each appendix

Figure, plate, box and table numbering: A1.1, A1.2, A1.3

# Technical Papers

## Links

### External (Internet)

#### Styles\*

[ftp://ftp.fao.org/FI/fi\\_templates/styles/Report\\_Styles.dot](ftp://ftp.fao.org/FI/fi_templates/styles/Report_Styles.dot)  
[ftp://ftp.fao.org/FI/fi\\_templates/styles/Styles\\_explanations.docx](ftp://ftp.fao.org/FI/fi_templates/styles/Styles_explanations.docx)

#### Cover templates

[ftp://ftp.fao.org/FI/fi\\_templates/FTP/A4/Cover](ftp://ftp.fao.org/FI/fi_templates/FTP/A4/Cover)  
[ftp://ftp.fao.org/FI/fi\\_templates/FTP/B5/Cover](ftp://ftp.fao.org/FI/fi_templates/FTP/B5/Cover)

#### Text templates

[ftp://ftp.fao.org/FI/fi\\_templates/FTP/A4/Text/](ftp://ftp.fao.org/FI/fi_templates/FTP/A4/Text/)  
[ftp://ftp.fao.org/FI/fi\\_templates/FTP/B5/Text/](ftp://ftp.fao.org/FI/fi_templates/FTP/B5/Text/)

#### FAOSTYLE

[www.fao.org/docrep/004/ac339e/ac339e00.htm](http://www.fao.org/docrep/004/ac339e/ac339e00.htm)

#### Fisheries and Aquaculture Technical Papers online

[www.fao.org/fishery/publications/technical-papers/en](http://www.fao.org/fishery/publications/technical-papers/en)

### Internal (FAO Intranet)

#### Quick publishing links

[http://intranet.fao.org/departments/occ/publishing/quick\\_publishing\\_links/](http://intranet.fao.org/departments/occ/publishing/quick_publishing_links/)

#### Disclaimer/Copyright notices

<http://intranet.fao.org/departments/occ/publishing/guidelines/production2/copyrightnotice/downloadcopydiscl/en/>

#### FAO logo

<http://intranet.fao.org/departments/occ/policy/faologo/>

#### Digital illustration standards

<http://intranet.fao.org/departments/occ/publishing/guidelines/contdevelop/illustmaterial>

\* Word template for the tagging of documents at the editing stage. This enables authors, editors, technical officers and other staff to structure and apply appropriate style names to their documents so as to facilitate subsequent pagination in print industry-standard desktop publishing (DTP) and graphics programs. The Word template is ideal for the pre-DTP preparation of all publications, regardless of the final design and software package used, and we strongly advise its regular use by editors as well as authors and staff. To read more: [ftp://ftp.fao.org/FI/fi\\_templates/styles/Styles\\_explanations.docx](ftp://ftp.fao.org/FI/fi_templates/styles/Styles_explanations.docx)  
Please note that this Word template is not designed for final formatting or page layout of documents to be printed directly from Word.



# Circulars

## Scope

Present technical, key scientific or policy-related information with a shorter shelf-life than that of Technical Papers



## Cover and preliminary pages

**Cover size:** A4, b/w, glue (> 72 pp.) or staple.  
**Cover image:** Optional.

**Spine:** Documents > 72 pp. have the title on the spine. Spine width = total number of pages × 5 and add a decimal point to obtain the width in millimetres, e.g. 100 pps = 5 mm, 160 pps = 8 mm wide. Helvetica Bold 8 pt for all text on the spine – **series no.**, **title** and **FAO**. Centre title between series no. and FAO; with a long dash to separate main title and subtitle.

Horizontal separator.

**Series:** Title and Number. Helvetica Bold 12 pt.

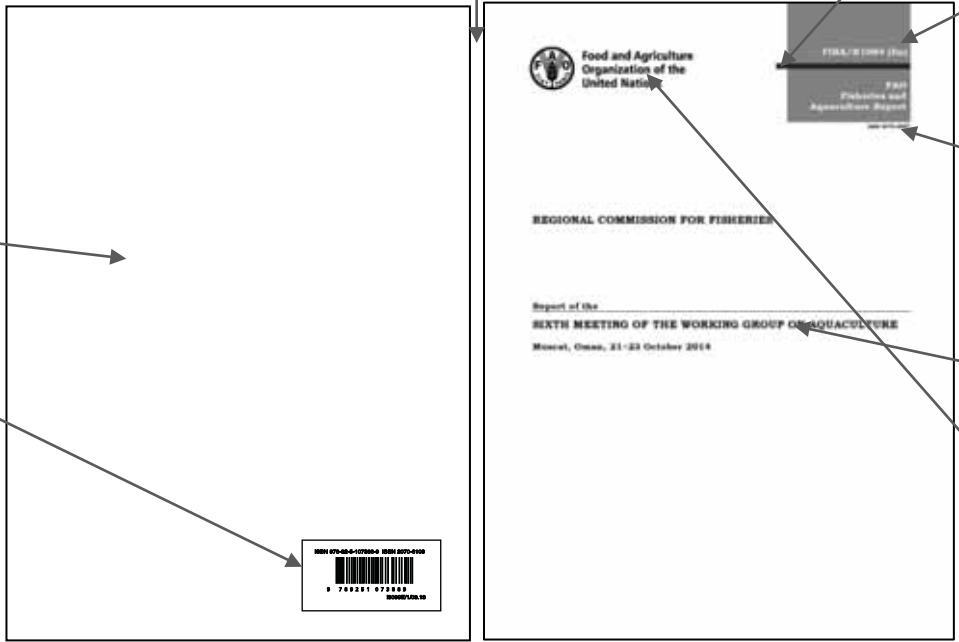
**ISSN:** Helvetica Bold 7 pt.  
 The ISSN changes according to the single language chosen. The ISSN for bilingual and trilingual Circulars has to be the ISSN of the English version.

**Title:** Should be accurate and concise. Helvetica Bold 14 pt. Upper case.

**FAO logo:** The FAO logo block with the text on 3 lines (the standard FAO logo 20 mm size plus the name of the Organization on 3 lines), positioned in the top left-hand corner and 10 mm from the top and left edges of the cover.  
*Note:* Only FAO logo permitted on front cover unless there is a co-publishing agreement.

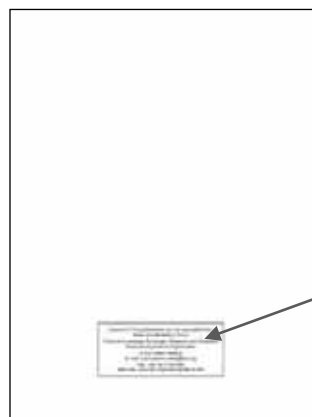
**Blurb:** Not necessary.

**Barcode:** On back cover in 0.5 pt black box. At 15 mm from right and bottom



# Circulars

## Inside cover



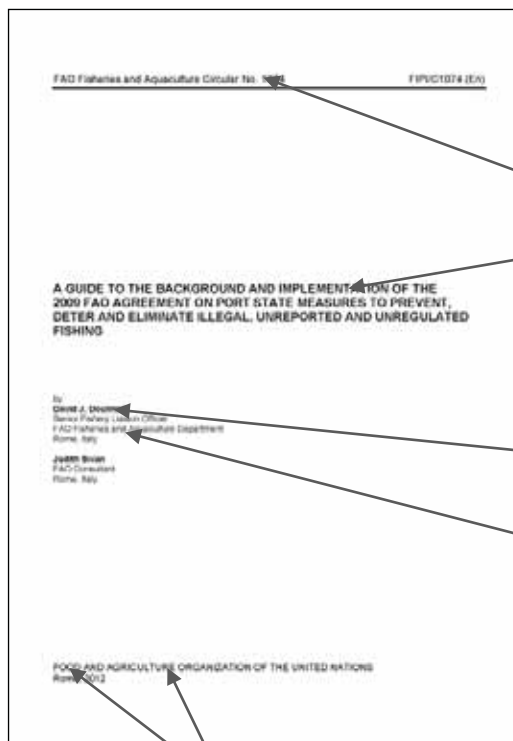
**[How to obtain copies]:**  
Helvetica 9 pt.

## Disclaimer and copyright



Standard disclaimers  
Additional/optional  
disclaimers.  
ISBN [insert number] (print)  
© FAO 2014  
Copyright and ordering  
Vertical running line

## Title page



**Series:**  
Title and number.  
Helvetica 12 pt.

**Title:** Helvetica Bold 14 pt.  
Upper case.

**Author(s):**  
Helvetica Bold 10 pt.

**Affiliation:**  
Helvetica 10 pt.

**FAO written in full**  
Helvetica 11 pt. Upper case.

**Place of publication and year**  
Helvetica 11 pt.

## Preliminary pages

No page number on page i and page ii (see previous page)

There is not a definite template for text of FAO Fisheries and Aquaculture Circulars. The presentation is generally the following:

### Fonts

Times New Roman 10 pt. for page numbers  
Roman numerals start, top of page, centred

### Margins

Maximum 2.5 cm for all margins  
Minimum 2 cm for all margins (can be reduced a bit for large tables)  
Layout header/footer: 1.25 cm

### Page iii:

Preparation of this document (Heading 1 [H1])  
Text (New paragraph 1 [NP1], New paragraph [NP]), max. 250 words

### Page iv:

Reference entry  
Abstract (H1)  
Text (NP1, NP), max. 1 p.

### Page v or vii:

Contents:  
• Chapters and up to 2 levels of subheading  
• List of tables  
• List of figures  
• List of plates  
• List of boxes

### Page...

Acknowledgements (H1). Text (NP1, NP). (Brief - acknowledge significant contributions but not everyone who has looked at it)

### Page...

Abbreviations and acronyms (H1). Text (NP1). Upper case words for names of organizations (e.g. WTO World Trade Organization); lower case words for others (e.g. GDP gross domestic product)

### Page...

Foreword (optional, max. 1 p.)

*Note:* In Circulars, the preliminary pages should not include the following sections: Contributors; Workshop summary; Annexes; Contributed papers; Background. A Glossary section may be included in the preliminary pages, but it is preferable to place it at the end of the document, after References and before Annexes.

## Main text

There is not a definite template for text of FAO Fisheries and Aquaculture Circulars. The presentation is generally the following:

### Fonts

Times New Roman 10 for page numbers

Times New Roman 11 for text

Times New Roman 10 for footnotes

### Margins

Maximum 2.5 cm for all margins

Minimum 2 cm for all margins (can be reduced a bit for large tables)

Layout header/footer: 1.25 cm

### Paragraphs

Single space between lines

Double space between paragraphs

When there are large tables, either the right hand margin is reduced to accommodate them or they should be in landscape

Text justified

### Page numbers:

On top of page, centred. For pages in landscape the page number has to appear vertically (on top not on the side)

### Header

In capital letters, bold

### Subheader

In lower case (only first letter is capitalized, unless there is a proper name in the title)

### Sub-subheader

In italics bold

### 4th level header

In italics

### Figures

Figure number (1, 2, 3 not 1.1, 1.2, 1.3)

Figure title – concise

Image – formatted in document style (fonts), CMYK colour or greyscale, high res

Figure notes

Figure credit

**Note:** Photographs are not figures but **plates** (see below)

# Circulars

## Plates

Plate number (1, 2, 3 not 1.1, 1.2, 1.3)

Plate caption – concise

Image – good quality (b/w or colour), high res, 300 dpi, CMYK colour

Plate credit

## Tables

Table number (1, 2, 3 not 1.1, 1.2, 1.3)

Table title – concise

Table – formatted in document style (fonts, shading and gridlines) as per T562; colour or b/w

Table notes

Table credit

## Boxes

Box number (1, 2, 3 not 1.1, 1.2, 1.3)

Box title – concise

Box figures, tables, plates – not numbered

Box notes

Box credit

Box background – colour or b/w

## References

Includes only reference entries mentioned in the text (otherwise, **Bibliography**)

Format reference entries in conformity with the new guide on p. 58

## Bibliography

Includes also entries not mentioned in the text

## Glossary

Alphabetical order

## Appendixes

(Annexes in French, Anexos in Spanish)

Annex (for an insertion in the Appendix; Appendice in French; Apéndice in Spanish)

Appendixes numbered 1, 2, 3

As per rest of text

Footnote numbering begins again from 1 for each appendix

Figure, plate, box and table numbering: A1.1, A1.2, A1.3

## Links

### External (Internet)

**Layout (Basic information)**

[ftp://ftp.fao.org/FI/fi\\_templates/Circulars/Circulars\\_Layouts.pdf](ftp://ftp.fao.org/FI/fi_templates/Circulars/Circulars_Layouts.pdf)

**Cover template**

[ftp://ftp.fao.org/FI/fi\\_templates/Circulars/Cover](ftp://ftp.fao.org/FI/fi_templates/Circulars/Cover)

**FAOSTYLE**

[www.fao.org/docrep/004/ac339e/ac339e00.htm](http://www.fao.org/docrep/004/ac339e/ac339e00.htm)

**Fisheries and Aquaculture Circulars online**

[www.fao.org/fishery/publications/circulars/en](http://www.fao.org/fishery/publications/circulars/en)

### Internal (FAO Intranet)

**Quick publishing links**

[http://intranet.fao.org/departments/occ/publishing/quick\\_publishing\\_links/](http://intranet.fao.org/departments/occ/publishing/quick_publishing_links/)

**Disclaimer/Copyright notices**

<http://intranet.fao.org/departments/occ/publishing/guidelines/production2/copyrightnotice/downloadcopydiscl/en/>

**FAO logo**

<http://intranet.fao.org/departments/occ/policy/faologo/>

**Digital illustration standards**

<http://intranet.fao.org/departments/occ/publishing/guidelines/contdevelop/illustmaterial>



# Proceedings

## Scope

Official record of a major conference or symposium, usually global or of global significance, and including all presentations given (as submitted) and any associated material (list of participants, agenda, etc.)



# Proceedings

## Cover and preliminary pages

**Cover size:** A4  
b/w.

**Spine:** Documents > 80 pp. have the title on the spine. Spine width = total number of pages × 5 and add a decimal point to obtain the width in millimetres, e.g. 100 pps = 5 mm, 160 pps = 8 mm wide. Frutiger LT Std 65 Bold 11 pt/13.9 pt for all text on the spine (**title, issue no. and FAO**).

**Series title:** Frutiger LT Std 65 Bold 9 pt / 12 pt. Black 80%.  
1 cm from the top and 1 cm from the right side.  
**Series number:** Frutiger LT Std 45 Light. 55 pt / 50.8 white.

**Cover bands & separators:**  
Pantone 325 (100%) & Black (40%).

**Back cover:**  
– Series title Frutiger LT Std 55 Roman 8 pt / 10 pt;  
– no. Frutiger LT Std 65 Bold 24 pt;  
– title Frutiger LT Std 65 Bold 15 pt / 21 pt;  
– subtitle Frutiger LT Std 65 Bold 8 pt / 13 pt.

**Blurb:** Max. 250 words.  
Frutiger 55 Roman 8 pt / 14 pt.

**Barcode:** On back cover in 0.5 pt black box. At 15 mm from the cover band and bottom

**ISSN:**  
Frutiger LT Std 55 Roman 6 pt / 7.2 pt.  
1 cm from the top and 0.5 cm from the right side.

**Title:** Accurate and concise.  
Frutiger 65 bold 26/29 pt. Black 100%.  
**Subtitle:** 10 pt / 14 pt.

**Cover illustration:**  
Grayscale, should be neutral/balanced in terms of gender and geography.

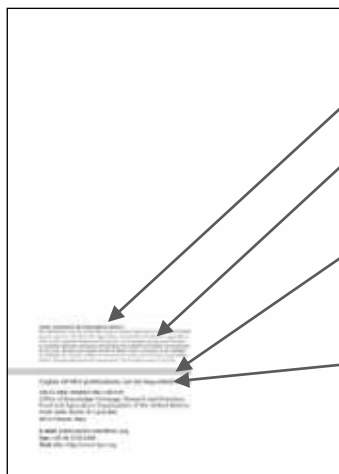


**FAO logo:** The FAO logo block with the text on 3 lines (the standard FAO logo 20 mm size plus the name of the Organization on 3 lines), positioned in the top left-hand corner and 10 mm from the top and left edges of the cover.

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# Proceedings

## Inside cover



**Cover illustration by ...**

Frutiger 56 Italic 8 pt / 12 pt.

**Caption:** Frutiger 55 Roman 7 pt / 8.4 pt.

**Horizontal separator:**

black 25%; Ht: 3.8 mm.

**How to order: Copies of....**

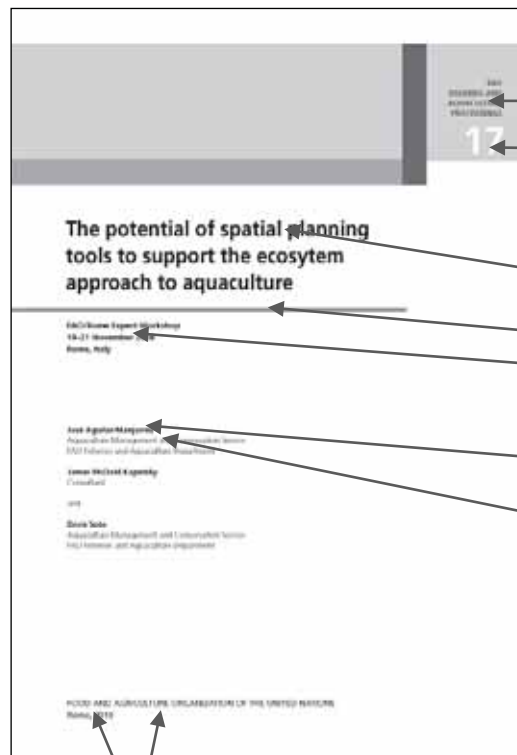
Frutiger LT Std 65 Bold 10 pt / 12 pt;  
address ... Frutiger LT Std 55 Roman 10 pt / 18 pt; e-mail, fax, website Frutiger LT Std 65 Bold 10 pt / 22 pt; addresses and no. Frutiger LT Std 55 Roman 10 pt / 22 pt.

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Additional/optional disclaimers.  
ISBN [insert number]  
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Vertical running line

## Title page



**Series type:** 9 pt / 12 pt black 80%.  
**Series number:** Frutiger LT Std 45 Light. 55 pt / 50.8 white.

**Title:** Frutiger 65 Bold 26 pt/32 pt.  
**Stroke:** 1.5 mm.  
**Subtitle:** Frutiger 65 Bold 10 pt / 14 pt.

**Author(s):** Frutiger 65 Bold 9.5 pt / 12.5 pt.  
**Affiliation:** Frutiger 45 Light 9.5 pt / 12.5 pt.

**FAO written in full**  
Frutiger 55 Roman 10 pt / 14 pt.  
Upper case.

**Place of publication and year**  
Frutiger 55 Roman 10 pt / 14 pt.

## Preliminary pages

No page number on page i and page ii (see previous page)

Roman numerals start, top of page, external  
Header line

### Page iii:

Preparation of this document (Heading 1 [H1])  
Text (New Paragraph 1 [NP1], New Paragraph [NP]), max. 250 words

### Page iv:

Abstract (H1)  
Text (NP1, NP). Max. 1 p.  
Reference entry

### Page v or vii:

Contents:

- Chapters and up to 2 levels of subheading
- List of tables
- List of figures
- List of plates
- List of boxes

### Page...

Contributors **Yes**

### Page...

Acknowledgements (H1). Text (NP1, NP). (Brief - acknowledge significant contributions but not everyone who has looked at it)

### Page...

Abbreviations and acronyms (H1). Text (NP1). Upper case words for names of organizations (e.g. WTO World Trade Organization); lower case words for others (e.g. GDP gross domestic product)

### Page...

Annexes **Yes**

### Page...

Foreword (optional, max 1 p.)

### Page...

Summary or Executive summary (optional). Summary max. 2pp.; executive summary (of a long publication) max. 10 pp.

*Note:* In Proceedings, the preliminary pages should not include the following sections: Workshop summary; Contributed papers; Background. A Glossary section may be included in the preliminary pages, but it is preferable to place it at the end of the document, after References and before Annexes.

## Main text

- Start page nos. at 1, top of page, external (odd page)
- Header line
- Title of publication: header on even page
- Header on odd page: chapter title
- "Blank": No blank page or image between chapters
- Chapters begin on next page (odd or even)
- Section numbering – use only if necessary
- Footnote line
- Footnotes – continuous numbering throughout main text, but start again for each appendix
- Standard margins

### Figures

Figure number (1, 2, 3 not 1.1, 1.2, 1.3)

Figure title – concise

Image – formatted in document style (fonts), CMYK colour or greyscale, high res.

Figure notes

Figure credit

**Note:** Photographs are not figures but **plates** (see below)

### Plates

Plate number (1, 2, 3 not 1.1, 1.2, 1.3)

Plate caption – concise

Image – good quality (b/w or colour), high res., 300 dpi, CMYK colour

Plate credit

### Tables

Table number (1, 2, 3 not 1.1, 1.2, 1.3)

Table title – concise

Table – formatted in document style (fonts, shading and gridlines); colour or b/w

Table notes

Table credit

### Boxes

Box number (1, 2, 3 not 1.1, 1.2, 1.3)

Box title – concise

Box figures, tables plates – not numbered

Box notes

Box credit

Box background – colour or b/w

# Proceedings

## References

Includes only reference entries mentioned in the text (otherwise, **Bibliography**)

Format reference entries in conformity with the new guide on p. 58

## Bibliography

Includes also entries not mentioned in the text

Format entries in conformity with the new guide on p. 58

## Glossary

Alphabetical order

## Appendixes (or Annexes)

Appendixes numbered 1, 2, 3

As per rest of text

Footnote numbering begins again from 1 for each appendix

Figure and table numbering: A1.1, A1.2, A1.3

## Links

### External (Internet)

#### **Styles\***

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[ftp://ftp.fao.org/FI/fi\\_templates/styles/Styles\\_explanations.docx](ftp://ftp.fao.org/FI/fi_templates/styles/Styles_explanations.docx)

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## Cover and preliminary pages

**Cover size:** A4, b/w.

**Spine:** Documents > 72 pp. have the title on the spine. Spine width = total number of pages × 5 and add a decimal point to obtain the width in millimetres, e.g. 100 pps = 5 mm, 160 pps = 8 mm wide. Helvetica Bold 8 pt for all text on the spine – **series no.**, **title** and **FAO**. Centre title between series no. and FAO; with a long dash to separate main title and subtitle.

Horizontal separator.

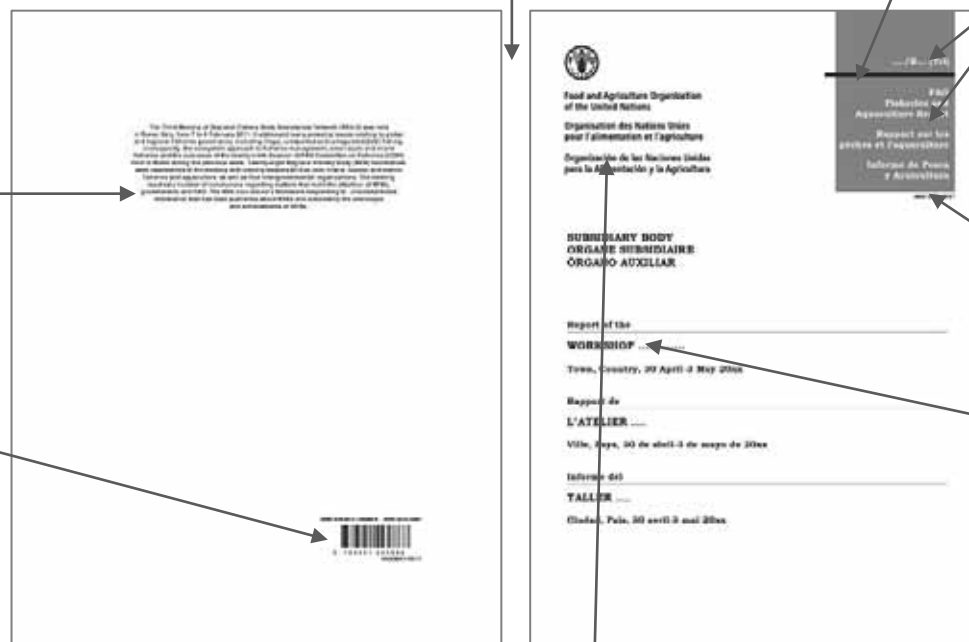
**Series:**  
Title and number. Helvetica Bold 12 pt.

**ISSN:** Helvetica Bold 7 pt.  
Changes according to the single language chosen.  
The ISSN for bilingual and trilingual reports has to be the ISSN of the English version.

**Title:** Helvetica Bold 14 pt.  
Upper case.

**Blurb:**  
Should have a maximum of 150/180 words. The blurb for bilingual and trilingual reports should not be more than 230 words for the bilingual and 320 words for the trilingual reports.

**Barcode:** Positioned in the bottom right-hand corner at 1 cm from bottom and 1 cm from right side of the cover.

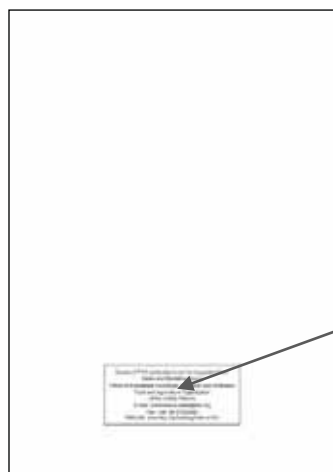


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# Reports

## Inside cover



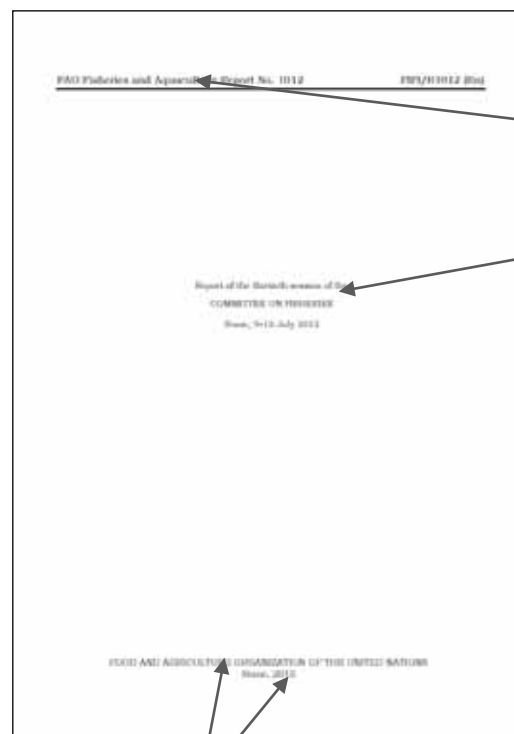
**[How to order copies]:**  
Helvetica 9 pt.

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## Title page



**Series:**  
Title and number.  
Helvetica 12 pt.

**Title:** Helvetica Bold  
14 pt.

**FAO written in full**  
Helvetica 11 pt. Upper case.  
**Place of publication and year**  
Helvetica 11 pt.

## Preliminary pages

No page number on page i and page ii (see previous page)

### Page iii:

Preparation of this document (Heading 1 [H1])

Text (New paragraph 1 [NP1], New paragraph [NP]), max. 250 words

Reference entry, framed

Abstract (H1), framed

Text (NP1, NP), framed. Max. 1 p.

### Page iv:

Blank

### Page v

Table of Contents:

- Does not usually include preliminary pages.
- Chapters and up to 2 levels of subheading
- List of tables
- List of figures
- List of plates
- List of boxes
- Appendixes

## Main text

There is not a definite template for text of FAO Fisheries and Aquaculture Reports. The presentation is generally the following:

Start page nos. at 1, top of page, centred (odd page)

No header line

No header on even and odd page

No blank page or image between chapters

Chapters begin on next page (odd or even)

Footnote line. Footnotes – Continuous numbering throughout main text, but start again for each appendix

### Fonts

Times New Roman 10 for page numbers

Times New Roman 11 for text

Times New Roman 10 for footnotes

### Margins

Maximum 2.5 cm for all margins

Minimum 2 cm for all margins (can be reduced a bit for large tables)

Layout header/footer: 1.25 cm

### Paragraphs

Paragraphs are numbered

Single space between lines

Double space between paragraphs

When there are large tables, either the right hand margin is reduced to accommodate them or they should be in landscape

Text justified

### Page numbers

Should be consistently either at the top or bottom of page, centred. For pages in landscape, the page number has to appear vertically (top or bottom not on the side)

### Header

In capital letters, bold

### Subheader

In lower case (only first letter is capitalized, unless there is a proper name in the title)

### Sub-subheader

In italics bold

### 4th level header

In italics

# Reports

## Figures

Figure number (1, 2, 3 not 1.1, 1.2, 1.3)

Figure title – concise

Image – formatted in document style (fonts), CMYK colour or greyscale, high res.

Figure notes

Figure credit

**Note:** Photographs are not figures but **plates** (see below)

## Plates

Plate number (1, 2, 3 not 1.1, 1.2, 1.3)

Plate caption – concise

Image – good quality (b/w or colour), high res, 300 dpi, CMYK colour

Plate credit

## Tables

Table number (1, 2, 3 not 1.1, 1.2, 1.3)

Table title – concise

Table – formatted in document style (fonts, shading and gridlines) as per T562; colour or b/w

Table notes

Table credit

## Boxes

Box number (1, 2, 3 not 1.1, 1.2, 1.3)

Box title – concise

Box figures, tables, plates – not numbered

Box notes

Box credit

Box background –b/w

## References

Includes only reference entries mentioned in the text (otherwise, **Bibliography**)

## Bibliography

Includes also entries not mentioned in the text

## Glossary

Alphabetical order

## Appendixes

(Annexes in French, Anexos in Spanish)

Annex (for an insertion in the Appendix; Appendice in French; Apéndice in Spanish)

Appendixes numbered 1, 2, 3

As per rest of text

Footnote numbering begins again from 1 for each appendix

Figure, plate, box and table numbering: A1.1, A1.2, A1.3

## Links

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**Layout (Basic information)**

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# Technical Guidelines for Responsible Fisheries

## Scope

To strengthen the implementation of the Code of Conduct for Responsible Fisheries, FAO has prepared technical guidelines in support of the substantive articles and other issues of importance (e.g. the ecosystem approach to fisheries). The guidelines have no formal or legal status. They are intended to be applied flexibly and be capable of evolving as fisheries and aquaculture circumstances change or as new information becomes available. To facilitate this process, FAO encourages guideline users to provide information on relevant technical, policy or legal issues that might be useful in updating, evaluating and improving the guidelines as well as in developing more specific information for the promotion of responsible fisheries and aquaculture.



# Technical Guidelines for Responsible Fisheries

## Cover and preliminary pages

**Cover size:** A5

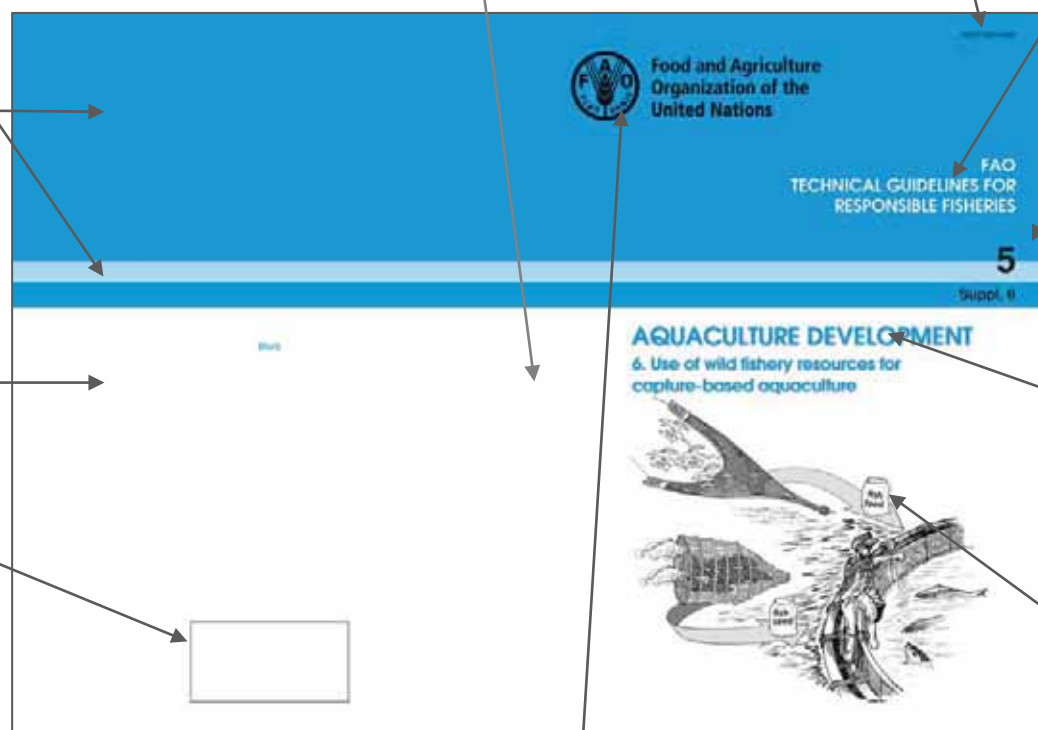
**ISSN:**  
Helvetica Regular  
5.98 pt / 7.17 pt –  
C.M.Y.K. (0.0.0.0)  
0.5 cm from the top and  
1 cm from the right side.

**Spine:** Not  
included.

**Cover bands:**  
**Main band:** H 6.5 cm: Pantone  
Process Blue CVC 100%.  
**Band inside:** At 0.75 cm from  
the bottom of the blue band  
H 0.6 cm in Pantone Process  
Blue CVC 30%.

**Blurb:** Max. 250 words, at  
1.5 cm from the blue band –  
centred Helvetica 8 pt / 10 pt  
in Pantone Process Blue CVC  
100%.

**Barcode:** ISBN box in back  
cover centred – W 4.5 cm,  
H 2 cm at 1 cm from the cover  
bottom.



**Series title:**  
ITC Avant Garde Gothic Demi  
Regular 8.28 pt / 9.94 pt  
C.M.Y.K. (0.0.0.0) (White)  
1 cm from the top.

**Series number:**  
Helvetica Bold Black  
30.08 pt / 36.1 pt  
(C.M.Y.K. 0.0.0.100) in the  
middle of the clear band at  
1 cm from the right side cover.

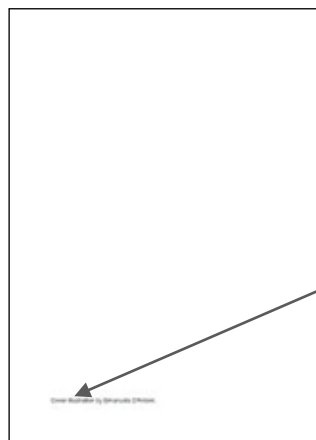
**Title:**  
Accurate and concise.  
ITC Avant Garde Gothic  
Demi Regular 20 pt / 22 pt  
at 1 cm from the blue band  
2 colours superimposed:  
C.M.Y.K (0.0.0.30) and  
C.M.Y.K (100.9.0.6).

**Cover illustration:**  
Should be neutral/  
balanced in terms of  
gender and geography.

**FAO logo:** The FAO logo block with the text on 3 lines (the standard FAO logo 20 mm size plus the name of the Organization on 3 lines), positioned in the top left-hand corner and 10 mm from the top and left edges of the cover.

# Technical Guidelines for Responsible Fisheries

## Inside cover



### Cover illustration by ...

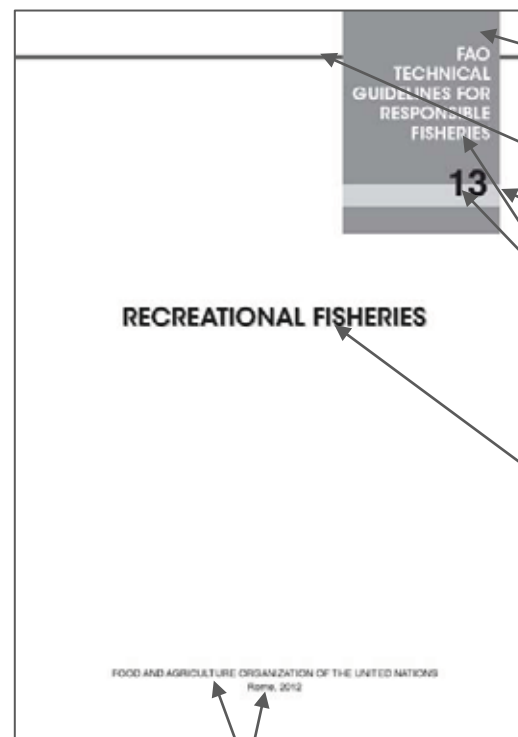
Helvetica regular  
8 pt / 9.6 pt.

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## Title page



**Grey box:** at 1 cm from the right side (C.M.Y.K 0.0.0.50) W 4.5 cm, H 6.5 cm.

**Stroke black:** 2.016 cm at 1.5 cm from the top.

**Band inside:** (C.M.Y.K 0.0.0.30) W 4.5 cm, H 0.6 cm.

**Series title and number**  
(same as cover)

**Title:**  
ITC Avant Garde Gothic Demi Regular 20 pt / 22 pt at 2 cm on the bottom from the grey box and centred horizontally  
2 colors superimposed:  
C.M.Y.K (0.0.0.30%) and  
C.M.Y.K (0.0.0.50%).

**FAO written in full**  
Helvetica 7.99 pt / 9.59 pt.  
Upper case.

**Place of publication and year**  
Helvetica 7.99 pt / 9.59 pt.

# Technical Guidelines for Responsible Fisheries

## Preliminary pages

No page number on page i and page ii (see previous page)

Roman numerals start, top of page, external (Pantone Process Blue C [C:100. M:10. Y:0. K:10])

Header line (Pantone Process Blue C [C:100. M:10. Y:0. K:10])

### Page iii

Preparation of this document (Heading 1 [H1]: Helvetica Bold 13 pt / 24 pt Pantone Process Blue C [C:100. M:10. Y:0. K:10])

Text (New paragraph 1 [NP1], New paragraph [NP]: Times New Roman Regular 10 pt/12 pt), max. 250 words.

### Page v

Reference entry

Abstract (H1)

Text (NP1, NP). Max. 1 p.

### Page vii

Contents:

- Preliminary pages
- Heading and up to 2 levels of subheading
- References
- Glossary
- Annexe(s)
- List of tables Not included
- List of figures Not included
- List of plates Not included
- List of boxes Not included

### Page...

Acknowledgements (H1). Text (NP1, NP). (Brief - acknowledge significant contributions but not everyone who has looked at it)

### Page...

Abbreviations and acronyms (H1). Text NP1. Upper case words for names of organizations (e.g. WTO World Trade Organization); lower case words for others (e.g. GDP gross domestic product)

### Page...

Foreword (optional, max 1 p.)

### Page...

Summary or Executive summary (optional). Summary max. 2 pp.; executive summary (of a long publication) max. 10 pp.

### Page...

Background: compulsory, cannot be amended

[ftp://ftp.fao.org/FI/fi\\_templates/TGRF/GDLINES\\_background/](ftp://ftp.fao.org/FI/fi_templates/TGRF/GDLINES_background/)

*Note:* In Technical Guidelines for Responsible Fisheries, the preliminary pages should not include the following sections: Workshop summary; Annexes and Contributed papers.

# Technical Guidelines for Responsible Fisheries

## Main text

- Start page nos. at 1, top of page, external (odd page)
- Header line
- Title of publication: Header on even page
- Header on odd page: Chapter title
- "Blank": No blank page or image between chapters
- Chapters begin on next page (odd or even)
- Section numbering – use only if necessary
- Footnote line
- Footnotes – Continuous numbering throughout main text, but start again for each appendix

### Figures

Figure number (1, 2, 3 not 1.1, 1.2, 1.3)

Figure title – concise

Image – formatted in document style (fonts), CMYK colour or greyscale, high res.

Figure notes

Figure credit

**Note:** Photographs are not figures but **plates** (see below)

### Plates

Plate number (1, 2, 3 not 1.1, 1.2, 1.3)

Plate caption – concise

Image – good quality (b/w or colour), high res., 300 dpi, CMYK colour

Plate credit

### Tables

Table number (1, 2, 3 not 1.1, 1.2, 1.3)

Table title – concise

Table – formatted in document style (fonts, shading and gridlines); colour or b/w

Table notes

Table credit

### Boxes

Box number (1, 2, 3 not 1.1, 1.2, 1.3)

Box title – concise

Box figures, tables plates – not numbered

Box notes

Box credit

Box background – colour Process Blue C 15% [C:15. M:2. Y:0. K:2]

# Technical Guidelines for Responsible Fisheries

## References

Includes only reference entries mentioned in the text (otherwise, **Bibliography**)

Format reference entries in conformity with the new guide on p. 58

## Bibliography

Includes also entries not mentioned in the text

## Glossary

Optional – usually at back of document, after References and before Appendixes

Alphabetical order

## Appendixes (or Annexes)

Appendixes numbered 1, 2, 3

As per rest of text

Footnote numbering begins again from 1 for each appendix

Figure and table numbering: A1.1, A1.2, A1.3

# Technical Guidelines for Responsible Fisheries

## Links

### External (Internet)

**Styles\***

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# International Guidelines

## Scope

Guidelines addressing high-priority issues, usually involving expert consultations and wide endorsement at political level and adopted at Committee on Fisheries (COFI)



# International Guidelines

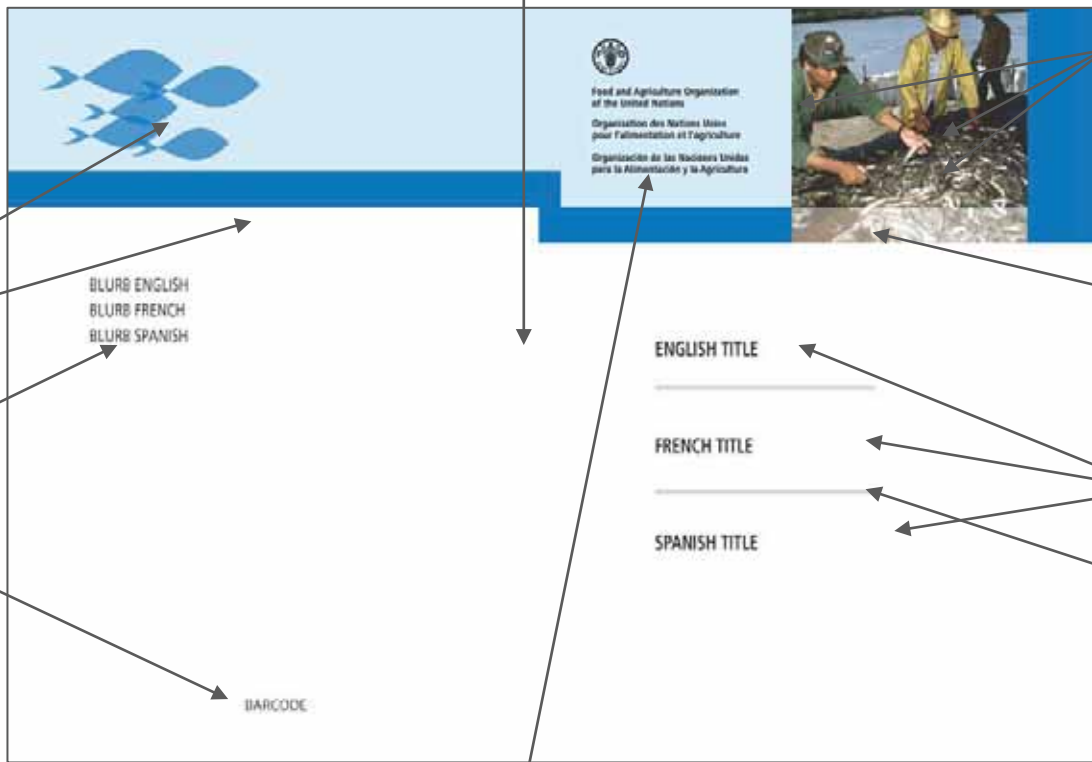
## Cover and preliminary pages

This cover illustration is just an example, it can be modified.

Cover size: A5

No text on the spine

**Back cover:**  
**Illustration:** Optional.  
**Band:** At 1.5 cm from the top. H 49.21 mm.  
**Blurb:** Max. 250 words. Frutiger LT Std 55 Roman 6 pt / 8 pt.  
**Barcode:** ISBN box in back cover centred, at 1 cm from the cover bottom.



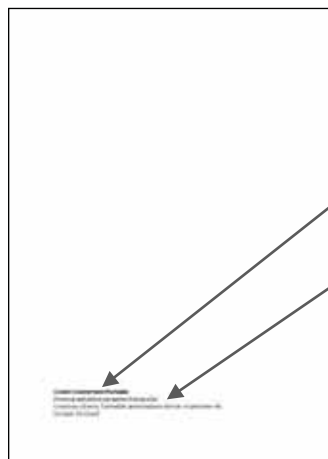
**Add image, vertical band and illustration**  
**Horizontal band:** At 1.5 cm from the top. H 49.21 mm. CMYK colour.  
**Transparent strip:** Covering the bottom of the photo. C.M.Y.K (0.0.0.0). Transparency 57%.

**Trilingual title:** Frutiger LT Std 65 Bold 16 pt/ 14 pt. Upper case.  
**Stroke:** W 101.247 mm. H 1.411 mm. C.M.Y.K (0.0.0.20).

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# International Guidelines

## Inside cover



### Cover illustration by ...

Frutiger LT Std 65 Bold  
6.74 pt / 8 pt.

### Caption:

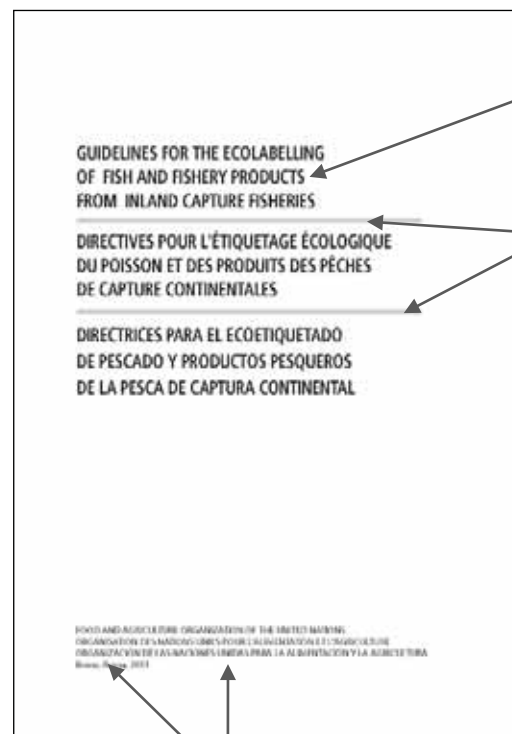
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## Title page



GUIDELINES FOR THE ECOLABELLING  
OF FISH AND FISHERY PRODUCTS  
FROM INLAND CAPTURE FISHERIES

DIRECTIVES POUR L'ÉTIQUETAGE ÉCOLOGIQUE  
DU POISSON ET DES PRODUITS DES PÊCHES  
DE CAPTURE CONTINENTALES

DIRECTRICES PARA EL ECOETIQUETADO  
DE PESCADO Y PRODUCTOS PESQUEROS  
DE LA PESCA DE CAPTURA CONTINENTAL

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS  
ORGANISATION DES NATIONS UNIES POUR L'ALIMENTATION ET L'AGRICULTURE  
ORGANIZACIÓN DE LAS NACIONES UNIDAS PARA LA ALIMENTACIÓN Y LA AGRICULTURA  
Rome, Italy, 2011

**Trilingual title:** (Same as front cover)  
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**Strokes:**  
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**FAO written in full**  
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# International Guidelines

## Preliminary pages

No page number on page i and page ii (see previous page)

Roman numerals start, top of page, centred  
No header line

### Page iii

Preparation of this document (Heading 1 [H1]: Times New Roman Bold 10 pt. upper case)  
Text (New paragraph 1 [NP1]: Times New Roman Regular 10 pt/12 pt), max. 250 words

### Page v

Reference entry  
Abstract (H1)  
Text (NP1), max. 1 p.

### Page vii

Table of contents (H1) includes preliminary pages, header and subheader

### Page...

Abbreviations and acronyms (H1). Text (NP1). Upper case words for names of organizations (e.g. WTO World Trade Organization); lower case words for others (e.g. GDP gross domestic product)

## Main text

The presentation is generally the following:

- Start page nos. at 1, top of page, external (odd page)
- No header line
- Footnote line
- Footnotes – Continuous numbering throughout main text, but start again for each appendix

### Fonts

Times New Roman 9 for page numbers

Times New Roman 9 for footnotes

Times New Roman 10 for text

### Margins

2 cm

Layout header/footer: 1.25 cm

### Paragraphs

Paragraphs are numbered

Single space between lines

Double space between paragraphs

When there are large tables either the right hand margin is reduced to accommodate them or they should be in landscape

### Page numbers

Should be consistently at top of page, centred

### Header

In capital letters bold

### Subheader

In lower case (only first letter is capitalized, unless there is a proper name in the title)

There should be consistency throughout. It is preferable to leave one single line between headers and paragraphs

### References

Not included

### Appendixes

Not included

## Links

### External (Internet)

**Cover template**

[ftp://ftp.fao.org/FI/fi\\_templates/International\\_guidelines/Cover](ftp://ftp.fao.org/FI/fi_templates/International_guidelines/Cover)

**FAOSTYLE**

[www.fao.org/docrep/004/ac339e/ac339e00.htm](http://www.fao.org/docrep/004/ac339e/ac339e00.htm)

### Internal (FAO Intranet)

**Quick publishing links**

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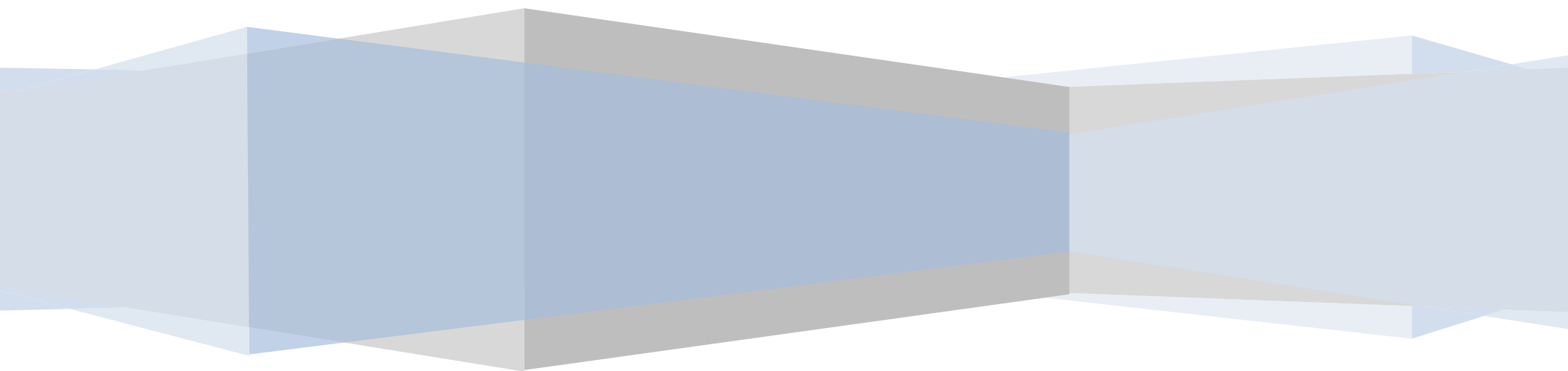
**FAO logo**

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**Digital illustration standards**

<http://intranet.fao.org/departments/occ/publishing/guidelines/contdevelop/illustmaterial>

## Guidance on citations



# Guidance on citations

**Table 1.** Citation examples for FAO publications and electronic resources

| FAO publication template   |   |
|--|---|
| FAO as author  | <b>Corporate Author.</b> Year of publication. <i>Publication title</i> . Series. Place of publication. Number of pages. (URL if known)  |
| Other author of FAO publication  | <b>Personal Author.</b> Year of publication. <i>Publication title</i> . Series. Place of publication. Publisher. Number of pages. (URL if known)  |
| FAO publications - examples  |   |
| Where FAO is the author  | <b>FAO.</b> 2009. <i>The State of World Fisheries and Aquaculture 2008</i> . Rome. 196 pp. (also available at <a href="http://www.fao.org/docrep/011/i0250e/i0250e00.htm">www.fao.org/docrep/011/i0250e/i0250e00.htm</a> ).   |
| Single author  | <b>Munro, G.R.</b> 2010. <i>From drain to gain in capture fisheries rents: a synthesis study</i> . FAO Fisheries and Aquaculture Technical Paper No. 528. Rome, FAO. 49 pp. (also available at <a href="http://www.fao.org/docrep/012/i1617e/i1617e00.pdf">www.fao.org/docrep/012/i1617e/i1617e00.pdf</a> ).  |
| 2 or 3 authors   | <b>Ababouch, L., Gandini, G. &amp; Ryder, J.</b> 2005. <i>Causes of detentions and rejections in international fish trade</i> . FAO Fisheries Technical Paper No. 473. Rome, FAO. 126 pp. (also available at <a href="http://www.fao.org/docrep/008/y5924e/y5924e00.htm">www.fao.org/docrep/008/y5924e/y5924e00.htm</a> ).  |
| More than 3 authors  | <b>Brugère, C., Ridler, N., Haylor, G., Macfadyen, G. &amp; Hishamunda, N.</b> 2010. <i>Aquaculture planning: policy formulation and implementation for sustainable development</i> . FAO Fisheries and Aquaculture Technical Paper No. 542. Rome, FAO. 70 pp. (also available at <a href="http://www.fao.org/docrep/012/i1601e/i1601e00.pdf">www.fao.org/docrep/012/i1601e/i1601e00.pdf</a> ).   |
| Editors  | <b>Bartley, D.M. &amp; Leber, K.M., eds.</b> 2004. <i>Marine ranching</i> . FAO Fisheries Technical Paper No. 429. Rome, FAO. 213 pp. (also available at <a href="ftp://ftp.fao.org/docrep/fao/008/y4783e/y4783e00.pdf">ftp://ftp.fao.org/docrep/fao/008/y4783e/y4783e00.pdf</a> ).   |
| Author with more than one work in the same year, then add letters (a, b, c) after year, with first work mentioned in the main body of the text appearing as YYYYa. | <b>FAO.</b> 2003a. <i>Fisheries management. 2, The ecosystem approach to fisheries</i> . FAO Technical Guidelines for Responsible Fisheries No. 4, Suppl. 2. Rome. 112 pp. (also available at <a href="ftp://ftp.fao.org/docrep/fao/005/y4470e/y4470e00.pdf">ftp://ftp.fao.org/docrep/fao/005/y4470e/y4470e00.pdf</a> ).<br><b>FAO.</b> 2003b. <i>The State of World Fisheries and Aquaculture 2002</i> . Rome. 150 pp. (also available at <a href="ftp://ftp.fao.org/docrep/fao/005/y7300e/y7300e.pdf">ftp://ftp.fao.org/docrep/fao/005/y7300e/y7300e.pdf</a> ). |
| Contribution in book (e.g. chapter)  | <b>Born, A.F., Immink, A.J. &amp; Bartley, D.M.</b> 2004. Marine and coastal stocking: global status and information needs. In D.M. Bartley & K.M. Leber, eds. <i>Marine ranching</i> , pp. 1–18. FAO Fisheries Technical Paper No. 429. Rome, FAO. 213 pp. (also available at <a href="ftp://ftp.fao.org/docrep/fao/008/y4783e/y4783e00.pdf">ftp://ftp.fao.org/docrep/fao/008/y4783e/y4783e00.pdf</a> ).   |
| Article in journal (or newspaper)  | <b>Lovatelli, A. &amp; Ottolenghi, F.</b> 2005. Tuna farming. <i>FAO Aquaculture Newsletter</i> , 33: 4–5. (also available at <a href="http://www.fao.org/docrep/008/a0057e/a0057e00.htm">www.fao.org/docrep/008/a0057e/a0057e00.htm</a> ).   |

## Guidance on citations

| Electronic resource template          |  |
|---------------------------------------|--|
| Website                               | <b>Corporate Author.</b> Year of publication. <i>Website identity</i> [online]. Physical site location. [Citation date]. Website link.   |
| Web page or fact sheet                | <b>Corporate Author.</b> Year of publication. Web page title (Cover page + Page title). Text by Personal Author. In: <i>Website Identity</i> [online]. Physical site location. [Citation date]. Web page link.   |
| PDF                                   | <b>Corporate Author.</b> Year of publication. <i>Document title</i> [online]. Document series. [Citation date]. Link to PDF.   |
| Database                              | <b>Corporate Author.</b> Reference year. Database title (Cover page + Page title). In: <i>Website identity</i> [online]. Physical site location. Updated as at. [Citation date]. Web page link.  |
| FAO electronic resources - examples   |  |
| Website                               | <b>FAO.</b> 2010. <i>FAO Fisheries and Aquaculture Department</i> [online]. Rome. [Cited 12 April 2011]. <a href="http://www.fao.org/fishery/en">www.fao.org/fishery/en</a>  |
| Web page                              | <b>FAO.</b> 2011. Geographic Information – Introduction. In: <i>FAO Fisheries and Aquaculture Department</i> [online]. Rome. [Cited 28 June 2011]. <a href="http://www.fao.org/fishery/geoinfo/en">www.fao.org/fishery/geoinfo/en</a>  |
| Web fact sheet                        | <b>FAO.</b> 2011. National Aquaculture Sector Overview. Albania. National Aquaculture Sector Overview Fact Sheets. Text by Cobani, M. In: <i>FAO Fisheries and Aquaculture Department</i> [online]. Rome. Updated 9 November 2010. [Cited 12 April 2011]. <a href="http://www.fao.org/fishery/countrysector/naso_albania/en">www.fao.org/fishery/countrysector/naso_albania/en</a> |
| Monograph (pdf) only available on Web | <b>FAO.</b> 2008. <i>Technical guidelines on aquaculture certification</i> [online]. Committee on Fisheries. Fourth Session of the Sub-Committee on Aquaculture, Puerto Varas, Chile, 6–10 October 2008. COFI/AQ/IV/2008/Inf.7. [Cited 12 April 2011]. <a href="ftp://ftp.fao.org/docrep/fao/meeting/014/ai770e.pdf">ftp://ftp.fao.org/docrep/fao/meeting/014/ai770e.pdf</a>       |
| Database                              | <b>FAO.</b> 2011. Fishery and Aquaculture Statistics. Global Production Statistics 1950-2009 (query panel). In: <i>FAO Fisheries and Aquaculture Department</i> [online]. Rome. Updated 2011. [Cited 16 November 2011]. <a href="http://www.fao.org/fishery/statistics/global-production/query/en">www.fao.org/fishery/statistics/global-production/query/en</a>                   |

# Guidance on citations

**Table 2.** Citation examples for non-FAO publications and electronic resources

| Non-FAO publications   |   |
|--|---|
| Single author named within text  | <b>Chambers, R.</b> 2005. <i>Ideas for development</i> . London, Earthscan.   |
| 2 or 3 authors   | <b>Graham, J., Amos, B. &amp; Plumptre, T.</b> 2003. <i>Principles for good governance in the 21st Century</i> . Policy Brief, No. 15. Ottawa, Institute on Governance.   |
| More than 3 authors  | <b>Delgado, C.L., Wada, N., Rosegrant, M.W., Meijer, S. &amp; Mahfuzuddin, A.</b> 2003. <i>Fish to 2020: supply and demand in changing global markets</i> . Technical Report 62. Washington, DC, International Food Policy Research Institute, and Penang, Malaysia, WorldFish Center.  |
| Editors  | <b>Curtis, R. &amp; Squires, D., eds.</b> 2007. <i>Fisheries buybacks</i> . Oxford, UK, Blackwell.  |
| Corporate author   | <b>World Bank.</b> 2005. <i>Where is the wealth of nations? Measuring capital for the 21st century</i> . Washington, DC. (also available at <a href="http://siteresources.worldbank.org/INTEEI/214578-1110886258964/20748034/All.pdf">siteresources.worldbank.org/INTEEI/214578-1110886258964/20748034/All.pdf</a> ).   |
| Author with more than one work in the same year, then add letters (a, b, c) after year, with first work mentioned in the main body of the text appearing as YYYYa. | <b>Brugère, C.</b> 2006a. A review of the development of integrated irrigation aquaculture (IIA), with special reference to West Africa. In M. Halwart & A.A. van Dam, eds. <i>Integrated irrigation and aquaculture in West Africa: concepts, practices and potential</i> , pp. 27–60. Rome, FAO. 197 pp.<br><b>Brugère, C.</b> 2006b. Can integrated coastal management solve agriculture-fisheries-aquaculture conflicts at the land-water interface? A perspective from New Institutional Economics. In C.T. Huong, T.P. Tuong, J.W. Gowing & B. Hardy, eds. <i>Environment and livelihoods in coastal tropical zones: managing agriculture – fishery – aquaculture conflicts</i> , pp. 258–273. CGIAR Comprehensive Assessment Series. Oxford, UK, CABI International.   |
| List publications by no. of authors:<br>Author A, A+B,<br>A+B+C, A+B+C+D   | <b>Béné, C. &amp; Neiland, A.</b> 2006. <i>From participation to governance: a critical review of the concepts of governance, co-management and participation, and their implementation in small-scale inland fisheries in developing countries</i> . WorldFish Center Studies and Reviews No. 29. Penang, Malaysia, The WorldFish Center, and Colombo, CGIAR Challenge Program on Water and Food.<br><b>Béné, C., Macfadyen, G. &amp; Allison, E.H.</b> 2007. <i>Increasing the contribution of small-scale fisheries to poverty alleviation and food security</i> . FAO Fisheries Technical Paper No. 481. Rome, FAO. 125 pp. (also available at <a href="ftp://ftp.fao.org/docrep/fao/009/a0965e/a0965e00.pdf">ftp://ftp.fao.org/docrep/fao/009/a0965e/a0965e00.pdf</a> ). |
| Contribution in book (e.g. chapter)  | <b>Adger, W.M., Agrawala, S., Mirza, M.M.Q., Conde, C., O'Brien, K., Pulhin, J., Pulwarty, R., Smit, B. &amp; Takahashi, K.</b> 2007. Assessment of adaptation practices, options, constraints and capacity. In M.L. Parry, O.F. Canziani, J.P. Palutikof, C.E. Hansan & P.J. van der Linden, eds. <i>Climate change 2007: impacts, adaptation and vulnerability</i> , pp. 719–743. Contribution of Working Group II to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change. Cambridge, UK, Cambridge University Press.   |
| Article in journal (or newspaper)  | <b>Allison, E &amp; McBride, R.</b> 2003. Education reform for improved natural resource management: fisheries and aquaculture in Bangladeshi Universities. <i>Society and Natural Resources</i> , 16(3): 249–263.  |
| Thesis/ dissertation   | <b>Arnason, R.</b> 1984. <i>Efficient harvesting of fish stocks: the case of the Icelandic demersal fisheries</i> . Department of Economics, University of British Columbia. (PhD dissertation)   |

## Guidance on citations

| Non-FAO electronic resources          |   |
|---------------------------------------|---|
| Website                               | <b>International Maritime Organization (IMO).</b> 2011. <i>IMO</i> [online]. London. [Cited 28 June 2011]. <a href="http://www.imo.org/Pages/home.aspx">www.imo.org/Pages/home.aspx</a>   |
| Web page                              | <b>Network of Aquaculture Centres in Asia-Pacific (NACA).</b> 2011. Certification. In: <i>NACA</i> [online]. Bangkok. [Cited 28 June 2011]. <a href="http://www.enaca.org/modules/certificationprojects/index.php">www.enaca.org/modules/certificationprojects/index.php</a>  |
| Monograph (pdf) only available on Web | <b>World Bank.</b> 2005. <i>Where is the wealth of nations? Measuring capital for the 21st century</i> [online]. Washington, DC. [Cited 12 April 2011]. <a href="http://siteresources.worldbank.org/INTEEI/214578-1110886258964/20748034/All.pdf">siteresources.worldbank.org/INTEEI/214578-1110886258964/20748034/All.pdf</a>  |
| Part of Website/monograph             | <b>Economic and Social Commission for Asia and the Pacific (ESCAP).</b> 2009. <i>What is good governance?</i> [online]. [Cited 12 April 2011]. <a href="http://www.unescap.org/pdd/prs/ProjectActivities/Ongoing/gg/governance.asp">www.unescap.org/pdd/prs/ProjectActivities/Ongoing/gg/governance.asp</a>   |
| Article in e-journal                  | <b>Agnew, D.J., Pearce, J., Pramod, G., Peatman, T., Watson, R., Beddington, J.R. &amp; Pitcher, T.J.</b> 2009. Estimating the worldwide extent of illegal fishing. <i>PLoS ONE</i> , 4(2): e4570 [online]. [Cited 12 April 2011]. <a href="http://www.plosone.org/article/info%3Adoi%2F10.1371%2Fjournal.pone.0004570;jsessionid=604D72E332D75382B5EC14CB81197ADD">www.plosone.org/article/info%3Adoi%2F10.1371%2Fjournal.pone.0004570;jsessionid=604D72E332D75382B5EC14CB81197ADD</a> |



## Guidance on printing process

## How to create an EIMS (Electronic Information Management System) form for information products

**PLEASE NOTE THAT THE EIMS IS A WEB INPUT TOOL THAT HAS A SESSION (IT REMAINS ON THE SCREEN FOR A LIMITED TIME). IF YOU DO NOT SAVE IT QUICKLY, YOU LOSE IT!**

All information products (publications [also old ones], web articles, CD-ROMs, brochures, posters, etc.) and photographs, presentations, etc. require an EIMS form in order to be inserted in the FAO Document Repository or be advertised online. This is the way for them to be "searchable" through the "FAO Information finder" on the FAO Internet Main Page. The staff originating the forms are inserted as "Users".

Keep in mind that a bilingual, trilingual or multilingual publication has only **ONE EIMS** form. If the publication has been published in several versions, each version should have an EIMS in the respective language (please see point "HOW TO DUPLICATE AN EIMS" below for multiple entries).

### **This is how you should proceed:**

Request the EIMS Administrator (in FIPS: Marianne Guyonnet or e-mail to [Document-Repository@fao.org](mailto:Document-Repository@fao.org)) to insert you as a "User". Once you know that your name has been inserted:

1. open "Internet Explorer Browser" and access EIMS page <http://www.fao.org/EIMS> click on Fisheries and type your account and password (if you are not the originator of the publication, you must use his/her account – password is "a" for everybody), then click on EIMS and press LOGIN. The EIMS system is also accessible outside FAO.
2. click on top left banner on "New object"
3. click on "New publication"
4. start filling **orange fields** (which are compulsory):
  - TITLE should be the same as it appears on publication
  - POLICY MAKER SUMMARY should contain the blurb (text appearing at back cover page) – IF YOU DO NOT HAVE IT, JUST ADD A BLANK SPACE – IT WILL BE ADDED LATER BY FINAL APPROVER
  - TYPE – select BOOK for report, circular, technical papers, proceedings, etc.
  - LOCATION OF ELECTRONIC FILES ON T: – type full path of source files previously copied to T: drive to allow FINAL APPROVER to copy them to the Departmental Repository (T:\FI\_INFO\FID\FI\_DOCS\)

- DOCUMENT NUMBER – this is not a compulsory field but please add at least the text-number of publication (example: Circular 100= C100 – Technical paper 128 = T128 – Report 452 = R452)
- AGRIS category – should also be highlighted (once you highlight a line, do not scroll down with the arrows otherwise the highlighting will disappear): use the mouse instead clicking in the next frames
- DISTRIBUTION MAILING LIST – this field is not active but it will be with the forthcoming release of the NEW EIMS

Now press “Next page” at the bottom of the form, and you will be requested to add KEYWORDS (based on AGROVOC database). To choose a term, you have to type it in the right-hand window, then you click on "Search Agrovoc". There is not a big choice for Fishery terms (or Fisheries, or Fish, or Fisher ...etc.) and new terms could be considered by AGROVOC colleagues for future additions. At this point, you will have a list of terms. If you click on the green cross, the term will automatically appear on the left-hand side.

### **YOUR EIMS IS READY!**

Just click on “Objects to be approved” at the left banner or “BACK” on top of page and press the GREEN BUTTON.....YOU HAVE JUST APPROVED YOUR EIMS AND ITS FLOW HAS JUST STARTED.

When EIMS is sent for approval, it will automatically generate an e-mail in the Service Chief’s inbox asking for approval. When the Service Chief approves it, it will automatically generate another e-mail in the Director’s inbox for approval. Then it comes to FIPS: the FINAL APPROVER can correct the EIMS, at any time.

The final approval of the EIMS is usually done when the publication is printed.

AT THIS STAGE, IT IS ESSENTIAL THAT ALL SOURCE (WORD OR INDESIGN ETC.) + LOW AND HIGH RESOLUTION FILES for TEXT and COVERS HAVE BEEN MADE AVAILABLE TO TINA FARMER/MARIANNE GUYONNET SO AS TO BE SAVED TO THE DEPARTMENTAL REPOSITORY

**WHEN EIMS HAS BEEN APPROVED, PLEASE DO NOT EDIT IT, JUST ASK THE FINAL APPROVER TO ADD INFORMATION FOR YOU!**

## How to duplicate an EIMS?

When you have to fill in EIMS for different language versions of the same publication (i.e. which will be published as separate “books”), you can create a duplicate of the first EIMS.

For this purpose, you need to CLONE the original EIMS:

- Go to the link called “Documents sent for approval”.
- Find the right record and click on the icon called “Duplicate”.
- Delete both the existing title and executive summary. Go to the other language field and insert the right title and text. If you do not have a translation yet, just put a BLANK SPACE in the corresponding field: the record will show the right language. This “clone” option allows you to reproduce automatically all the information already inserted.
- Click on “Insert” and again on “Insert”. This second “Insert” takes you to the AGROVOC part (which allows you to enter additional terms if necessary).
- Click on “WORK IN PROGRESS”. You may keep the record until you have more information (translations for example) that you can insert using the icon “Modify” (pencil). When completed, approve the EIMS by clicking on the green button.

## Checklist for FI printing/publishing process

| CHECKLIST/CHRONOLOGICAL STEPS   | ADDITIONAL INFORMATION   | LINKS   |
|---|--|---|
| 1) Request a <b>Series number</b>   | To be requested by email to Marianne Guyonnet.   |   |
| 2) Prepare and submit <b>EIMS</b><br>(Electronic Information Management Services) | Complete only orange fields. The missing data will be completed when the document is ready to be published online. One EIMS per book. A bilingual document will have only one EIMS filled in both languages whereas for example a document published separately in English and Spanish will have two EIMS.   | <a href="http://www.fao.org/eims/fi/default.asp">www.fao.org/eims/fi/default.asp</a>  |
| 3) Prepare <b>DPR</b><br>(Document Processing Request)                            | The DPR must include the following: <ul style="list-style-type: none"> <li>▪ In the title, insert Series type (Fisheries and Aquaculture Technical Paper/Report/Circular/etc. and Series number).</li> <li>▪ Budget code, EIMS at the bottom.</li> </ul>   | Template stored under:<br><a href="ftp://ext-ftp.fao.org/FI/Reserved/Regional_Offices/_A_LAYOUT_DOCUMENTS/DPR/Document_Processing_Request_2013.docx">ftp://ext-ftp.fao.org/FI/Reserved/Regional_Offices/_A_LAYOUT_DOCUMENTS/DPR/Document_Processing_Request_2013.docx</a> |
|   | <ul style="list-style-type: none"> <li>▪ In the copies, in addition to the “standard copies” already included (Terminology, OCPCP [ex OEKM, etc]), add the number of copies for originator (your office), External Warehouse (copies to be stocked for future use), Divisional distribution (if any, not compulsory, see link). Leave blank the total copies as the official distribution and sales copies will be given later by OCP when barcode and disclaimer are requested.</li> </ul>                          | <a href="I:\Reserved\Regional_Offices\_A_LAYOUT_DOCUMENTS\DPR\FIGIS Mailing List instructions.docx">I:\Reserved\Regional_Offices\_A_LAYOUT_DOCUMENTS\DPR\FIGIS Mailing List instructions.docx</a>   |
| 4) Start <b>clearance process</b>   | ADG’s approval: with routing slip, DPR completed, and print out of your document (or link to your document).   | <a href="I:\Reserved\Regional_Offices\_A_LAYOUT_DOCUMENTS\DPR\RS_FI_publications_clearance.docx">I:\Reserved\Regional_Offices\_A_LAYOUT_DOCUMENTS\DPR\RS_FI_publications_clearance.docx</a>   |
| 5) Submit final files for <b>quality control</b>                                  | Files to be submitted in Word to Tina Farmer/Marianne Guyonnet for quality control (all changes to text/contributions from authors/etc. must have been inserted <u>before</u> ) and DPR signed by ADG.   |   |
| 6) <b>Barcode/disclaimer/QR code (Quick Response Code)</b>                        | <ul style="list-style-type: none"> <li>▪ Marianne/Tina will contact OCP to request official distribution and sales copies and barcode and disclaimer. An ISBN number (printing) and an E-ISBN (online) number will be provided.</li> <li>▪ Once received, barcode/disclaimer will be sent to originator for insertion in the document.</li> <li>▪ QR code to be generated by Marianne/FI publications team and sent to originator for insertion in the document bottom left-hand side of the back cover).</li> </ul> |   |
| 7) <b>Final document</b> ready for <b>publishing</b>                              | <ul style="list-style-type: none"> <li>▪ <b>For printed documents</b>, originator to handcarry the signed DPR + print out of the document + CD-ROM with high-resolution pdf of the document to F. Lotti, CPAM.</li> <li>▪ <b>For all (printed and online) documents</b>, originator to send final files (Word, PDF high resolution and low resolution, and InDesign source files if applicable) to Marianne for storing on T drive and future reference.</li> </ul>  | All files received during the above-mentioned process (drafts, DPRS, barcodes, etc.) are stored when received under their respective series and series number under<br><a href="T:\FI_INFO\FID\FI_DOCS">T:\FI_INFO\FID\FI_DOCS</a>  |
| 8) <b>“Blueprint”</b>   | Blueprint to be checked and approved by originator for final printing.   |   |
| 9) <b>Releasing document online</b>   | <ul style="list-style-type: none"> <li>▪ When document is printed, Marianne will verify and complete EIMS, and send the low resolution files to document repository.</li> </ul>  |   |