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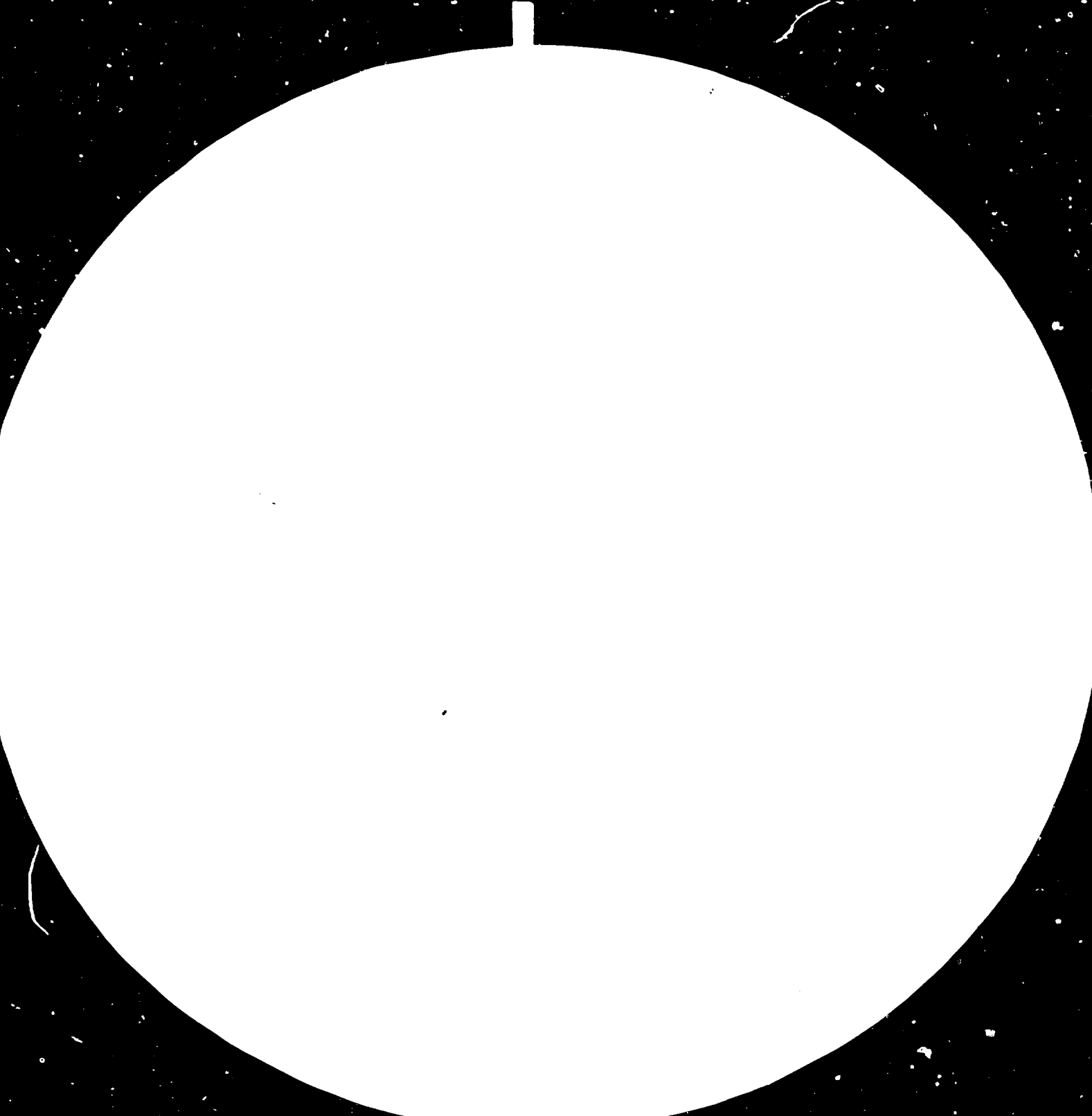
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10352

UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION

Distr.
LIMITED
UNIDO/IS.219
20 March 1981
English

GUIDELINES FOR THE COMPILATION OF
UNIDO GUIDES TO INFORMATION SOURCES*

Based on the work of Annie Lennkh

UNIDO consultant

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V.81-23150

This document provides guidelines for compilers of UNIDO Guides to Information Sources, which should help them in locating the reference material to be consulted, in selecting the sources to be included and in the presentation of their manuscripts.

The document is divided into three parts:

- I. General comments on the Guides
- II. Description of each section of the table of contents
- III. Presentation instructions

Six annexes are added:

- I. Standard table of contents of Guides
- II. Reference material to be consulted
- III. Preface
- IV. Explanatory notes
- V. Standard entries for section VIII
- VI. Checklist for preparation of a Guide

I. GENERAL COMMENTS

1. What are the guides?

1.1. The aim of Guides to Information Sources is to provide institutions and individuals involved in industrial development with a practical reference tool for establishing contacts with specialized organizations and for locating major printed sources of information available in a given branch of industry.

Guides are not intended to be research tools; rather, they present sources considered to be of practical value for industrialists, engineers, managers, government officials, development planners and information officers.

Other institutions publish sectoral guides to information sources; some are thorough descriptive inventories, some focus on printed sources only, others are country or region specific. The distinctive features of UNIDO Guides are:

- (a) they are intended mainly for users in the developing countries;
- (b) their coverage is worldwide but emphasis is placed, as far as possible, on resources available in the developing countries themselves, or through the United Nations (UN) organizations;
- (c) sources are selected mainly in view of their relevance to manufacturing and technological aspects of the industrial branch concerned;
- (d) for bibliographic sources, annotations are limited to brief indications of subject, geographic coverage, and language when these are not evident from the title;
- (e) all sources (with the exception of those listed in sections VI and VII) are quoted with complete addresses in order to facilitate users' access to them.

1.2. Guides to Information Sources are official sales publications of UNIDO, but are distributed free of charge in the developing countries.

1.3. Documents prepared under contract with UNIDO become the property of the United Nations. No attribution of authorship is made in the Guides. However, the INF officer will prepare, on request, a letter indicating that the compiler prepared certain Guides for UNIDO.

1.4. Among the more important changes introduced in these guidelines are:

- (a) direct mailing and computer processing for the information in Section I (Organizations and institutions);
- (b) elimination of references to general statistical and directory sources that could equally well appear in any one of the Guides. This material will be published in a supplementary Guide;
- (c) reduction of the length of annotations, for example by dropping references to specific sections, index numbers or headings in directories and by not describing individual volumes of a work in detail;
- (d) rearrangement of bibliographic materials to facilitate selection, sorting, presentation and use;
- (e) simplification of the rules of presentation to achieve a more uniform style throughout the Guide;
- (f) reduction of length of the final section (Other potential sources of information), by excluding sources that are not specifically related to the subject of the Guide.

1.5. The Guide on sugar is the first being compiled under these guidelines. It and more recent Guides may be consulted as examples.

2. Procedure for the compilation of guides

2.1. Before embarking on research, the compiler will have a thorough briefing from the officer concerned with the Guides in the Industrial Information Section (INF). The compiler will be introduced to sources of information available in the Section and in other parts of UNIDO, including the VIC Library. The compiler will also be given whatever material has been collected by the INF officer through correspondence and questionnaires.

An interview will be arranged for the compiler with the substantive officer of the Division of Industrial Operations (IO) who deals with the sector to be covered by the Guide. The compiler will be well advised to be familiar with the subject (if necessary having consulted basic textbooks, periodicals, UNIDO meeting papers) before the interview.

The compiler should not hesitate to consult both officers, in the course of the research. A brief informal "note for the file" should be prepared after meetings with the substantive officer, to keep the INF officer informed.

2.2. The compiler will be given box files and cards for the work. Each entry in the final manuscript will appear in the card file, with an indication of the source consulted and its date, in order to facilitate any necessary verification by the INF officer.

2.3. Reference material available to the compiler of Guides is briefly described in Annex 2. While selecting the sources to be included in a given guide, the compiler should bear in mind these points:

(a) information must be complete and accurate. Names of organizations, titles of publications, authors' names, and addresses must be transcribed meticulously from the sources consulted. If possible, the index card should be typed directly from the source, without a hand written draft. Consult with the INF officer on procedures for reducing re-typing or re-copying to a minimum. This will reduce the opportunities for errors to accumulate (each time material is copied, fresh errors can occur) and save time for the compiler.

(b) information must be up-to-date. The reference material used should be carefully selected. Only recently published directories (up to 4 years old) can be used with a fair degree of reliability. This poses particular problems in the case of sources from Eastern European countries and from most developing countries for which available up-to-date reference material is scarce. In the case of organizational sources, this drawback will be partially overcome by the use of LINK records (see Annex 2) and direct mailings.

(c) publications listed must be available for sale or distribution: do not quote sources which are for restricted distribution or are otherwise not easily accessible. Do not quote sources which are out of print. Publications available on microfiche or microfilm will be considered to be "in print", though the fact that they are in microform will be noted.

(d) information must be relevant: avoid padding with general material which is not of direct relevance to the sector covered by the Guide.

II. ARRANGEMENT OF CONTENTS

Description of individual sections

In general, the table of contents remains the same for all guides (see Annex I). However, some leeway is left to the compiler, after discussion with the INF officer, for deleting sections or subsections when sources of a certain kind are not available or not relevant to the subject.

Verso of title page:: Index numbers (notations) for the sector should be listed (if applicable) as in the following example:

Notations for the rubber industry

Universal Decimal Classification (UDC)
678 Macromolecular materials; rubber and plastics

International Standard Industrial Classification (ISIC) Rev.2
355 Manufacture of rubber products

Standard International Trade Classification (SITC), Revision 2
23 Crude rubber
62 Rubber manufactures n.e.s.

International Patent Classification (IPC)
C08C, C08F, C08J, C08K, C08H, B29H

The preface contains a standard statement^{*} on Guides. (See Annex III). It then outlines the importance of the sector for the economy of developing countries. Lastly it describes briefly the activities of UNIDO in that particular sector.

The substantive paragraph is generally prepared by the expert in the Division of Industrial Operations. However, the compiler may be asked to submit a first draft.

Explanatory notes remain the same for each guide. (See Annex IV).

*) All "standard" material must however be checked to be sure that it is still applicable.

II. 1. Section I. Organizations and institutions

1.1.(a) In this section are listed organizations and institutions which devote all or part of their activities to the industrial sector considered. All those bodies which are able to provide expert services, training or information on manufacturing processes, technologies, raw materials, supplies, equipment, products, trade, marketing, statistics, etc. in the sector will be included. Of special interest are:

- (i) specialized committees within governments or international agencies;
- (ii) trade, manufacturers and professional associations (but not those involved in wholesale or retail trade within national limits);
- (iii) technology centres, productivity institutes;
- (iv) R and D institutions, applied research institutes and laboratories;
- (v) specialized libraries, information centres;
- (vi) training institutions;

(b) Profit-making organizations (private companies) are not listed.

(c) For countries with non-market economies and for developing countries, it may be appropriate to list public sector enterprises which tend to be the focus of R and D, trade and/or information activities in the country.

(d) National labour unions and employers' associations are not listed. However, if international trade unions are known to provide training or information services in the sector they may be included.

1.2. Arrangement within Section I

Subsection A: United Nations and related organizations

If possible, quote the specific committee/division which is involved in the sector considered.

UNIDO, WIPO, ISO, UNEP, ITC will be quoted in most guides.

for UNIDO: quote the relevant IO section;

the Industrial Information Section

INTIB

Subsection B: Other organizations

B.1. Organizations of international and regional scope

This section lists other intergovernmental organizations (IGO's) and non-governmental organizations (NGO's). INPADOC, CECD, EEC committees, CMEA will be quoted in most guides, as well as other regional economic groupings. Try to differentiate between organizations which are international in status and those which deal with international problems but have a national status. The latter belong in B.2.

B.2. Organizations of more restricted scope

This covers national organizations. The terminology used for this subheading is an editorial constraint which takes into account the special political situation of West Berlin (see III.2.2(e) p. 19 below). In this subsection, institutions are listed alphabetically by country. Consult the official United Nations alphabetical list of countries.

1.3. Reference material for Section I:

Organizational sources are found mainly in current international and national directories, in the files of INF and of the substantive officer in IO.

In compiling sources for this section, the compiler exercises judgement in selecting the most representative organizations, especially for those countries (industrialized countries) where professional associations tend to proliferate. For countries in Asia, Latin America and Africa, the opposite problem may occur, where no specialized institution can be identified. In this case, a more general source can be quoted (e.g. a technology centre or a national industrial information service, or the national chamber of industry).

1.4. The Standard letter and information sheet:

Once the lists of organizations have been established by country, a standard letter will be sent to these organizations with the request to fill out an information sheet if they wish to be included in the Guide. For this task the compiler will be given clerical support. Responses will serve as a basis for the final listings under Section I and will be stored in the LINK data base (see Annex II). This procedure is intended to insure that only accurate, up-to-date and relevant information is included in the Guide.

1.5. Presentation: see III.2, page 16-21.

II. 2. Section II. Sources of statistics

2.1. This section lists sources of data on production, consumption, import and export, stocks, prices, markets, labour, etc.

Statistical data can be found in official trade and production statistical yearbooks issued by most countries. These usually cover the various industrial branches of the industry. Furthermore, a number of international organizations (UN bodies, OECD, CMEA, EEC etc.) issue comparative statistics for a number of countries, which also cover the whole industrial spectrum. Finally, there are a number of specialized publications, dealing with one single industrial sector, whether nationally or internationally. The Guide will list only those specialized publications. An introductory statement will refer the reader to existing sources of general statistics. When a Guide to general industrial statistical sources is issued by UNIDO (planned for 1981 by the Industrial Information Section), it will be quoted as the first entry of this section.

2.2. Statistical publications may be periodical or single reports. Their distinctive feature, which should help the compiler in deciding whether they should be classified under Section II rather than under Section IV (Periodicals) or Section VII (Other publications) is that they provide primarily numerical data with or without comments on trends and projections. Data should reflect the recent or current situation of the industry. Historical statistics should not be included. Non-periodical publications should not be quoted if older than five years. General economic reports are not included in Section II.

2.3. Arrangements within Section II: If the number of entries justifies it, the section may be subdivided in two parts: A. International coverage and B. National coverage.

2.4. Presentation: see III.3, p.22-25. Entries are listed in alphabetical order by title. Titles are quoted as they appear on the cover page of the publication, in several languages if applicable. Titles in non UN languages are translated into English. Entries include: name of author, compiler or

issuing body, periodicity (or latest edition for non periodicals, with number of pages), sales number or any other identification number for non periodicals, or if it remains constant throughout this series. Entries are annotated if the title is not self explanatory. Annotations should be concise and factual, with indication of languages, subject and geographic coverage.

Particular attention should be given to accuracy in quoting names and addresses of publishers, and to consistency of presentation when the same publisher (or issuing body) appears in other sections of the Guide.

II. 3. Section III. Directories

3.1. This section lists published sources of information which provide classified lists of organizations, manufacturers, importers and exporters, suppliers of equipment, products, materials and other similar data relevant to the industrial sector considered.

Industrial and trade directories may have a worldwide, regional or national coverage. They may be general in scope, providing listings for all industrial branches in a country or a region, or they may cover one single branch of industry. Ideally, information should be provided for all countries. However, only specialized branch directories can be listed here. When the UNIDO Guide to Industrial Directories has been updated (as part of a supplement to the Guides, which will also include sources of general industrial statistics, as mentioned under 2.1.), it will be quoted as the first reference in this section.

3.2. The coverage of branch directories (geographic and subject) should be as comprehensive as possible. Where the subject dealt with by the Guide is narrower than that of the branch directories available (e.g. clothing and textiles, beverage and food industry) be sure that the more general directory quoted actually provides enough information on the particular sector to be of interest.

Do not include product catalogues of private companies.

Do not quote directories which are more than 5 years old.

3.3. Reference material for this section can be found in guides to directories, in directories of associations which usually mention publications, and in the files of INF. The VIC Library has a large number of branch directories which should be consulted.

3.4. Presentation: see III. 3, p.22-25. Directories are listed in alphabetical order by title. Entries should be cited as in Section II (see II. 2.3. p. 8).

Entries are annotated in the same style as in Section II.

II. 4. Section IV. Periodicals

This section contains a selection of the current journals, bulletins, newsletters, yearbooks, etc. which are most relevant to the industrial sector considered. Many of these periodicals are issued by organizations listed under Section I.

4.1. Subject coverage: (a) all areas of interest should be covered: manufacturing, trade, economic trends, etc. (But for statistics see II.2, p.8-9, for indexing journals see II.5, p. 11-12).

(b) journals which are wider in scope than the sector under consideration (e.g. food industry- beverages) should only be quoted if they make a substantial contribution to the literature on the subject;

(c) periodicals which deal solely with theory and research (academic journals) should not be included;

(d) newsletters of R and D or other institutes, especially those in the developing countries, which are concerned with local developments of the industry, are of special interest here. The UNIDO Newsletter should always be cited;

(e) company journals (house organs) are in general not included;

(f) purely statistical journals will be listed in Section II. They should be recalled by a cross reference: "(see also statistical journals in Section II)".

4.2. Geographic/linguistic coverage: It is inevitable that this section will be weighted in favour of industrialized countries for some time. Avoid quoting too many periodicals from the same country which are overlapping in scope. As many relevant periodicals from the developing countries as possible should be included.

Journals in English, French and Spanish will predominate, but journals in other languages, especially those which have English summaries should be included. Titles other than English, French and Spanish will be translated into English.

4.3. Reference material will be found in the LINK files and in catalogues of periodicals in the library. The Library itself has many specialized journals which should be consulted.

4.4. Presentation: see III.3, p. 22-25. Entries are listed in alphabetical order by title. They include publisher, periodicity and indication of issuing body if different from the publisher.

If language(s), subject and geographical coverage are not evident from the title, they should be indicated in the form of a short annotation. If the language is not English, French, or Spanish, it should be noted, to avoid confusion in cases where the translation might lead to the supposition that the journal contains text in English.

II. 5. Section V. Abstracts, indexes, and bibliographies

5.1. This section may be subdivided:

- A. Abstracting and indexing journals
- B. Bibliographies

If no recent bibliography is available on the subject, there will be no sub-headings.

This relatively short section lists journals which provides references (abstracts or simple bibliographic references) to journal articles, reports, books, dissertations, etc.

If no such journals exist for the specific sector covered by the Guide, those dealing with broader subjects will be quoted, provided the sector is regularly covered.

Where appropriate, reference should be made to related machine readable data bases. UNIDO Industrial Development Abstracts (IDA) will always be quoted here.

5.2. Reference material. See II. 4.3, p.11. In addition consult listings of machine-readable data bases.

5.3. Presentation: see III.3, p.22-25, and especially III. 3.4., p. 25)
Entries are listed alphabetically by title in the same style as in Section IV. Annotations should indicate the type of literature covered.

II. 7. Section VII. Other publications

7.1. This section covers remaining types of non-periodical publications (books, papers, proceedings, reports, monographs, etc.) which deal with all or certain aspects of the industrial branch under consideration. This bibliographic listing is not intended to be exhaustive but rather to serve as a basic guide for the reader who is unfamiliar with the subject.

7.2. The following criteria should be applied when selecting publications:

- (a) abstract theory or research results should not be included;
- (b) as far as possible, there should be an adequate and balanced coverage of all the factors involved in the industrial activity considered: raw materials, processes, technologies, machinery, products, pollution control, standards and specifications, quality control and testing, design, packaging, maintenance and repair, management, training, etc.;
- (c) socio-economic studies which are too general to be classified under Section II (Sources of statistics) but which provide information on, or insight into the state of the industry in the developing countries should be included;
- (d) although the majority of titles will be in English, French and Spanish, relevant publications in other languages should also be included, with English translations of the titles.
- (e) only publications which are available for sale or distribution should be quoted. (Check in appropriate "Books in print");
- (f) as a rule, avoid quoting books which are older than ten years (even if still in print) unless they are known to belong to the basic literature on the subject. When in doubt, consult the expert in IO. Papers and reports should not be older than 5 years;
- (g) do not quote journal articles. Special issues of a periodical, devoted solely to the subject, may be included.

7.3. Reference material for this section will be found in LINK files, in the basic handbooks which contain bibliographies and in the various catalogues of "books in print". In some cases UNIDO documents provide useful bibliographies. Substantive officers in IO usually have their own lists of publications.

7.1. Presentation: see III.4, p.22-27. Entries are listed under two subheadings:

A. Publications of international organizations (and other institutions)

This sub-section is meant to facilitate both the compiler's/editor's task and the reader's search. It will include, under organizations' names the documents issued by various international organizations (mainly UN bodies) and by other specialized institutions which have published documents relevant to the sector.

In subsection A, institutions and organizations will be listed alphabetically. A reference to the entry in Section I will suffice for an address. Under each individual organization, entries are listed alphabetically by title. When available, the identification number of the document should be given.

Special care should be given to selecting UNIDO publications. It is difficult to give hard and fast rules, but the following points should be born in mind:

- (a) restricted documents cannot be quoted;
- (b) documents older than 5 years should not be quoted unless considered to be particularly important by the IO expert;
- (c) in general, when documents are papers submitted to a meeting relevant to the subject, only the meeting and the number of papers need be indicated.

Since UNIDO papers are rapidly out of stock, a special footnote will be made concerning their availability in microfiche.

B. Publications from other sources

In subsection B, entries are listed alphabetically by title. They provide full bibliographic reference (author, imprint and collation) but

no annotations. Titles in other than English, French and Spanish are translated into English.

When in doubt as to how or where a publication should be listed, consult the officer in INF.

II. 8. Section VIII. Other potential sources of information

8.1. This section remains more or less the same for each guide, with the necessary updating. It contains references to information sources which may be useful to Guide users but which may not be specific to the industrial branch covered.

The subheadings are, in alphabetical order:

- A. Fairs and exhibitions
 - B. Meetings and conferences
 - C. Packaging
 - D. Training
- } sources of information on
} forthcoming meetings, fairs, etc.

These headings may be subject to changes after discussion with the INF officer.

As a rule only publications (as opposed to institutions) will be quoted, preferably periodicals, with the same annotations as in section IV.

8.2. Presentation: see Annex V for standard entries in this section.

III. PRESENTATION

III. 1. General remarks

1.1. The manuscript presented for editing should be typed (1½ or double spaced) with adequate margins (3 cms) on heavy white bond paper of standard size. If the working cards are neatly typed they may be shingled and photocopied. Only one side of the paper should be used. The manuscript should be neat and every character must be legible. Provide adequate spacing between entries. Hand-written corrections should be kept to a minimum.

1.2. Pagination: The manuscript submitted to Editorial Control must have page numbers (small Roman for contents, introduction, notes, etc.; and Arabic for the main text). For ease in handling the working draft, it is suggested that each section may be separately numbered, in pencil, bottom of the page, as it is more or less finalized. If it is necessary to add new material after the page has been made up, cut it and insert the new material. If it is then necessary to make an additional page, number the two resulting pages 'nnA', 'nnB' in the temporary 'bottom-of-the-page' sequence.

When the complete manuscript has been assembled, it will be numbered in one sequence throughout, at the top of the page, immediately before submission to Editorial Control.

1.3. Entries in each section are arranged in alphabetical order. If a title is preceded by an article, the article should be disregarded. The alphabetical order goes letter by letter, not word by word, e.g.

book agency
the booking office
book store

1.4. Spelling. Compilers are requested to take special care in the spelling of proper names and of words in languages which are not working languages of the Secretariat. Diacritical marks should be inserted with care. Copy the original spellings of names of associations, etc., and titles of books, journals, etc. For annotations or descriptive text, use English spelling (Oxford dictionary). For spelling of geographic names see III. 2.2., p. 17 - 21 below.

1.5. All accents are removed from the capitalized words, except the Spanish tilde (Ñ) and the French cedilla (ç). In German the Umlaut is rendered by E after the vowel: (Ä = AE, Ü = UE). The slashes in Scandinavian languages may also be rendered by the addition of an E (ø = OE). Å is rendered as aa; ß as ss.

1.6. The first element of each entry (the institution name or the title of the publication) is in capital letters. Various language versions are separated by a slash (oblique stroke), e.g.

RUBBER INDUSTRIES LIAISON BUREAU OF THE EEC/BUREAU
DE LIAISON DES INDUSTRIES DU CAOUTCHUC DE LA CEE

1.7. Dashes (-) should not be used in titles. They should be replaced by colons.

1.8. Translations: As long as one of the official names (of organization or publication) is in English, French or Spanish, no translation is needed. In other cases, English translations should be given in parenthesis, and lower case except for the first letter of the first word, e.g.

FACHVERBAND GUMMIBEKLEIDUNGSINDUSTRIE EV (Professional
association of the rubber clothing industry)

1.9. Transliterations from languages which do not use the Roman alphabet should be done, in each case, according to one single system. In case of doubt, consult INF officer to get help from language specialists.

1.10. Cross references: avoid repeating information which has been already quoted in other sections, or in the same section. If one entry is relevant to two or more sections, it will be quoted in full in the first instance and only referred to in next section, at the end of the listing:

See also entry nnn, or See also entries nnn, nnn, nnn

III. 2. Section I: Organizations and Institutions

2.1. Arrangement: If a subsidiary organ of an institution or organization is cited, arrange with the subsidiary body first, then the parent body (i.e.

proceed from specific to general), e.g.

RUBBER LABORATORY
NATIONAL RESEARCH COUNCIL OF CANADA
PO Box

If several subsections of e.g. a UN organization are cited, and the address is the same, they may be combined into one entry, thus:

AGRO INDUSTRIES BRANCH
or
INDUSTRIAL INFORMATION SECTION
or
INDUSTRIAL AND TECHNOLOGICAL INFORMATION BANK (INTIB)
UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO)
PO Box

If translations are necessary they follow each component:

LEITSTELLE FÜR INFORMATION UND DOKUMENTATION (Information
and documentation center)
VVB PLAST- UND ELASTVERARBEITUNG (Union of national enterprises
for plastics and elastomers)

2.2. Addresses: consistency in style of presentation is important.

Elements are ordered thus:

- (a) PO Box
- (b) House or building name
- (c) Street and number
- (d) Area within a city
- (e) City, (f) Postal code, (g) State or province, (h) Country

Examples:

PHILIPPINE COCONUT PRODUCERS FEDERATION (COCOPEF)
Casmer Building, 5th Floor
Salcerdo Street
Legaspi Village
Makati, Metro Manila, Philippines

THE CLOTHING AND FOOTWEAR INSTITUTE
Albert Road, Hendon
London, England NW6 2JS

FACHVERBAND DER BEKLEIDUNGSINDUSTRIE ÖSTERREICHS (Professional
association of the Austrian clothing industry)
Schwarzenbergplatz 4
A-1030 Vienna, Austria

RUBBER RESEARCH INSTITUTE OF MALAYSIA (RRIM)
PO Box 150
260 Jalan Ampang
Kuala Lumpur 16-03, Malaysia

SUPERINTENDENCIA DA BORRACHA (Rubber board)
Caixa Postal 610
Avenida Almirante Barroso 81, Andar 4
Rio de Janeiro, Brazil

SOCIETE DES TANNERIES MALIENNES
BP 188
Bamako, Mali

CENTRE TECHNIQUE DU BOIS
10, avenue de Saint-Mandé
F-75012 Paris, France

(a) Post office box, etc.:

Abbreviate:	PC Box	Post office box
	BP	Boite postale
Do not abbreviate:		Apartado Aéreo
		Caixa Postal
		Casa postale
		Casilla
		Private Bag

(b) House or Building name is recorded as given.

(c) Street name and number: Follow local usage if it can be ascertained.

In general, in countries following the English or French practice, the number precedes 'Street', or 'rue'. In other European languages, the number follows the street name:

17, rue Margueritte
123 Orange Grove Road
Wagramerstrasse 5

In Spanish addresses, drop the superscript 'o' from ordinal numbers, as it is likely to be confused with a zero, i.e.

Viaducto Doña Paulina 8 (not 8º)

Words following street numbers generally begin with upper case letters:

Viaducto Doña Paulina 8, Andar 14, Sala 1407

1155 East 88th Street, Apt. 43D

Letters that are part of a street or apartment number are generally in upper case:

195A Pulaski Street

Abbreviate Northwest, Southeast, etc. (NW, SE)

123 Main Street NE

but spell out North, South, etc.:

234 East York Street

(d) Some countries (e.g. Japan, Philippines, United Kingdom) have some very long addresses. These may necessitate one or more additional lines before the final 'city, country' line. Care must be taken, however, to ensure that the city name is on the final line. If you are not sure whether a name represents a city or a state, check it in e.g. Webster's new geographical dictionary.

(e) City names should normally be spelled according to the official usage of the country concerned, e.g. Basel, Dar es Salaam, Djibouti, Gdansk, Jakarta, Mogadiscio, Singapore, Strasbourg.

Where a well established English conventional form exists, however, this should be used, e.g. Beirut, Brussels, Copenhagen, Florence, Geneva, The Hague, Lisbon, Milan, Prague, Rome, Vienna, Warsaw, Zurich, etc.

Berlin: be careful in determining which part of the divided city in the site of the organization, publisher, etc.

for West Berlin write	Berlin (West) (i.e. with no country name)
" East Berlin "	Berlin, German Democratic Republic

(f) Postal codes follow the usage of the country in question.

In continental Europe, the code precedes the city name. Initial letters (e.g. A-1400 Vienna, Austria) are used for the following countries:

A	Austria	I	Italy
B	Belgium	FL	Liechtenstein
DK	Denmark	N	Norway
SF	Finland	S	Sweden
F	France	CH	Switzerland
DDR	German Democratic Republic	V	Vatican
D	Germany, Federal Republic of	YU	Yugoslavia
H	Hungary		

For Canada and for the United Kingdom, the code follows the country name.

Ottawa, Canada K1G 3H9

London, England SW1Y 5HX

Do not use hyphens in Indian codes:

Bombay 123 345, India

(g) State, provincial and district names are abbreviated according to the usage of the country in question.

For the United States of America, use the following two-letter codes for the state names:

<u>Code</u>	<u>State</u>		
AL	ALABAMA (ALA)	MD	MARYLAND
AK	ALASKA	MA	MASSACHUSETTS (MASS)
AZ	ARIZONA (ARIZ)	MI	MICHIGAN (MICH)
AR	ARKANSAS (ARK)	MN	MINNESOTA (MINN)
CA	CALIFORNIA (CALIF)	MS	MISSISSIPPI (MISS)
CO	COLORADO (COLO)	MO	MISSOURI
CT	CONNECTICUT (CONN)	MT	MONTANA (MONT)
DE	DELAWARE (DEL)	NE	NEBRASKA (NEBR)
DC	DISTRICT OF COLUMBIA	NV	NEVADA (NEV)
FL	FLORIDA (FLA)	NH	NEW HAMPSHIRE
GA	GEORGIA	NJ	NEW JERSEY
GU	GUAM	NM	NEW MEXICO (N.MEX)
HI	HAWAII	NY	NEW YORK
ID	IDAHO	NC	NORTH CAROLINA
IL	ILLINOIS (ILL)	ND	NORTH DAKOTA (N.DAK)
IN	INDIANA (IND)	OH	OHIO
IA	IOWA	OK	OKLAHOMA (OKLA)
KS	KANSAS (KANS)	OR	OREGON (OREG)
KY	KENTUCKY	PA	PENNSYLVANIA
LA	LOUISIANA	PR	PUEERTO RICO
ME	MAINE	RI	RHODE ISLAND
		SC	SOUTH CAROLINA

<u>Code</u>	<u>State</u>		
SD	SOUTH DAKOTA (S.DAK)	VI	VIRGIN ISLANDS
TN	TENNESSEE (TENN)	WA	WASHINGTON (WASH)
TX	TEXAS (TEX)	WV	WEST VIRGINIA (W.VA)
UT	UTAH	WI	WISCONSIN (WIS)
VT	VERMONT	WY	WYOMING (WYO)
VA	VIRGINIA		

(h) Country names are given in English, as found in the United Nations Secretariat Terminology bulletin: Names of countries and adjectives of nationality.

Union of Soviet Socialist Republics: spell out in full as a heading, but in addresses use USSR: Moscow, USSR

United Kingdom of Great Britain and Northern Ireland: spell out in full as a heading, but omit in addresses, thus:

London, England W1Y 9LA
Edinburgh, Scotland AB3 4CD

United States of America: spell out in full as a heading, but in addresses use USA:

New York, NY 10023, USA

III. 3. Bibliographic entries (Sections II - VIII)

- (a) Full bibliographic information is given for all publications listed in the Guides.
- (b) For Sections II - V (Statistics; Directories, Periodicals; abstracts, indexes and bibliographies; and Section VIII (Other potential sources) a brief annotation may be provided. This should supplement, rather than repeat information in the title, giving information on languages, etc.
- (c) For Sections II - V, and VIII the name and mailing address of supplier is also provided. If the supplier is also the publisher, omit the publisher's name and the place of publication from the first (bibliographic description) part of the entry.
- (d) Arrangement of entries: Bibliographic description starts at the margin. Second and succeeding lines return to the margin.

Annotation starts at the margin, immediately below bibliographic description. Second and succeeding lines return to the margin.

Leave one line before supplier's name. At margin write 'Publ.:' or 'Distr.:' as appropriate, then the name. Address falls under the name, presented as in III. 2.2., p. 17 - 21 (above).

3.1. Annotated entries (Sections II - V, VIII) include the following information for serials (publications produced at intervals, and with no planned completion point);

- (a) In the first paragraph (bibliographic description):

TITLE (Translation)

Author, editor, or compiler's name, or "prepared by..." for a responsible corporate body which is different from the supplier

Periodicity, unless implied in the title, as follows:

Irregular	Six times a year
Daily	Quarterly
Weekly	Twice a year
Fortnightly	Annual
Twice a month	Every two years
Monthly	Every three years

Series, report number, document number, sales number if common to the series. UN sales numbers should be recorded as such, e.g. (UN sales no. E.79.II.B.6), (UN sales no. ID/172)

(b) In the second paragraph (annotation), if not obvious from the title:

Languages, as follows:

In English, French, German and Spanish (list in alphabetical order when the whole text is in these various languages)

Text in English; summaries (or index, or table of contents etc...) in French and Spanish

In Farsi (for journals published in a single language, other than English, French and Spanish, note the language)

Former title (when name has changed)

Geographic coverage

Subject coverage, special sections or supplements

Other relevant information (see discussion of the individual sections, below)

(c) In the third paragraph (address of supplier)

Name of publisher or supplier

Address

If the publisher is an organization listed in Section I, it is not necessary to repeat the address. Give the full name or the acronym of the organization, and refer to the entry in Section I, e.g.

Publ.: Association of Rubber Manufacturers (see entry nnn)

Publ.: FAO (see entry nnn)

If the publisher is not in Section I, but has appeared elsewhere in the same section, give the full address with the first appearance, and for the second instance refer as above. Do not, however, refer back and forth between Sections II - VIII; this is too complicated to keep straight while the manuscript is being assembled. Do try to ensure that, if a publisher's name and address are repeated, the information in both cases is identical.

Example: *)

RUBBER STATISTICAL BULLETIN. Monthly.
Statistics on production, consumption, stocks, exports and imports of natural, synthetic and reclaimed rubber and end-products.

Publ.: International Rubber Study Group
Brettenham House
5-6 Lancaster Place
London, England WC2E 7ET

3.2. Annotated entries for works which are planned to be completed within a limited, foreseeable period: these contain essentially the same information, except that:

In the first paragraph (bibliographic description)

Instead of periodicity, indicate: edition. date of publication. number of pages or volumes.

Example:

THE RUBBER INDUSTRY: STATISTICAL REPORT AND CHANGING MARKETS IN THE SYNTHETIC RUBBER INDUSTRY. Compiled by C.F. Ruebensaal. 1976. 39 p. (SER.STAT/3)
Analysis of world production, consumption and exports of rubber: hydro-carbon and synthetic rubber. Statistical appendix.

Publ.: International Institute of Synthetic Rubber Producers
45 Rockefeller Plaza
New York, NY 10020, USA

3.3. Directories (Section III): arrangement and types of indexes may be mentioned in the annotation, e.g.

ANNUARIO DELLA INDUSTRIA ITALIANA DELLA GOMMA (Directory of the Italian rubber industry). Issued by the National Association of Rubber, Electric Cables and related industries. Annual. In Italian; index in English, French, German and Spanish. Alphabetical lists of rubber manufacturers, producers and merchants of raw materials. Chart of products. Trade name index. Alphabetical index of firms.

Publ.: Notizie per l'Industria della Gomma Editrice
Via Cesare Battisti 21
I-20122 Milan, Italy

*)

most examples given here are fictitious.

3.4. Periodicals (Section IV) Examples:

ELASTOMERICS. Monthly.

Former title: Rubber Age. Technology, economics and market reports, international news of the rubber industry. Book reviews.

Publ.: Palmerton Publishing Company
101 West 31st Street
New York, NY 10001, USA

PLASTE UND KAUTSCHUK (Plastics and rubber). Monthly.

In German. Scientific, economic and technological aspects of the high polymer industry. Announces trade fairs and exhibitions, meetings and conferences.

Publ.: VEB Deutscher Verlag fuer Grundstoffindustrie
Karl Heine-Strasse 27
DDP-7031 Leipzig, German Democratic Republic

3.5. Abstracting journals (Section V.A) Example:

RAPRA ABSTRACTS: RUBBER. Weekly.

Former title: RABRM Summary of Current Literature. Covers world technical and commercial literature on polymers, including journals, conference proceedings, patents, textbooks, specifications and trade literature. Author, subject and patent indexes appear twice a year.

Publ.: Rubber and Plastics Research Association of Great Britain
Shawbury, Shrewsbury, Shropshire, England SY4 4NR

III. 4. Bibliographic entries without annotations (Sections VI and VII)

4.1. A typical entry appears as follows:

TITLE in capitals (translation in lower case, except for first letter)
Author, editor or compiler's name. Edition. Place of publication, name of publisher, date. Number of pages or number of volumes. (Series) (document or report number, or sales number). Language(s) (see III.3(b), p. 23 above)

Examples:

DICTIONNAIRE TECHNIQUE DE L'INDUSTRIE DE LA MAROQUINERIE. L. Pama. Lyon, Centre technique du Cuir, 1976. 500 p.

ANGLO-RUSSKII KOZHEVENNO-OBUVNII SLOVAR (English-Russian leather and shoe dictionary). Edited by A.N. Mikhailov and I.L. Kachko. Moscow, London, Fizmatgiz-Collet's, 1973. 402 p.

THE CHEMISTRY AND TECHNOLOGY OF LEATHER. F.W. O'Flaherty, W.T. Roddy and P.M. Lollar. New York, Reinhold, 1976. 4 vols. (American Chemical Society monograph series no. 134)

BAYER HANDBUCH FUER DIE GUMMI- INDUSTRIE (Bayer handbook for the rubber industry). Stuttgart, Verlag Kholhammer, 1971. 1,126 p. In German.

For conference proceedings, include the date and location of the meeting.

When the city of publication may not be well known, add the country name. Be careful of the punctuation. (see examples).

4.2. Section VII/A: Publications of international and other organizations. Entries are listed under corporate name. Titles will be in lower case (alphabetized by the first significant word) but otherwise the presentation remains the same. For UN publications an identification or sales number will be given in parentheses. (see examples).

UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT (UNCTAD) (see entry nnn)

Consideration of international measures on rubber. Elements of an international agreement on rubber. Report. Geneva, 1976. 17 p. (TD/B/IPC/Rubber/L.2)

Proposed international arrangements for natural rubber. Geneva. 1977. 25 p. (TD/B/IPC/Rubber/L.3)

Trends in competition between natural products and synthetic materials. 43 p. Geneva, 1974. (TD/B/C.1/Syn 65)

UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO) (see entry nnn)

Expert Group Meeting on the Study of Synthetic versus Natural Products, Vienna, 15-20 September 1974. Report. 25 p. (ID/WG.138/3). In English, French and Spanish.

Numerals (ordinals and cardinals) up to ten should be written out (second, ten) except: 3rd ed. 2 vols. 7 p.

Use commas to distinguish thousands, e.g. 3,000.

Use Arabic numerals to refer to parts, sections, volumes of a work, e.g. Parts 1-3 contain....

Abbreviations: do not abbreviate Company or Corporation.

Abbreviate Incorporated (Inc) and Limited (Ltd), i.e. words which describe legal status. A comma precedes , Inc, but not Ltd, GmbH, etc.

Barleys Manufacturing Company, Inc

Barleys Manufacturing Company Ltd

Abbreviate edition	(ed.)	e.g. 2nd ed.
pages	(p.)	273 p.
volumes	(vols.)	3 vols.

ANNEX I: Standard table of contents

PREFACE AND EXPLANATORY NOTES

Arabic
Chinese
English
French
Russian
Spanish

Section

I. ORGANIZATIONS AND INSTITUTIONS

- A. United Nations and related organizations
- B. Other organizations
 - 1. Organizations of international and regional scope
 - 2. Organizations of more restricted scope

II. SOURCES OF STATISTICS

- A. International coverage
 - B. National coverage
- } if the material justifies it

III. DIRECTORIES

IV. PERIODICALS

V. ABSTRACTS, INDEXES AND BIBLIOGRAPHIES

- A. Abstracting and indexing periodicals
 - B. Bibliographies
- } if material justifies it

VI. DICTIONARIES, ENCYCLOPAEDIAS AND HANDBOOKS

VII. OTHER PUBLICATIONS

- A. Publications of international organizations
(optional: ...and other institutions)
- B. Publications from other sources

VIII. OTHER POTENTIAL SOURCES OF INFORMATION

- A. Fairs and exhibitions
 - B. Meetings and conferences
 - C. Packaging
 - D. Training
- } if relevant

Annex II

Reference material to be consulted

1. Industrial Information Section

The INF officer will indicate to the compiler how the following sources can be tapped:

Industrial Development Abstracts (IDA): this computerized data base contains abstracts of all substantive documents issued by UNIDO. The print-out obtained will lead to the UNIDO documents themselves which are located in the library, either in print or in microfiche form. These documents are an important source of reference (bibliographies, lists of institutions) and should always be consulted.

Newsletter mailing list: this computerized mailing list may be useful in obtaining addresses of institutions active in a given sector, especially for the developing countries.

LINK file: this computerized file contains different types of records:

Inquiry service records (Q\$)
Bibliographic records (B\$)
Directory type records, describing institutions (D\$, AM)

Names of institutions which have returned INF questionnaires or information sheets or which have otherwise been identified as potential sources of information are stored in this file.

Subject files of the Inquiry Service: the Inquiry Service builds up substantive files on specific subjects which should be consulted whenever available.

2. Division of Industrial Operations: Files of substantive officers

Substantive officers in IO are themselves a source of information on UNIDO technical assistance activities in their sector of competence. Some of them keep bibliographic or institutional files which may be of use to compilers.

Annex II (cont'd)

3. The VIC Library

The main core of reference material will be found in the Library. A basic bibliography of the literature available on a given subject in the Library will be obtained through a search on the LION Data Base (computerized library catalogue). The catalogue is also available in microfiche form (by author and by subject) and can be consulted in the Industrial Information Section.

The Reference Library has a good collection of catalogues, directories, dictionaries, statistics, encyclopaedias, etc. which will be the main working tools of the compiler. These publications cannot be removed from the Library but pages may be photocopied, if necessary.

Also ask reference librarians for their lists of publications from international organizations.

Specialized periodicals are kept in separate stacks. Consult the List of Serials held by the Library.

Documents of UN organizations (including UNIDO) and other international organizations are kept in special stacks and cannot be accessed through LION. Ask for help from the competent Library officer.

The Library Acquisition Unit keeps a wide range of "Books in print" catalogues (in different languages) which must also be consulted.

If the compiler deems it necessary to make a search on outside specialized data bases, this should be discussed with the INF officer.

Annex III

PREFACE - standard statement on the Guides

The United Nations Industrial Development Organization (UNIDO) promotes the use of industrial information in developing countries by providing information through its own documents and through the Industrial and Technological Information Bank (INTIB) programme, by conducting meetings and consultations, through the expert missions of the Industrial Operations Division (IOD), and by giving guidance in improving local information facilities. As one of the means of promotion UNIDO compiles directories and guides to selected information sources on branches of industry of primary concern to developing countries. The present guide, dealing with is the _____ in the series of UNIDO Guides to Information Sources (UNIDO/LIB/SEP.D). A list of the Guides published to date appears at the end of this Guide; more are planned for the series.

The directories and guides are not intended to be exhaustive, nor are they intended to be research tools; rather, they present sources, both institutional and bibliographic, which are considered to be of practical value to users. These sources are presented with a view to facilitating access to the bodies referred to and the acquisition of the publications listed.

Institutions listed in Section I of the Guide have been selected on the basis of responses to a letter asking if they would be ready to provide a certain level of information, whether free or at cost. The kind of information to be provided is a matter for agreement between the inquirer and the institution he approaches; the latter does not assume any obligation by allowing its name to be included.

Annex IV

EXPLANATORY NOTES

The designations employed and the presentation of the material in this publication do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

The publications listed in this Guide have been selected mainly from literature in the official languages of the United Nations, and their titles, as well as the names of organizations, are given in their original languages whenever possible. A translation into English is given only for those listed in languages other than English, French or Spanish.

In compiling this Guide, every effort was made to ensure that its contents were accurate. However, publications sometimes issue new editions of publications or move. When ordering publications, it may be wise to request "the latest edition", rather than the one described in the Guide. If difficulty is experienced in locating the publisher, help may be requested from the UNIDO Industrial Information Section (address below).

Requests for non-sales items issued by the United Nations and related bodies should be made directly to the issuing bodies. Sales publications should be ordered by sales number from an authorized distributor or from:

Sales Section
Publishing Service
United Nations
New York, NY 10017
United States of America

or

Sales Section
United Nations Office
Palais des Nations
CH-1211 Geneva 10
Switzerland

Corrections and suggestions for the inclusion of additional information in a future, revised version are welcome at the following address:

Industrial Information Section
United Nations Industrial Development Organization
PO Box 300
A-1400 Vienna, Austria

ANNEX V

Standard entries for section VIII (subject to updating)

Section VIII

OTHER POTENTIAL SOURCES OF INFORMATION

A. Fairs and exhibitions

EXHIBITION BULLETIN. Monthly
Advance information on shows, fairs and exhibitions taking place throughout the world.

Publ.: London Bureau
266-272 Kirkdale
London, England SE26 4RZ

M/A KALENDER (Calendar of fairs and exhibitions). Twice a year.
Text in German. Table of contents, summaries and index in English, French and German. Fairs and exhibitions are listed by country, chronologically and by subject.

Publ.: Messe- und Ausstellungs-Kontor Otto Mueller
PC Box 2605
Grosse Eschensheimerstrasse 16
D-6000 Frankfurt/Main 1, Federal Republic of Germany

B. Meetings and conferences

BIULLETEN' MEZHDUNARODNYKH NAUCHNYKH S'VEZDOV KONFERENTSI, KONGRESSOV, VYSTAVOK (Bulletin of international scientific conventions, conferences, congresses and exhibitions). Every two months.
In Russian. Indexes by country, organization and subject.

Publ.: Mezhdunarodnaia Kniga
Smolenskaia Sennaia 32-34
Moscow G-200, USSR

FORTHCOMING INTERNATIONAL SCIENTIFIC AND TECHNICAL CONFERENCES. Quarterly.
Chronological list of forthcoming conferences in all fields of science and technology. Includes indexes by subject, location and sponsor of conference.

Publ.: Aslib
3 Belgrave Square
London, England SW1 8PL

ANNEX V (cont'd)

NATIONAL AND INTERNATIONAL MEETINGS ON SCIENCE AND TECHNOLOGY. Quarterly.
In English.

Publ.: Türkiye Bilimsel ve Teknik Dokümentasyon Merkezi
Ataturk Bulvarı 221
Kavaklıdere
Ankara, Turkey

NAUCNI I STRUCNI SKUPOVI U JUGOSLAVII I U INOSTRAJSTVU/SCIENTIFIC AND
PROFESSIONAL MEETINGS IN YUGOSLAVIA AND FOREIGN COUNTRIES. Twice a year.
In English and Serbo-Croatian.

Publ.: Jugoslovenski Centar za Tehnicku i Naucnu Dokumentaciju
Slobodana Penzica-Krcuna 29-31
Belgrade, Yugoslavia

WORLD MEETINGS: UNITED STATES AND CANADA. Quarterly.
and

WORLD MEETINGS: OUTSIDE UNITED STATES AND CANADA. Quarterly.
Two-year registries of important future scientific and technical
meetings. Indexes of keywords, dates, location and sponsors. Sponsors'
directory.

Publ.: MacMillan Information Company, Inc.
366 Third Avenue
New York, NY 10022, USA

C. Packaging

INFORMATION SOURCES ON THE PACKAGING INDUSTRY. 1977. 110 p. UNIDO
Guides to Information Sources No. 27 (UN sales no.: ID/194)

Distr.: United Nations Sales Section
New York, NY 10017, USA

D. Training

INFORMATION SOURCES ON INDUSTRIAL TRAINING. 1980. 115 p. UNIDO Guides
to Information Sources No. 37 (UN sales no.: ID/241)

Distr.: United Nations Sales Section (see entry)

UNIDO GUIDE TO TRAINING OPPORTUNITIES FOR INDUSTRIAL DEVELOPMENT. Annual.
Prepared by UNIDO Training Section. Training opportunities organized and
offered by UNIDO and other organizations. Classified by industrial branch
and function.

Publ.: UNIDO (see entry)

ANNEX V (cont'd)

UNIDO INDUSTRIAL TRAINING OFFER PROGRAMS. Annual
Prepared by the UNIDO Training Section.

Publ.: UNIDO (see entry

COMPILATION OF GUIDES - CHECKLIST

Consultant:

Joint:

- | | | |
|----|----|---|
| | 2 | Select consultant,
sign contract |
| | 3 | INF briefing |
| | 4 | LINK, IDA searches
(UNIDO data bases) |
| | 5 | Introduction to
VIC Library |
| 6 | | Familiarization,
work mainly on
SECTION I (Organizations)
(Typing cards) |
| 7 | | Check UN, ECE list; add or
delete as appropriate |
| | 8 | IOD briefing |
| 9 | 10 | Finalize list of Organizations;
INF check |
| 11 | | Make any necessary changes,
sort alphabetically by country
" " " organization |
| 12 | | Shingle + photocopy to produce
one list for COMSEC |
| 13 | | Work on bibliography
(SECTIONS II - VIII) |

UNIDO:

1 Select topic

2 → Preparation of letters:

- A. SIDFA's + JPO's - several addresses
- B. " - one address
- C. " - no addresses
- D. UN, ECE, etc.
- E. Organizations (E) - other addresses
- F. " (F) - "
- G. " (S) - "
- H. " (E) - only address
- I. " (F) - "
- J. " (S) - "

ANNEX VII

Preparation of Information sheets
(English, French, Spanish)

7 → UN, ECE, etc. letters to COMSEC

" signed + mailed

12 → Send addresses list to COMSEC
to make 3 + (1 for each address)
copies for each country

Letters A - C to COMSEC
" signed + mailed

Letters E - J to COMSEC
" signed + mailed

- 14 Pass on any additional addresses discovered during work on bibliography
- 17 Scan replies for bibliographic sources, appropriateness for inclusion in the Guide, etc.
- * 20 Finalize bibliography, sort alphabetically within Sections
- 22 Make any necessary changes; shingle and photocopy
- 23 Within sections, number IN PENCIL pages at bottom, items at right;
- 24 Make cross references IN PENCIL using provisional numbers
- 18 Search against LINK Index, in-put to LINK data base
- 21 INF check
- 2 → Check explanatory notes
←33
- 26 Draft Preface (consultant, IOD, INF)

- 15 INF Officer receives replies, notes any problems etc.
Check in replies; acknowledge if appropriate
- 14 → (Note new addresses; batch and send
15 → (to COMSEC for E - J letters
- 16 Pass replies to consultant
- 19 File replies by LINK number
- Assemble Explanatory notes
in A, C, E, F, R, S
- 25 Copy of Bibliography (SECTIONS II - VIII)
to IOD for their comments
- 27 Submit Preface to editors,
incorporate their changes
- 28 Preface translated into
A, C, F, S, R

► 29 Provide UDC etc. notations

30 Check title page,
Contents page

31 Finalize Section I (incorporating
IOD suggestions)
(LINK printout)

33 Assemble manuscript:

Page number throughout,
IN PENCIL, top of page

Item number throughout
IN PENCIL, left side

Up-date reference numbers

32 Copy of Institutions (Section I)
to IOD for comments

34 Photocopy,
Submit to editors

35 Answer editors' queries,
incorporate IOD replies

36 Up-date LINK as necessary,
produce new print-out

37 Return to editors

38 Clear final version

Each column is in order by the tasks to be accomplished by that (those) person(s).

The numbers represent the over-all order of tasks. However, some tasks which precede while others are underway need not be scheduled so precisely. They are labeled with arrows for "after" (e.g. 2→ is "after # 2") or "before" (e.g. ←33 is "before # 33").

* These tasks need not wait for the completion of the numbers immediately preceding them.

