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Overview of UNU Press

United Nations University Press (UNU Press) is the scholarly publishing division of United Nations University. We publish high-quality academic research and scholarly publications.

Our target markets include scientists and scholars; policymakers; UN, regional, and other national officials; economic and social leaders; agencies and organizations; and local communities and groups. We publish and distribute print documents (books and briefs) and electronic content in English and other major languages to all parts of the world, regardless of readers’ circumstances.

The methods and procedures adopted by UNU Press are designed to ensure the integrity of published research, the highest possible quality of publications, and their maximum dissemination.

We typically publish a larger number of copies of each book than do commercial scholarly publishers. An average print run ranges from 1000 to 1500 copies in the first edition. We normally publish directly in paperback at affordable prices, e.g. $25-$45, in order to maximise dissemination, rather than producing high-priced editions in hardcover to maximise revenues.

We work with key distributors in Europe and North America and numerous agents worldwide. Sales orders are redirected to the most convenient location for the purchaser, and we offer substantial discounts to scholars, students, and a range of others including readers in less developed countries. We actively promote low cost reprints in developing regions, and translations where possible. Digital copies or e-books are also sold to libraries and others through a range of channels, and UNU Press books are available through major online websites including Amazon.com, Barnes and Noble and UN Publications.

Our marketing materials include advance information sheets, leaflets, media releases, posters and a range of other materials. We exhibit at academic meetings and other key events, advertise in selected publications and promote titles in a range of our own catalogues and those of key partners. Numerous complimentary copies of each book are distributed for review by journals and academics, and sample chapters are put online on a dedicated book web page, as well as on CD.

We consult closely with the authors/editors to identify key target markets, opinion leaders, and publicity events, including seminars and book launches. Each contributor to a book receives a complimentary copy, and the authors/editors receive multiple copies.

Please note that UNU holds the copyright on all material published by UNU Press. UNU Press does not pay royalties.
Phase 1: Submitting a proposal to UNU Press

1. **Understanding the UNUP publishing programme.**  
   Before making a proposal refer to the UNU Press catalogue (www.unu.edu/unupress) to determine if the subject matter is a good fit for the type of material already produced by UNUP. Note that, despite the relevance of the subject matter, budgetary or other considerations may limit our ability to accept your manuscript.  
   UNU Press publishes scholarly books about international policies and the issues facing the United Nations and its member states, particularly in the fields of peace and governance, environmental and sustainable development, and economic and technological development. Our books reflect the issues and/or experiences of a broad number of countries or regions, or they contain clear learning points or policy recommendations applicable beyond the scope of individual topics or locations. For these reasons UNU Press usually does not publish single country case studies. Nor do we publish unrevised conference proceedings or PhD theses.

2. **Submitting a proposal**  
   All proposals should contain the following information:  
   - Provisional title.  
   - Table of contents.  
   - An introduction or other sample chapter.  
   - The names of the author(s) or editor(s) with brief biographies (including institutional affiliations and positions held).  
   - A list of contributors (for edited volumes).  
   - Details of the expected length and completion date.  
   - Your acknowledgement that the material is original and unpublished elsewhere.  
   - A brief overview of the volume. This should describe the audience that the book will address, and how the work relates to or differs from other publications in the same or similar field. See below for detailed questions to be addressed.

Your proposal should address the following questions:  
1. What are the key ideas or themes of this work?  
2. Describe the target readership.  
3. What will readers gain from reading this book?  
4. What are the unique features of this book?  
5. How does this book say new things, or convey accepted ideas in new ways?  
6. Identify similar, competing or complementary publications.  
7. Describe the research programme that supports this work.  
8. What are the qualifications, affiliations, and cultural backgrounds of the authors?  
9. What plans do you have to support the promotion of this book?  
10. What is the current status of the work?

Manuscript submissions and enquiries should be emailed to press@hq.unu.edu

3. **Acknowledgement** of your proposal is usually sent immediately. A considered response to the proposal will normally take 2-3 weeks.

4. **The proposal is assessed for relevance and suitability.**  
   UNU Press will determine whether to accept a manuscript for review. This process can take up to one month.
5. **Decisions about whether to publish** are based on the merits of each manuscript, following the reviews. Contractual arrangements are only required if and when a manuscript has been peer reviewed and accepted for publication. However due to budgetary constraints UNU Press is rarely able to publish books arising from outside of United Nations University unless it receives financial assistance with production costs. In these circumstances agreement is usually reached with the organisation(s) or individual(s) providing support to provide them with acknowledgement and/or copies of the book for complimentary distribution.
Phase 2: Submitting a manuscript for peer review

1. If your proposal is of interest, UNU Press will request a copy of the manuscript for peer review. Two confidential reviews are undertaken and this normally takes 1-2 months. Do not send a manuscript before your proposal has been assessed.

2. A digital version of the manuscript is required along with the complete word count. It should be complete, as intended for publication.

3. Tables, figures and artwork of any description should be supplied in a separate file. They should be optimised for black and white reproduction and not contain any 3D graphics.

4. All references must be complete and correct, and page numbering should be consecutive.

5. The text should be standardised:
   1. All text should be in 12point Times New Roman.
   2. The text colour should be black.
   3. Minimise the use of bold and italic type.
   4. Line spacing should be 1.5 lines (i.e. between single and double spacing).
   5. Paragraph spacing should be 3pt before and after.

6. The author/editors must supply acknowledgement(s) that all of the material is original and unpublished elsewhere, or that written permission has been obtained from the owners of any copyrighted work proposed for reproduction (e.g. illustrations, tables etc. taken from another work, or substantial quotations from secondary sources that require permission for use).

7. Revisions. If UNU Press accepts the manuscript for publication, the peer reviewers’ comments and other feedback may be sent to the author/editors. UNUP will correspond with the author/editors about the changes required. The author/editors should not proceed before reaching a clear agreement with UNUP about the next steps.

8. UNUP expects the revised manuscript to be re-submitted within 2-3 months of the outcome of the peer reviews. Any further delay may compromise the timeliness of the manuscript. The author/editors should contact UNUP if a delay is anticipated.
Phase 3: Submitting a revised manuscript for publication

1. UNUP expects the revised manuscript to be re-submitted within 2-3 months of the outcome of the peer reviews. Any further delay may compromise the timeliness of the manuscript. The author/editors should contact UNUP if a delay is anticipated.

2. At least two weeks before submitting the revised manuscript, the following should be sent to UNUP:
   6. A letter or email message noting the changes that have been made and how these reflect the peer reviews and subsequent agreement reached with UNUP. If relevant, a revised table of contents should be attached.
   7. A file containing all of the proposed tables, figures and artwork of any description. This will be assessed for technical issues and the author/editors will be informed if changes are required.

3. When submitting the manuscript, complete and submit the Manuscript Data Form.

4. If required, a contract will be completed between UNUP and the publishing partners (author/editors and any funding institution).

5. Formatting the manuscript. The manuscript should be formatted according to UNU Press style. This should be completed before the revised manuscript is returned to UNUP. Please refer to the UNU Press Style Guide for details.

6. Finalizing the title.
   This information assists you in completing the Manuscript Data Form.

   Editors are asked to propose the final title of the book (to be confirmed by UNUP). The title should succinctly indicate the contents, capture readers’ attention and stimulate their interest. Beware that lengthy and complex titles lead to informal abbreviations that might not reflect the true contents of the book. Longer titles are also a severe constraint for cover design. There are two common approaches:

   (1) Title and subtitle
   As a guide, a good balance is a maximum of 18 words, with 6 words for the main title and 12 words for the sub-title.
   Example:
   “Great titles for great books: Descriptive and compelling messages that intrigue readers while indicating the contents”

   Note that the first part (short title) is how the book is commonly known. It should make sense independently of the sub-title.

   (2) Single title
   Example:
   “Boosting awareness with intriguing book titles”

7. Marketing text. UNU Press will determine the back cover ‘blurb’ in consultation with the authors/editors. The cover text is a marketing tool that explains a little more about the book. It is not an abstract or simple synopsis of the book. Instead, it aims to interest and intrigue readers long enough to have them read the table of contents and then the book. The detailed nature of the book is explained within the book (i.e. in the Table of Contents, Preface, Foreword, and Introduction).
8. Editors are also encouraged to seek endorsements from noted luminaries. Please discuss this with UNUP. Note any proposed endorsers on the Manuscript Data Form.

9. **Cover Design.** Editors are invited to make suggestions about the cover design. UNU Press will consult with authors/editors on the title and cover of the book in order to reflect their views while maximizing the book’s potential. Their input will help guide UNU Press in determining the design of the cover and give us a better idea of the book’s intended market and sales potential. Note that if authors/editors seek a photographic or graphic cover, they will be encouraged to source suitable artwork. The outcome will reflect the resources available to UNU Press.

   When making suggestions, please refer to the following points:
   - Thematic sense: describe the overall style or theme of the cover, e.g. colourful or subdued, dark & moody or light & bright, bold/intense, subtle/restrained.
   - Key words (aside from the title): e.g. conflict, global, innovation, partnership, help.
   - Style: e.g. text-only, photographic, drawings/shapes.
   - Imagery: e.g. people, locations, objects.

**Summary checklist for submitting a revised manuscript**

*Before you submit a revised manuscript for publication, please confirm that each of the following has been supplied:*

**Required two weeks in advance**
- A detailed explanation of the revisions, and how they relate to the peer reviews
- A digital copy of all tables, figures and other illustrations, optimized for black and white reproduction.

**Required when submitting the manuscript**
- A completed “Manuscript Data Form”
- Your input for the cover design (concept, photographs/illustrations, mood/tone)
- Any endorsements of the volume, with permissions of the people quoted (the endorsement should be no more than 30 words).

**Please refer to the following information:**
- Manuscript Data Form
- UNUP Style Guide
UNU Press Manuscript Data Form

Submit this form together with your revised manuscript.

**Note that book production will not start until all of the following information has been provided.**

Please supply the required data or indicate using a cross (x) as appropriate:

- [ ] Number of words in the manuscript.  
  This figure should be exact and should include any preliminary material, preface, etc.

- [ ] Number of tables.

- [ ] Number of figures (charts, graphs, photos) in the book.  
  NOTE: all figures must be sent to UNUP in advance for approval. The proposed inclusion of colour photographs should be discussed with UNUP in advance.

- [ ] I have checked the UNUP Style Guide and sample manuscript for style and formatting.

- [ ] I have provided a list of tables and figures as well as a list of figure captions.

- [ ] All illustrations, tables, figures, artwork are separated from the text and stored on separate files. Refer to sample manuscript.

- [ ] All illustrations, tables, figures and artwork are optimized for black and white reproduction.

- [ ] The typescript is double-spaced and the text pages are numbered consecutively (not by chapter). Refer to sample manuscript.

- [ ] There are NO footnotes. Refer to UNUP Style Guide.

- [ ] I have provided a Table of Contents (including preface, foreword, etc.).

- [ ] Contact details for contributors are supplied below.  
  This should include a brief description (maximum 50 words) of current affiliations and previous positions. It must include current email and postal addresses.
UNU Press Manuscript Data Form …continued

Proposed final title:
Refer to Step 3.6.

Name(s) of editor(s)/author(s)
Please confirm the order and exact spelling of names, including any special symbols or accents.
“e.g. “Edited by Tom Jönes, Nina Hågen, and Kiri Te Kanawa”

Editors'/Author(s’) biographies
Maximum of 25 words each, describing the current titles, affiliations and locations of the editor(s)/author(s).

e.g. “John Smith is a Professor of International Relations at Rutgers University, New Jersey, USA”

List of contributors for publication
Names, titles, affiliations, any contact details required to be published (e.g. email addresses). These details should be as they will appear in the book. Ensure the correct spelling and include all symbols or accents.
Contributors’ contact information

This information is for administrative purposes. Include contact details for each contributor e.g. email and postal information. It is used to e.g. dispatch complimentary copies of the published book, if applicable.
Marketing text (back cover blurb)
Editors are asked to supply a brief marketing text (maximum 250 words).
Please refer to Step 3.7 for further information.

Endorsements
Editors are also encouraged to seek endorsements from noted luminaries. Please discuss this with UNUP. Endorsement should be no more than 30 words.

Name(s) and title(s) of endorser(s):

Cover design
Editors are invited to make suggestions about the cover design. Please refer to “Step 3: Submitting a revised manuscript for publication”

Review copies
Please include a list of journals that might review the book. Include the names of review editors, if known. List other key people you think would be willing and able to publicize or promote the book, e.g. policy makers, NGOs. Note that the disbursement of review copies is strictly limited and will be determined on a case by case basis.
For Office Use only

ISBN:

Copy editor:

Proofreader:

Indexer:

Typesetter:

Printer:

Cover designer:

Photo credits:

Series title:

Co-publisher

Logo placement

Project description

Subvention

Complimentary
Responsibilities of Authors/Volume Editors

Before submitting a manuscript for review:

1. Note that you must provide a signed acknowledgement that the manuscript is original and unpublished elsewhere, or that you have obtained written permission from the owners of any copyright for work you have included (e.g. papers published or presented elsewhere, illustrations, tables etc. taken from another work, or substantial quotations from secondary sources that require permission for use).

2. Provide contributors with a copy of the UNU Press Style Guidelines. Manuscripts can be drafted in UNUP style prior to review, but this is not required. However, they must be put into UNUP style following review.

3. Send edited versions to contributors for their approval BEFORE the volume goes to the publisher.

4. Ensure the manuscript is complete, with a Table of Contents and any other applicable preliminary material (e.g. preface, acknowledgements, list of abbreviations, lists of tables and figures).

5. Ensure the manuscript is complete, including all contributions and all illustrations. The text pages should be numbered consecutively (not by chapter).

6. Ensure all tables, figures and illustrations are separated from the text.

7. Please send a digital copy to UNU Press by email or on CD. This must be the complete manuscript, as intended for publication.

8. Specify how many words there are in the manuscript.

When revising a manuscript:

9. One Editor will be appointed as the correspondent Editor for the purpose of production. The correspondent Editor will be the contact point for any correspondence regarding changes and queries during production. That Editor will be considered to have authority to approve changes to the book. If there is more than one Volume Editor, the exact responsibilities of each must be clarified in advance, with one person serving as the correspondent with UNU Press. Two or more Editors attempting to perform the same functions will delay production and possibly issue conflicting responses to the copyeditor.

10. The correspondent Editor will provide a completed Manuscript Data Form.

11. The Manuscript Data Form includes a list of contributors, contact addresses and affiliations. It is the responsibility of the correspondent Editor to notify UNU Press of any changes to this list prior to publication.

12. Provide contributors with a copy of the UNU Press Style Guide. Manuscripts can be drafted in UNUP style prior to review, but this is not required. However, they must be put into UNUP style following review. Editors should inform contributors of the publisher’s requirements.

13. Instruct contributors to pay particular attention to the UNU Press manner of presenting figures and tables and listing references. All references must use the same method, e.g. Harvard.

14. Edit each paper for sense and check the lists of references and other apparatus for uniformity of style as specified in the UNU Press Style Guide.

15. Send revised versions to contributors for their approval BEFORE the volume goes to the publisher.

16. Please send a digital copy of the manuscript and the Manuscript Data Form to UNU Press by email or on CD. This must be the final version.
Responsibilities of Authors/Volume Editors (continued)…

After submitting the typescript:
(includes book production information and indicative timelines)

- **Copyediting.** Once the completed, revised manuscript has been received (including separated tables and figures, etc.), and any necessary contractual agreement is completed, UNU Press will commence copy editing. This will result in a list of *queries* being generated for response by the author/editors and contributors. Copyediting usually takes about 4 weeks. You need to ensure that the copyeditor’s queries are resolved in a timely manner. This may require the editors to resolve queries directly, or to forward them to contributors, and to follow up to ensure the responses are forthcoming. **Query responses.** UNUP expects responses to the copyeditor’s queries to be provided in a timely manner, i.e. within 2-4 weeks.

17. **Typesetting.** Once query responses are received and the manuscript amended by the copyeditor, it is typeset. This takes about 4 weeks.

    **Proof-reading.** The typeset proofs are read by a UNUP contractor, and this generally takes 2 weeks. Additional queries may arise at this stage, necessitating further input from the editor/author and further typesetting.

    Before a manuscript goes to print Editors should check the contact details for the contributors are up to date and pass on any changes to UNU Press.

18. **Printing and freight.** The revised proofs (or second proofs) are sent to the printer and the final book should be ready to ship within 8 weeks. Bulk shipments can take 3-6 weeks depending on the printing location and delivery address.

The total production process can be as brief as six months but it is more likely to take up to nine months. **Authors and editors are reminded that they play an important role in ensuring the timely processing of the manuscript.** In particular, they should respond to copyeditors’ queries in a timely manner. For the sake of timeliness authors/editors are also reminded that **the revised manuscript should be complete, and should meet with UNU Press house style and technical requirements.**
UNU Press Style Guide

When submitting a manuscript for review:

19. Please supply a digital copy of the manuscript. This should be a Word document or in Rich Text Format (rtf). The manuscript should be complete as intended for publication. Also please include the total word count.

FORMAT

20. UK English spelling and punctuation.
22. Margins: 2.5 cm (1.00") top/bottom, 3 cm (1.25") sides.
23. 12pt font size
24. Black text
25. Double line spacing
26. NO paragraph spacing
27. Left alignment throughout (including endnotes, references and tables).
28. Minimal formatting: do NOT apply styles; do NOT use automatic numbering for lists or notes.
29. Notes: endnotes, NOT footnotes. Endnotes should be manually numbered, and should precede the reference list.

HEADINGS

Please ensure that different levels of subheading are clear; subheadings should consist of an actual title, not just a number or a letter. For example:

MAIN HEADING
Sub-heading
Sub-sub-heading

BIBLIOGRAPHICAL REFERENCES AND NOTES

30. For single-author volumes endnote and reference sections are placed at the back of the book.
31. For multi-author or edited volumes, endnotes and references are placed at the end of each chapter.
32. Footnotes are NOT used.
33. Only one citation system should be used consistently throughout the book. The ‘Harvard’ citation system is in the form: ‘(Author, Year: Page–Page)’. The ‘Vancouver’ citation system is in the form: ‘reference1’ where the superscript numeral refers to a reference or endnote.
34. Please double space endnotes and references. Incomplete and inconsistently formatted references cause more production delays than any other editing problem. Please follow the format of the examples below.
If the Harvard citation system is used, the entries should appear as follows:

**Book**


(When citing a new edition of an older work, the original date should be included, within square brackets, as well as the date of the edition used. The date of the modern edition is essential if a page reference to it is given.)

**Journal article**


**Chapter in book**


**Unpublished/Working paper**


**Unpublished thesis**


**Unpublished conference paper**


**Newspaper article**


**Internet reference**


If the Vancouver citation system is used, the entries should appear as follows:

**Book**


**Journal article**


**Chapter in book**

Unpublished/Working paper

Unpublished thesis

Unpublished conference paper

Newspaper article

Internet reference

ILLUSTRATIONS, FIGURES, TABLES

35. Please call all graphs, charts, etc. ‘Figure’ and all tabular material ‘Table’. Number them consecutively by chapter (Figure 4.1, 5.2; Table 6.1, 7.2, etc.).
36. Submit illustrations, figures and tables on separate pages and as separate digital files.
37. Provide separate double-spaced lists of titles for illustrations, figures and tables.
38. The sources of all figures and tables other than the author’s original work should be referenced correctly and permission to use applied for (please see permission sheet).
39. Tables should be kept as simple as possible, with NO shading or vertical rules and with horizontal rules only at top and bottom of the table and below column headings.
40. All illustrations and figures should be originals or clean (first-generation) photocopies. Figures and illustrations (if drawn) should be optimized for black & white reproduction: use patterned fill instead of colours in bar/pie charts; use dots, dashes, etc. for lines in graphs. Do NOT use 3D effects.
41. Sample table

Table 3.2 Nutrition status of preschool children by father's occupation in three low-income regions of the Philippines, 1983–1984

<table>
<thead>
<tr>
<th>Father's occupation</th>
<th>Weight for age&lt;sup&gt;a&lt;/sup&gt;</th>
<th>Malnourished (%)&lt;sup&gt;b&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fisherman</td>
<td>-1.87</td>
<td>31</td>
</tr>
<tr>
<td>Land-owning farmer</td>
<td>-1.70</td>
<td>24</td>
</tr>
<tr>
<td>Tenant farmer</td>
<td>-1.82</td>
<td>28</td>
</tr>
<tr>
<td>Landless farm worker</td>
<td>-1.62</td>
<td>22</td>
</tr>
<tr>
<td>Wage-earner (non-farm)</td>
<td>-1.64</td>
<td>23</td>
</tr>
<tr>
<td>Professional</td>
<td>-1.31</td>
<td>15</td>
</tr>
</tbody>
</table>

<sup>a</sup> Mean Z scores.

<sup>b</sup> Percentage of preschoolers below 75 per cent of standard weight for age.

Source: Smith (2001: 6).

42. Sample graph

Figure 14.3 Decline in average water resources per capita in South Asia, 1950–2025 (Note: 1950 = 100; Source: Shiklomanov, 1997; reproduced by permission of …).

43. Sample photograph caption

Plate 9.1 Photo of tomato in Austrian newspaper (Source: Reprinted with permission from Salzburger Nachrichten, 19 March 1997, © Erwin Johann Wodicka).
USEFUL INTERNET LINKS

**UNU Electronic Library** has links to online resources such as dictionaries (including the OED Online), encyclopaedias, library catalogues, journals and the UN system:
http://www.unu.edu/hq/library/resource/e-library.htm

**UN links**
List of UN member countries: http://www.un.org/Overview/unmember.html
UN terminology database: http://unterm.un.org

**Dictionaries**
*Merriam Webster’s Dictionary*: http://www.m-w.com/
OneLook Dictionaries: http://www.onelook.com/index.html

**Style guides**
The *Chicago Manual of Style*: http://www.chicagomanualofstyle.org
The *Elements of Style* (William Strunk, Jr.): http://www.bartleby.com/141/

**Bibliographical data**
The British Library: http://blpc.bl.uk/
(US) Library of Congress: http://lcweb.loc.gov/z3950/gateway.html

**Languages resources**
*LANGline* translators’ glossaries: http://www.electriceditors.net/langline/glossaries.htm

**Abbreviations and acronyms**
*Acronyms Finder*: http://www.acronymfinder.com/

**Journals**
*Scientific journals* list: ftp://nlmpubs.nlm.nih.gov/online/journals/ljiti.txt
*Journal abbreviation* sources: http://www.public.iastate.edu/~CYBERSTACKS/JAS.htm

**Encyclopaedias**
*Encyclopaedia Britannica*: http://www.britannica.com/

**Other Sites**
The *Society for Editors and Proofreaders* (http://www.sfep.org.uk/) has a list of research aids links at http://www.sfep.org.uk/society/resources.html

*The Electric Editors* (http://www.electriceditors.net/) has a comprehensive collection of resources for professional editors at http://www.electriceditors.net/resources/index.htm, as well as a macros library at http://www.electriceditors.net/macros/index.htm

*Tehuti Knowledge Services* provides a comprehensive set of links and reference sources (including access to the “hidden Web”): http://www.tehuti.co.uk/Links/links.htm

*Google Scholar* provides access to scholarly literature through which you can check references.
http://scholar.google.com/