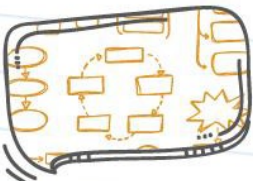
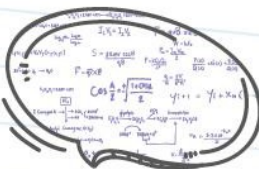
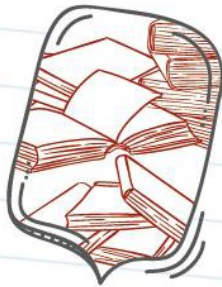


Publishing Resources Pack

Handout Collection for NEFW Consultancy Meeting February 2025





1.2 Avoiding plagiarism while writing

How can I be sure to avoid plagiarism?

If you do not copy and paste any text into the file you are working on, or write down text you have heard, you need never worry about plagiarism. While there may be short matches with other publications on similar topics, the probability that you will write new text that matches other published sources by chance is close to zero.

However, there are legitimate reasons for copying and pasting text while you are writing. For example, you may wish to include a quotation, or you may wish to ensure that you get a long and complicated name or title exactly right. It is advisable to use text copying only for these kinds of tasks and to be very careful that no other material is copied by mistake.

How can I avoid copying text by accident?

A common way that accidental copying occurs is when text is copied from a web site for research purposes without its source being marked in any way; looking at the file later, the author incorporates the text into the document without realizing that it is not his or her own work.

For this reason, it would be better to copy the web site's address only, rather than the text. If you are concerned about the information remaining available, web sites can be saved as PDF files for permanent off-line reference rather than being copied and pasted into a Word file.

Otherwise, when copying and pasting information from the Internet, the text should be clearly marked — for example, by using a different colour — or it should be put within quotation marks and a source cited immediately, even if you are not yet sure whether the quotation will be included.

Finally, note-taking can be done in a separate application, such as OneNote or Evernote, or in a different Word file that is clearly marked so that it cannot be confused with the text intended for the publication.

Is there any kind of text that I am allowed to copy and use in my own work?

The short answer is no. The only acceptable way to use the text of others in your own writing is to include a quotation followed by a citation of its source.

It is also important to be aware of the following:

- Authors should not reuse text from their own previous publications in a new manuscript, firstly because it would usually not be legal and secondly because the IAEA prefers to publish original material. Such text must be quoted as it would be for any other author.
- Text found on a web site, even text without any author, organization or copyright holder given, is subject to the same protection as text in a book or journal, and cannot be used except as a quotation.



- In many countries, text is protected by copyright even if the © symbol is not attached to it.
- It is not always acceptable to copy text from other IAEA publications unless you are producing a new edition of an existing publication. The repetition of text must be thoughtful, and justification should be provided during the submission to the Publications Committee to ensure that the IAEA does not waste resources on duplicate publication.
- Text from the IAEA Safety Standards Series and the IAEA Nuclear Security Series should never be copied into another publication except as quotations, both because of the particular status of publications in these series and to ensure traceability should the particular publication later be superseded.
- Text in an abstract is no different from the text in the rest of the article or paper and cannot be used except as a quotation. If the entire abstract is reproduced as a quotation, specific permission will be needed for this use.
- Text in the public domain in certain States, such as the publications of some governments, is often not in the public domain outside those States and cannot be freely used.
- It is widely but incorrectly believed that acknowledging the source of content or including a citation means that it can be copied without being marked as a quotation. Unfortunately, this is not true and can even make negative consequences more likely, as it demonstrates that the content was knowingly copied.

- If text is contributed to an IAEA publication but is then used and published elsewhere before the IAEA publication is issued, careful consideration will be needed before the IAEA publication can go ahead.

What if a contributor to the publication says they cannot avoid duplicating text?

Some contributors may not have the time to write text for a publication, or they may know that they wish to publish their text elsewhere later. They should discuss with the IAEA Scientific Secretary whether there are other contributions they can make. Such contributions could include:

- Figures or data;
- An expanded version of a shorter text that has been published elsewhere;
- A short text that can later be expanded and published elsewhere;
- An annotated bibliography of relevant literature;
- A description of the contributor's published work that, while it describes the same experiments, uses completely new text to do so;
- Outlines and bullet points to be converted by another contributor into text.

If such an issue is not resolved early in the process it can create extra work for the Scientific Secretary at a later stage. Please contact the Publishing Section if in doubt.

You may also like:

Topic 1.3: Citations and quotations

Topic 2.1: The how and why of citing references



1.3 Citations and quotations

CITATIONS

What is the relationship between citing references and plagiarism?

Properly citing all reference sources is an important first step in avoiding the appearance of plagiarism. However, citing a reference does not in itself legitimize the verbatim reuse of text from an existing source except as quotations of no longer than a paragraph or two. Conversely, the text in a new manuscript being different from an existing publication is not always proof that it has not been plagiarized.

Proper citation also requires that ideas introduced in a manuscript that are not common knowledge are either original or are properly attributed to the person who first published them. Rewriting existing text in the contributor's own words (paraphrasing) is therefore not sufficient to avoid plagiarism. A citation should also be included to acknowledge the person who first published the idea.

It is widely but incorrectly believed that acknowledging the source of content makes its use permissible. Unfortunately, this is not true and can even make a claim more likely, as it clearly demonstrates that the content was intentionally taken from elsewhere. More detailed information on citing references in IAEA style is available.

Does citing a reference mean I can reuse a figure or table from that source?

No, a reference citation is a form of communication between the author and the reader. It has no connection with the communication between the author and the creator of the figure, which must take the form of a permission request, licence or copyright statement. However, for properly indicated quotations of reasonable length, no licence or permission is required.

It is common to cite the reference of the source from which a figure or table is taken, but this is done to allow the reader to locate the original figure. It has no impact on the permission request, which is a separate process.

As data is not subject to copyright, can I reuse data without citing a source?

That data is not subject to copyright means that it can be reproduced by others without having to ask for permission, but it does not mean that the source of the data does not need to be acknowledged.

It must always be clear to the reader who performed the experimental work that produced the data, and therefore a source must always be cited, even if the data is unpublished.

Additionally, while data is free from copyright, representations of data in images and tables are not. The freedom to reuse the information applies only to the values and similar information. A plot of the data, for example, cannot be freely reused.



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QUOTATIONS

Why are quotations used?

If you wish to use the exact text from another source, a quotation is the only way to do this. A quotation clearly signals to the reader that you are not taking credit for someone else's words. It allows you to introduce the opinions and guidance of other experts and organizations in their own words. It provides the reader with the original text rather than an interpretation of it.

Any text that is identical to its source should be placed within quotation marks to indicate that it was written by someone else (of course, this does not apply to names, terms or common phrases). Even a single word or a two word phrase should be within quotes if it is particularly unique or memorable. However, long quotations are not an acceptable way to solve instances of plagiarized text included in a manuscript.

When writing about certain specialized publications, such as IAEA safety standards, quotation distinguishes the exact consensus based text from the additional guidance that publications in other series may offer.

Can quotations be overused?

Yes, in most publications it is not appropriate to include numerous or lengthy quotations. There should be a high proportion of non-quoted text to quotations to ensure that the new IAEA publication is providing enough novel material to justify its publication.

Quotations should usually not be more than a few lines in length. They should be from different sources, rather than reproducing another source a few lines at a time.

An exception would be a publication that focuses on or interprets another publication. For example, if a publication contrasts two sets of regulations, it would need to quote extensively from both.

How do I quote?

If possible, copy and paste the text from an on-line source to ensure that the quotation is accurate. However, any copied text should immediately be placed between quotation marks to avoid confusion and accidental plagiarism.

A quotation reproduces the original exactly in terms of capitalization, italics and other formatting. If formatting and spelling that is not usually permitted in IAEA publications is used in the original, such as underlining or US English spelling, it must nevertheless be copied exactly in the quotation. A quotation is followed by the citation of the source from which it is taken.

You may also like:

Topic 2.1: The how and why of citing references



1.6 Writing about previously published research

When might I need to write about previously published research?

There are two main occasions when contributors to an IAEA publication may need to write about previously published research. The first is when carrying out a review of the existing literature. The second is when summarizing their own work that has been published over the course of a project in a publication that summarizes the entire project. These two situations are described in detail below.

It is best practice to produce new, original text about previously published research, whether it is the work of ourselves or of others, and it is not necessary to plagiarize (or self-plagiarize) to produce many texts on the same topic with no text overlaps. To produce new text, follow the guidance below as well as guidance on correct citation and quotation.

What should an informative review of existing research or guidance contain?

Firstly, the objective of carrying out the review should be clearly stated in the introduction of the publication, and this focus should be clearly visible throughout the text. The objective should take the target audience of the publication into account.

Secondly, the scope of the review should be defined and, within this scope, the review should be comprehensive. This is an area where contributors can have an important input and ensure that key papers are not overlooked. Additionally, efforts should be made to include the most recent literature. A prolonged writing phase should be avoided for this reason, but if it is necessary, a final step of rechecking the literature and adding any relevant new papers should be included just before the final manuscript is submitted.

Thirdly, the review should not simply repeat the content of the source material, with each paragraph describing a single paper. It should interpret the material, highlighting its strengths and weaknesses, comparing and contrasting different sources with one another, assessing implications and drawing conclusions. It should bring the existing literature into a new structure, revealing to the reader new connections and patterns that, without the new IAEA publication, would not be visible. The paragraphs in each section should be connected to one another and should follow an argument, supported by data from the source material.

Fourthly, a clear line should be drawn between existing literature that is being reviewed and new research that is being reported for the first time. This can be done, for example,



by placing a review of the existing literature in a different section from reports of novel results from coordinated research project activities. Fifthly, care should be taken to properly cite all information from the literature that you reproduce in your review. Finally, gaps in the literature and directions for future research should be described.

Following this guidance will usually create text that is original. However, if a review with exactly the same perspective and objective exists, you must not copy any text from it. If you agree with the conclusions of that review, consider whether your review will add value and consider producing a publication with a different objective. If you do not agree, write your own interpretation and the text you produce will be original.

Is it always necessary to summarize the research published during a project?

If one intent of a publication is to capture all of the articles related to a publication in a single place, with other information such as participant and meetings lists, it may be appropriate to compile an annotated bibliography to form part of a publication. An annotated bibliography is formatted in the same way as a normal bibliography, but following each source is a paragraph that summarizes it. A second paragraph may optionally be added with commentary on the source; if the two paragraph style of annotated bibliography is used, all entries should have two paragraphs.

If all the sources are journal articles, it would theoretically be possible to include the abstract as a summary. However, as the copyright of the abstract belongs to the journal publisher, contributors must be briefed at the start that they should obtain

permission for this use when publishing their articles. If this is not done, abstracts may only be used if permissions are applied for.

How can I write an original summary of my previously published research?

In some IAEA projects, research is published during the project, often in journals. At the close of the project, it may be decided that there is value in summarizing all the work conducted in a project in a single publication. Such a summary may be organized by participant, with each section detailing the work done at one organization or in one Member State, or it may be organized by the subtasks of the project or aspects of the subject of the CRP.

To ensure that the new summary is different from the published articles, the following content should be considered:

- The summary can take a perspective that is not usually appropriate for a journal article. For example, the perspective of a particular Member State or region can be given, or developments can be discussed from the point of view of limited resource settings.
- The background of the project, the objectives of the participants and the expertise shared during the project can be explored.
- Negative results can be included, and troubleshooting can be described.
- Research that a journal might not consider novel enough for publication can be included if it fulfils the objective of the publication.
- The specifics of organizations, facilities and activities can be included in detail.
- The various stages of the project and the meetings can be described in detail.



2.1

The how and why of citing references

Why are references cited?

When writers cite a reference, they support their work by connecting what they are writing with another source, which may be a book, journal, web page or other format. Citing a reference increases the quality of a manuscript in several ways. References can:

- Act as an important indicator of quality, reliability and credibility for the publication;
- Support any arguments the publication makes and any conclusions it draws;
- Demonstrate that all the appropriate literature has been referred to and that a breadth of sources have been consulted;
- Provide transparency to Member States, who may make national policy decisions or enact legislation based on the IAEA's requirements and guidance;
- Place the IAEA's work within the context of international scientific research;
- Refer readers to other sources for more details;
- Introduce readers to other IAEA publications;
- Prevent accusations of plagiarism.

Should an IAEA publication always contain a reference list?

Yes, to meet the normal standards of a scientific publication and the requirements of the IAEA, a manuscript must contain a reference list of an appropriate length to be accepted for editing. The appropriate length will depend on the content and length of a manuscript.

A bibliography alone is not sufficient and cannot replace a reference list, as they perform different tasks. A bibliography is an optional part of a publication.

When does a reference have to be cited?

It must always be clear to the reader whether the concepts you write about that are not common knowledge are your original ideas or if they come from the work of someone else. If you include an idea that you have read about elsewhere, and you paraphrase this idea (without copying the text you have read), you must include a citation. If you use data from an experiment that was not done by you or one of your co-authors, you must cite the source, even if it has not been published.



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If you use a quotation from another source, you must cite the source immediately following the quotation and include it in the reference list.

If something is common knowledge, a basic methodology or a well established fact, you do not need to cite a source.

If you are not sure whether to cite a source or not, it is better to cite it.

What reference system does the IAEA use?

The IAEA uses a variation of the Vancouver reference system. The reference sources are keyed to the text using numbers in square brackets, i.e. [1]. Detailed information on the reference list format is available in the IAEA Style Manual.

The IAEA publishes in a number of fields, across which the most common citation style varies, although many prefer a numbered reference style. The IAEA does not use the Harvard system. As most IAEA publications cite other IAEA publications, the Harvard system is unsuitable as it relies on the author name to differentiate between sources, and for IAEA publications, the IAEA is the name of the author as well as the publisher.

What consequences can errors in citations and the reference list have?

The IAEA's scientific secretaries and the teams of contributors they assemble are experts in their field, who are likely to have extensive knowledge of the relevant literature and may recognize a paper even though some of the details given are incorrect. However, the readers of Agency publications are a more heterogeneous group, some of whom will need the correct details of a source in order to locate it. It is also good practice to correctly reference sources used.

Other potential consequences of errors related to references:

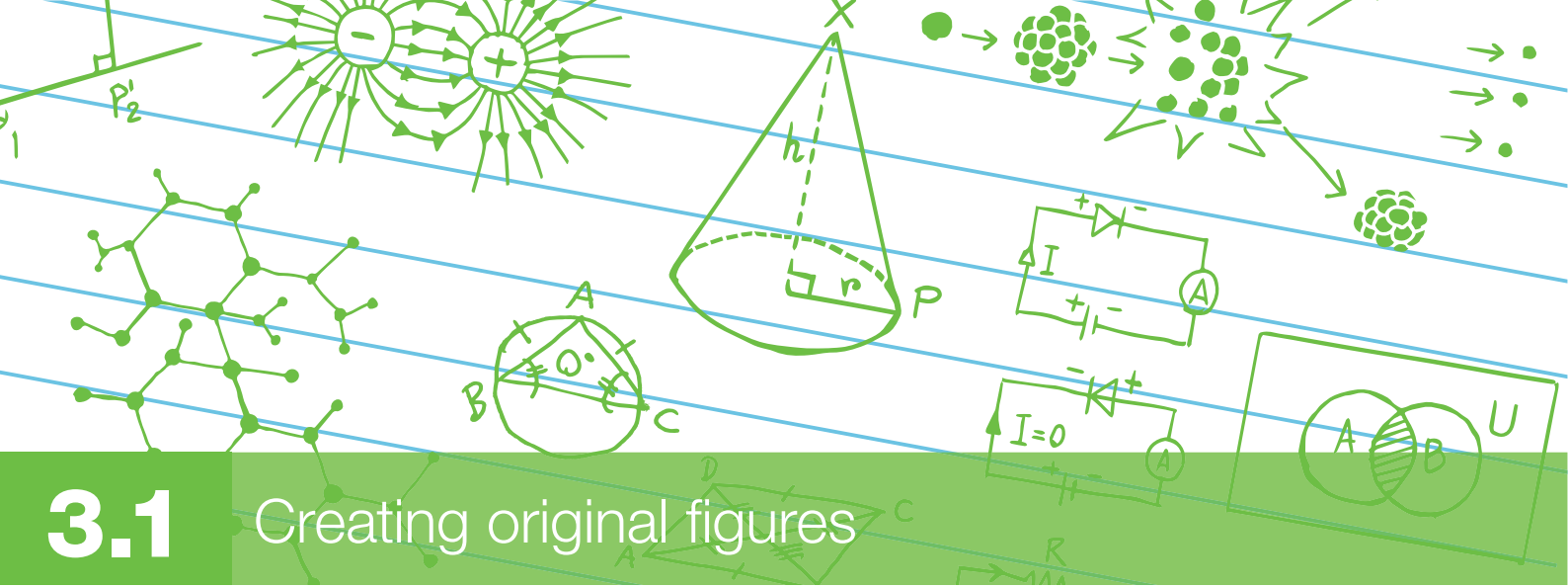
- The quality, reliability and credibility of the publication and the guidance it contains and, by extension, the work of the IAEA, can be called into question.
- Innocent mistakes may be used maliciously to discredit the organization, its requirements and guidance, its staff and contributors, or all of these.
- The author of the incorrectly cited source may complain.
- The Scientific Secretary may be accused of plagiarism.
- Readers who notice the error are likely to assume that the source was not really read or understood.

Who is responsible for the references?

References must be included by the person who wrote the text, who is the only person who can know the sources consulted during writing. Adding references to a completed document is more time-consuming than documenting the references during writing. It would therefore be preferable to check that contributors' work includes citations as soon as it is submitted, and return it to them if it does not.

What is the best way to manage citations and reference lists?

It is highly advisable to use reference management software. The Publishing Section recommends EndNote, but other reference management software is available.



3.1 Creating original figures

What resolution and line weight should original figures have?

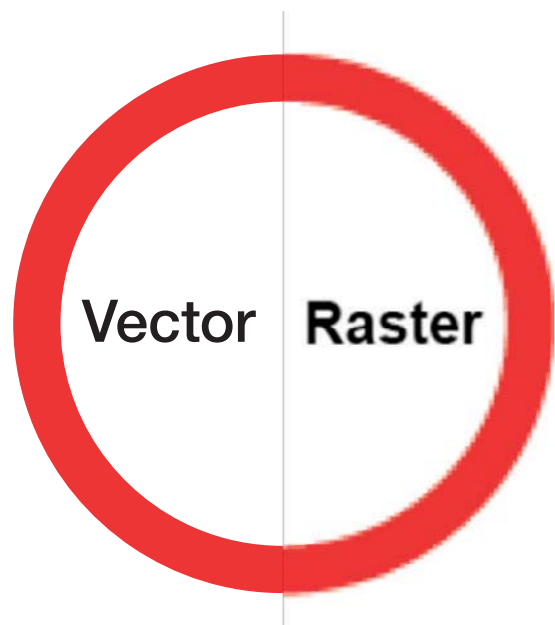
If the figure is a line drawing in black and white, it should have a minimum resolution of 600 dpi (600 ppi). Other image types, including black and white photographs, require a minimum of 300 dpi (300 ppi). A lower resolution indicates that an image does not have sufficient quality for print.

Which program can I create figures with?

Figures will ideally be created in Microsoft Visio, Adobe Photoshop, Adobe Illustrator or Adobe InDesign. The files provided to the Publishing Section should be source files (i.e. files that are in the format they were created in rather than being saved to a different file type). Microsoft Word and Microsoft Powerpoint cannot usually produce images that have sufficient print quality. Microsoft Excel is suitable if used as described below.

What is the difference between vector and raster graphics?

Raster graphics are composed of pixels, while vector graphics are composed of paths. A raster graphic, such as a JPG, TIFF, PNG or PSD, is an array of pixels of various colours, which together form an image. Vector graphics can have a file format of EPS, IA or PDF and can be created in Adobe Illustrator or Microsoft Office. Because vector graphics are not made of pixels, the images can be scaled to any size without compromising quality. Raster graphics, on the other hand, become 'blocky', since each pixel increases in size as the image is made larger, as shown in the example below.



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Which file extensions can the figures I submit have?

From multiple programs	PDF*
Adobe Photoshop, Microsoft Word, Microsoft Excel	EPS*, JPG, JPEG, PDF, PNG, PSD*, TIF, TIFF
Microsoft Visio	VSD
Adobe Illustrator	AI*, EPS*, PDF
Adobe InDesign	INDD, INDT, INX, IDML*, PDF
* For the indicated file types it is necessary to submit files with embedded fonts to ensure the font and font size remain the same as when they were submitted, even if opened on different machines.	

PDF files can be created from different programs, but it is always preferable to submit the source files so save the file in the program the figure was created in.

Please note that the resolution needs to be dpi or ppi ('dots per inch' or 'pixels per inch') — this is not the same as 'pixels per centimetre'. In order to maintain the resolution, the figure should be submitted at the same size as it should have in the final publication.

How can I use Microsoft Excel to create figures for my publication?

If using Microsoft Excel, care must be taken to create figures with sufficient quality. The best method is to create a PDF. In the File menu, choose 'Save As'. Click 'Browse' to specify the desired location. When the Save As dialogue box appears, select 'PDF' from the 'Save as type' drop-down menu and then click the 'Save' button.

You may also like:

[Topic 3.2: Evaluating figures from contributors](#)

[Topic 3.3: Using existing figures](#)

[Topic 3.4: Attributing figures](#)

[Topic 3.5: Including maps in a publication](#)



3.3 Using existing figures

Does using existing figures save time when drafting a publication?

Using existing figures rather than creating new figures when drafting a publication does not always save as much time as you might think, and in many cases may take longer than creating completely new figures, depending on the nature of the image and where it has been found. It is therefore important for scientific secretaries and their contributors to plan in a similar amount of time to either create new figures or manage the use of existing ones. New figures will add more value to a publication than existing figures that readers can access from other sources.

What is a figure permission?

If you did not create a figure yourself for the publication you are working on, it is likely that you will need to obtain a figure permission. This is because the figure is owned by someone else, who has the right to decide whether and how it can be reused. A written permission is the proof that you are allowed to use the figure and provides a record of the terms under which you are allowed to use it. You should keep all permissions on file to protect yourself and the IAEA.

If you wish to reuse a figure that you have created yourself but that has been published elsewhere, you will also need a permission, as usually when you publish, the contract you sign

will transfer ownership of the figure from you to the publisher. However, such permissions are often free of charge for the author, so there is no financial barrier to applying for them.

For some images licensed in certain ways, such as stock photography or content licensed under Creative Commons, you do not need to apply for a permission because a licence is either included with the purchase (in the case of stock photography) or available to all who meet any specified conditions. In such cases, the licence should be saved in case its terms later change.

Are some types of existing image easier to use than others?

Existing images that you already have but that have never previously been published will be the easiest to use. Such images could include the output of programs you use in your work, such as mapping programs; photographs you have taken on duty travel, assuming they are of sufficient quality; or flow charts you have prepared for internal use that would be appropriate for the publication.

Existing images that you have access to but that may belong to someone else, such as medical images, can often be used, but care should be taken to establish that you may use them, both regarding the rights of the patient and the policy of the centre at which they were acquired. All patient ID data must be cropped out.



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Screenshots of software programs are easily taken but will not have sufficient quality for print. Ideally, you should ask the software developer for higher quality images.

Using previously published figures from journal articles, even if you yourself are the author, may mean that you have to apply for a written permission. However, as many journals have an automated rights management system, enabling you to receive a licence within a few minutes, the time that needs to be invested in this process is minimal. A small amount of additional time to manage the licences and ensure that they are kept on file should also be planned.

Using images previously published on-line can be relatively easy if you find them on the page of a well recognized organization in the nuclear field. If the web site you find them on belongs to a less formal organization or an individual, or if you cannot decipher who the owner is, the process of obtaining rights to use the image is likely to be more difficult. All images found on-line must be assumed to belong to somebody, so obtaining a permission will always be necessary.

What is the process for obtaining permission to use an existing figure?

The process for obtaining permission to use an existing figure will depend on its source.

If the source is a journal article, you will find that many of the larger journals include a 'rights and permissions' option on each article page. Selecting this option will take you through the figure application process step by step. Care should be taken when choosing the type of organization and publication and the media and areas in which it will be published, as the choices differ from journal publisher to journal publisher. If you are unsure of which options to choose, please contact the Publishing Section before completing the permission application. If the journal publisher does not have such an option on each article page, their web site should include general information on applying for permissions.

If the source is a book, consult the publisher's web site to see how they handle permission requests and follow the instructions given there.

If the source is an organization or business, check whether they have any contacts for public relations, external relations or press relations, as this will usually be the most appropriate person to advise you on permissions for their images.

If the source is a smaller organization, a web site run by an individual or a web site that does not give any information about its owner, your only option may be to use the contact details given on the web site. The Publishing Section can provide a model text for you to adapt when writing to such contacts. However, many such emails and letters will go unanswered, so it is advisable to decide in advance when you will send a follow-up email and when you will abandon the figure in question and find a replacement. The absence of a reply cannot be taken as permission to use the figure.

Are there any other considerations when using an existing figure?

Even if you have a permission to reuse a figure, that figure must also meet quality standards in order to be suitable for print. For example, it must have a resolution of 300 dpi (or 600 dpi for black and white line drawings), and be of a suitable file type; any labels and legends must be in the language of the publication, usually English. For more details, see Handout 3.1 on creating original figures.

You may wish to check the quality aspects of a figure before applying for a permission, to save obtaining permissions for figures that cannot be reused. Most publishers will not or are not able to supply higher quality files than those found on their web site, so you should not assume that you will be able to obtain better images later.

You may also like:

Topic 3.4: Attributing figures

Topic 3.6: Understanding who owns an image

Topic 3.7: Reusing content licensed under Creative Commons



3.4 Attributing figures

What is a figure attribution?

A figure attribution is a note that is included in a figure caption to indicate the source of a figure. Attribution can be used for previously published figures that are being reused and for original figures provided for a publication by someone who is not an IAEA staff member.

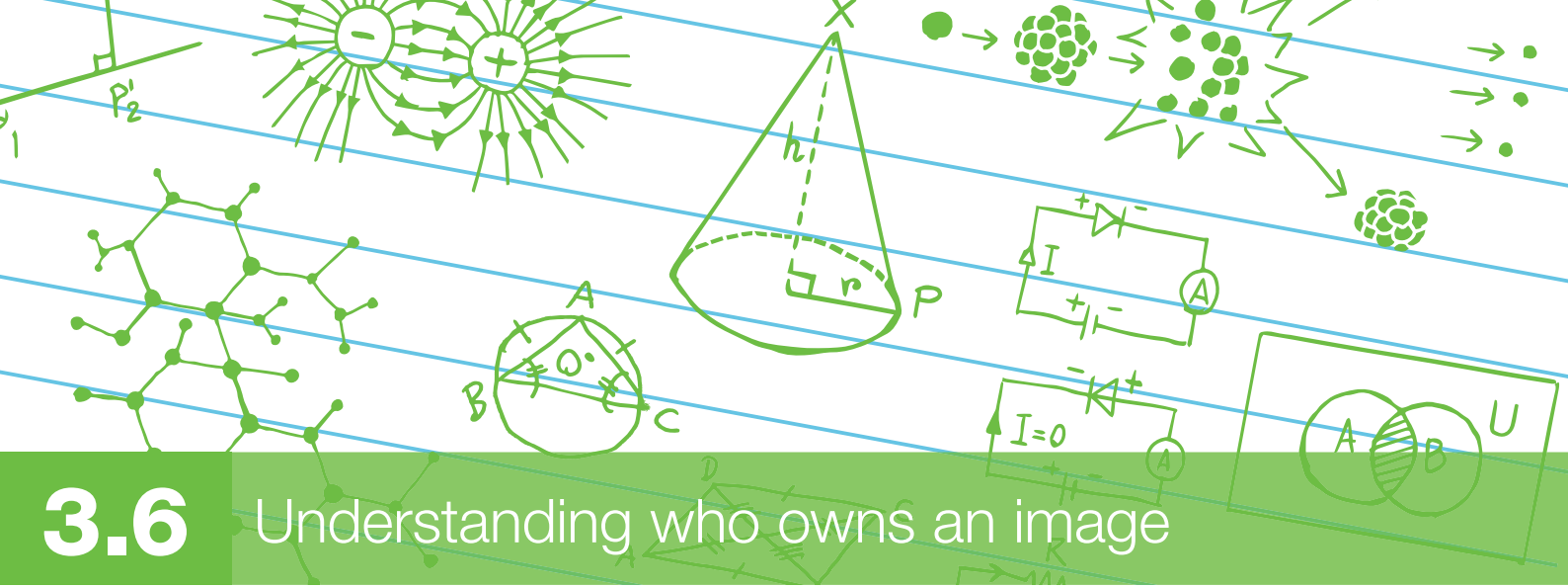
Attribution is important to respect the rights of the original creator of the figure. It is also convenient to clearly state the source of the figure in case it is later found to contain errors.

How do I correctly attribute a figure?

The correct attribution depends on certain characteristics of the figure.

The following situations are commonly found in IAEA manuscripts:

- (a) An IAEA staff member, consultant or intern has produced a figure. It has never appeared in a publication. You do not add an attribution to the figure caption. You may add the staff member, consultant or intern to the list of contributors to drafting and review.
- (b) An individual who does not work at the IAEA has produced a figure. It has never appeared in a publication. You have been given official permission to use the figure. You add an attribution in the form of the following, including the individual's affiliation: *"(courtesy of M. Mayer, University of Bonn)"*.
- (c) A figure originally appears in a publication with no copyright notice, and you have received official permission from the author(s) to use the figure. You add an attribution in the form of the following, ensuring that you have also added the source to the reference list: *"(reproduced from Ref. [x] with permission)"*.
- (d) A figure originally appears in a publication with a copyright notice, and you have contacted the publisher and received a licence to reuse it. If the publisher requires you to use a specific form for the attribution, you follow their instructions. If there are no specific instructions, you add *"(reproduced from Ref. [8] with permission courtesy of [Publisher])"*.
- (e) A figure originally appears in an IAEA publication, and you are certain that it was originally created for this publication. You add an attribution in the form of the following, ensuring that you have also added the source to the reference list: *"(reproduced from Ref. [x])"*.
- (f) You do not have any information on the source or owner of the figure. You do not use the figure until you can find further information about it, and you ask the Publishing Section for further information if necessary.



3.6 Understanding who owns an image

Why is it important to understand who owns an image?

If you do not create original figures for your publication, and instead wish to reuse already published images, you will need to establish who owns those images in order to obtain the proper permissions for their reuse.

If the owner of an image is not immediately obvious, tracing this individual or organization may be much more time consuming than sourcing or creating a new image; it would be worth devoting some thought to this possibility. For example, for photographs of nuclear facilities found on-line with unclear ownership, it would almost always be simpler to apply to the operating organization asking for a similar image; for photographs of medical imaging equipment, the manufacturer will usually be happy to supply you with the images you need.

If I find an image on a web site, how can I work out whether I can use it?

In general, the less immediately clear it is who owns an image on a web site, the longer the process of obtaining a permission can be expected to take and the more likely it becomes that you will be unable to obtain the permission you will need to reuse the image.

If you find the image in a journal article or book extract on-line, the publisher will almost certainly be the owner of the image, rather than

the named authors, and you should apply to the publisher for permission to reuse the image.

The owner of the web site where you have found the image may be the owner of the image, may have licensed the image for use on their web site only or may only be a person who has uploaded the image despite not having the right to use it; you may find it difficult to distinguish between these cases. Organizations you recognize will be more likely to give accurate information on who owns their images, whereas sites run by individuals or a user's area on a larger site, particularly where individuals do not give their full names, are less likely to do this.

In some cases, the image caption will give the name of an individual or organization, with a link. If there is no caption, you can also check the image's metadata. If a full name and links to a web site or portfolio are given, you may have success when contacting the person or organization directly. However, if only a user name is given, forcing you to make contact through a web site or on-line community, you may not receive a reply.

If an image does not have a copyright holder indicated with a © sign, does it belong to someone?

For any creative work, including all images, the act of creation establishes the creator as the copyright holder. It is not necessary to register a copyright or use the © symbol to own or to



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continue owning it. Therefore, you can assume that any image you find belongs to somebody, even if there is no © symbol in the caption.

Is it possible that an image does not belong to anybody?

While orphaned copyrights do exist, meaning that some creative works have no owner and can be used after taking certain steps, it is very unlikely that images related to science and technology would fall into this category.

Copyright expires a certain number of years after the death of the creator (this varies by country but is always a lengthy period such

as 75 years), so historical material may no longer be subject to copyright. However, if you wish to include a photograph of a historical artefact in your publication, you must remember that the photographer who took it will own the copyright for that image and will have to grant you permission to use it.

You may also like:

Topic 3.3: Using existing figures

Topic 3.4: Attributing figures

Topic 3.7: Reusing content licensed under Creative Commons

4.1

Preparing equations for a publication

What needs to be considered when preparing equations for a publication?

It is important that equations are prepared in a form that can be processed without retyping or reformatting, as these processes can introduce errors. This means that either Microsoft Word's Equation Editor or the software MathType must be used. If contributors wish to prepare equations in LaTeX, they should be imported into MathType and saved as MathType equations.

Can I use an equation from another source?

Yes, an equation taken from another source may be included in your manuscript as long as the source of the equation is cited as a reference. However, it is not advisable to take a whole series of equations from the same source.

When you cite a reference source, the reference citation is placed in the text where the equation is first mentioned (called out), not in the equation.

Do I need to pay attention to formatting?

The formatting of an equation also conveys meaning and reflects the expertise of its author. It is advisable that any equations used in the text are correctly formatted when they are first

written as later formatting by a less expert person may introduce errors. The following conventions should be observed, among others:

- Use italics for variables and bold italics for vectors.
- Use italics for lower case Greek letters (α – ω) and normal (roman) text for upper case Greek letters (Λ – Ω).
- Use italics for variables that are subscripts and superscripts to other variables unless they stand for a word (e.g. x_n where $n = 1, 2, 3$ but x_t where t stands for toroidal).
- The natural logarithm is written \ln (not ln) and is spaced (e.g. $\ln a$). Logarithm to base 10 is written \lg (e.g. $\lg b$).
- Use \tan , \cot , \sinh and \cosh (not tg , ctg , sh or ch).
- Use full stops (not commas) as decimal points when writing in English.
- Use \approx (not \cong or \approx).
- Use uppercase letters for sets (N) and lowercase letters for a part of a set (n).
- Two formulas in the same line must be separated from one another, ideally by text, but at a minimum by a comma.

Full details can be found in the IAEA Style Manual, Chapter 16.



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Should I use displayed or in-line equations?

It is often preferable to use displayed equations as they are easier to read and are numbered, making them easier for the reader to locate. However, equations that need more space than a line of text should be displayed. For example, $f(x, y, t)$ does not disrupt the spacing of the lines of this paragraph, so can be written in-line, whereas e.g. $\left(\frac{\mu}{1-\mu}\right)^3$ changes the spacing between this line and the lines above and below, and should be displayed.

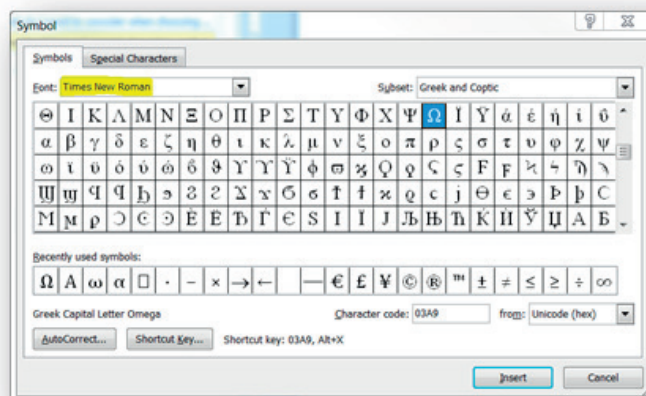
What do I need to consider when choosing notation?

The notation needs to make sense throughout the publication. The same notation should not be used for two different things and similarly, when the same thing appears in two different places, the same notation must be used. To achieve this in a publication written by different contributors, notation will need to be coordinated during the writing process. A simple way of doing this is to keep a notation list saved to an on-line location that can be updated by all the contributors as they write. This notation list can also be included in the back matter of the publication if it is likely to be helpful to the reader.

How should I insert special characters such as Greek letters or multiplication signs?

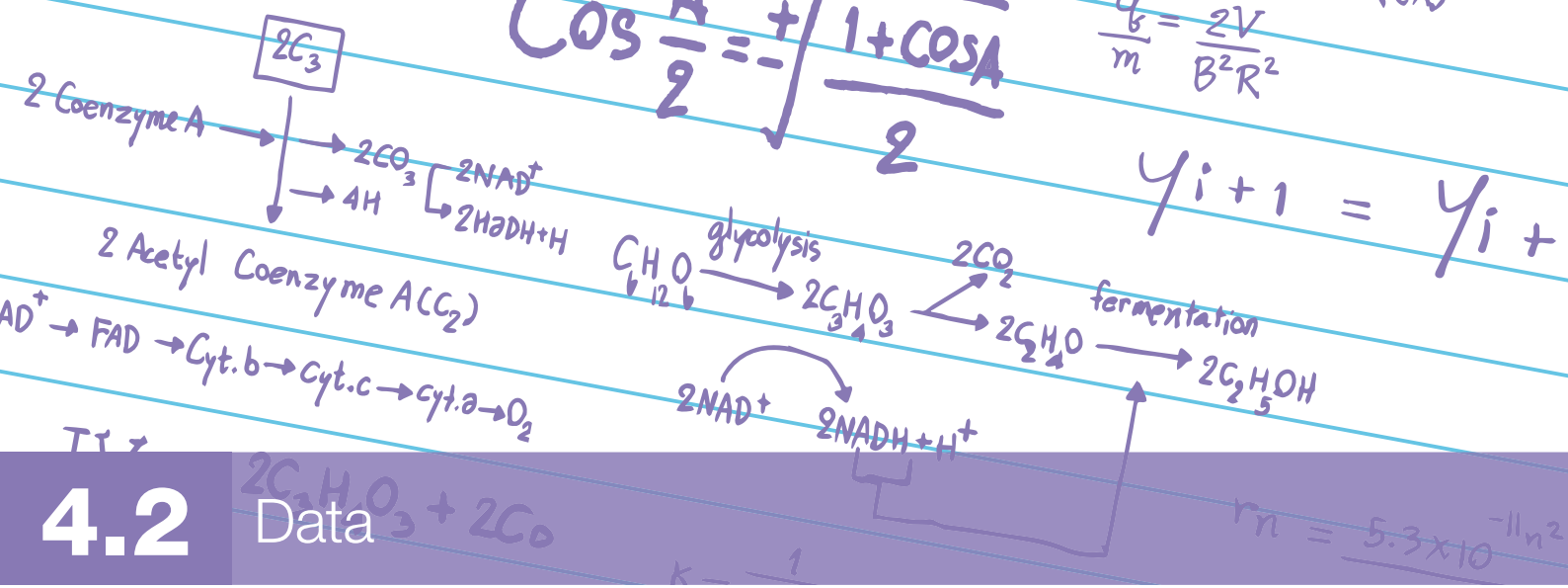
It is important that Symbol font is never used in a manuscript as it is liable to change to other characters when files are opened on different computers.

Instead, to insert a special character in the correct font, Times New Roman, in Microsoft Word, select the menu 'Insert', the option 'Symbol' and 'More Symbols'. Before choosing the character needed, select the font 'Times New Roman', then choose the character and select 'Insert'.



What else do I need to consider?

If the publication contains a large number of equations, it is advisable that contributors are provided with the whole of Chapter 16 of the IAEA Style Manual. If the equations are very extensive and raise questions not answered in the IAEA Style Manual, the Publishing Section can recommend further reference works that may be helpful during the drafting process.



4.2

Data

Are data subject to copyright?

Data themselves are not subject to copyright, and therefore already published data may be reproduced in an IAEA publication if their reproduction is justified; however, this applies to the data only and not to any text providing commentary on them. The original source of the data must always be cited.

It should also be remembered that any expression of data, such as a table or figure, or any way of managing data, such as a database, is always subject to copyright. If you do not create a new way of expressing the data in your publication, you must apply for permission to reuse the table or figure that you are reproducing. If you include data in your publication electronically, such as on a CD-ROM or USB stick, you must ensure that the way they are stored does not violate any copyrights.

Not all output from a database can be considered data and therefore copyright free. Databases may be used to manage items, such as images, that are subject to copyright. The output of a database may be freely used only if those data are entirely factual and not creative in nature.

Can I use as much already published data as I want in my IAEA publication?

To make the best possible use of the IAEA's resources, each potential publication is submitted for clearance with a justification of the need for it. If a manuscript were to contain a large amount of data that are already available to potential readers from another source, the justification would need to demonstrate that it provides something more than just a reproduction of the data. This could be, for example, commentary on and discussion of the data, graphical presentation of data that previously were presented in numerical form only, or the compilation of data from many published but difficult to find sources to provide a global picture.

Can I present data in a format that is different from how the original author of the research presented them?

It is perfectly acceptable and sometimes preferable to present data differently from how the original author chose to present them — for example, by taking information from a table and turning it into a graph — as long as you use a reference citation to make it clear to the reader whose work generated the data. Changing the presentation of data to conceal its origin is never acceptable.



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Can I cite unpublished data in an IAEA publication?

Unpublished data may be cited in an IAEA publication, and the format below is used. The format lists any person involved in gathering the data, followed by their affiliation. As many or as few authors as necessary can be listed.

Although data are not subject to any copyright, if you have not been provided with the data

explicitly for inclusion in an IAEA publication, it would be best to check with your contact and obtain his or her written permission (an email would be sufficient) to publish the as yet unpublished data. If you publish data that your contact was planning to publish elsewhere in the future, you may prevent him or her from publishing it, thereby damaging the IAEA's reputation and discouraging others from sharing their latest data with us in the future.

[4] PHILLIPS, S.M., Forschungszentrum Jülich, KOCH, D., Physikalisch-Technische Bundesanstalt, Braunschweig, unpublished data.

You may also like:

Topic 4.1: Preparing equations for a publication

Topic 4.3: Using tables

4.3

Using tables

When should I use a table?

You should use a table when you have data that is most efficiently presented in this way. Tables use more resources than running text, so they should only be used where needed. If information is included in the running text or in the figure, it should not also be presented in a table and either the information in the text, the figure or the table should be deleted. Additionally, if the information in a table could be summed up in one or two straightforward sentences, a table should not be used.

You should only use a table when there are relationships in the data across the rows and across the columns. If there are no relationships, so that the columns essentially contain two separate lists presented next to one another, or if there is only one or two rows and one or two columns, a bulleted list or lists should be used instead.

Can I reproduce data from another publication?

Data is not subject to copyright and therefore you can use data from another publication or source to create a table for your publication without seeking permission, although you must cite the source. However, if you reproduce an entire table from another publication or source, you should seek permission from the copyright holder. If you reproduce an entire table but adapt it, include 'adapted from Ref. [x]' in the table heading.

What should I remember when including a table?

- Each table must have a heading and must be numbered correctly throughout the text.
- Each table must be called out (mentioned) in the text and should then be placed in the manuscript immediately after the paragraph in which it is called out. This is unlikely to be the final placement in the laid out publication, but it is the appropriate placement in a manuscript even if the table breaks over a page.
- If a table contains reference numbers, these references are considered to have been cited in the text at the point where the table is called out and not in the order in which they are included in the table. This may affect the numbering of your references throughout the text. It may be easier to keep track of reference numbering if you insert a citation immediately after the table callout.
- Tables cannot have footnotes but use table notes instead. These are placed immediately below the table.
- A table should contain only data expressed in SI units (or, if the use of other units is unavoidable, the conversion or conversion factor to SI units should be given in a table note).
- Nuclides and mass numbers should be given in the form Cs-137 rather than ^{137}Cs .
- The form 4E4 (instead of 4×10^4) may be used.



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- Abbreviations should be used thoughtfully, and if they have not already been introduced in the text, they should be spelled out in a table note.

How should I input my tables into Microsoft Word?

It is important to input tables correctly so that they are not distorted as they pass through the publication process. If you receive tables from a contributor that have been incorrectly input into Word, ask him or her to correct them. The following guidelines should be followed:

- Only use the ‘Insert → Table’ command to add a table to the document. All other ways of adding a table to the document should be avoided. Remember:
 - Not to add a table as an image;
 - Not to use multiple spaces or tab stops to make text appear like a table;
 - Not to use text boxes;
 - Not to use a table with a single row with multiple lines in that row created by the return key.
- Ensure that each item of data is in its own cell.
- Do not use colour, shading or bold or italic text in a table.
- Use the em dash (—, obtained by pressing CTRL + ALT + minus) in cells for which no data is available. Use n.a. to indicate where a value is not applicable. Ensuring that no empty cells are left makes it easy to spot when data is lost.
- Be aware of the page size that will be available in the final publication. If you are preparing a manuscript for an A4 series, you can use the

whole page for your table. However, if you are preparing a manuscript for a series that will be 16 cm × 24 cm and your table uses the whole A4 page, you may find that when it is laid out it doesn’t fit on the page, or is very cramped. For 16 cm x 24 cm publications, use section breaks before and after to create a page with different margin settings, and set the margins to 5.6 cm top and bottom and 4.5 cm left and right. This will simulate the page space available in the final publication and will allow you to optimize your table for this space.

- Be aware that in its final form, your table will have very few lines (borders) as set out in the IAEA Style Manual. Plan your table so that it does not need lines to separate the data. You can use the command ‘no borders’ to quickly see what it will look like.
- If your publication is to be edited, you do not need to correctly format the table borders.

How should I prepare tables for a camera ready publication?

As well as following the guidelines above, for a camera ready publication you must ensure that the appearance of the tables complies with the IAEA Style Manual. Firstly, ensure that you use as few borders as possible. Usually only three horizontal lines are used: above the table, below the table and below the header row of the table.

Secondly, if a table breaks across a page, you will need to use two Word tables to create a single table. The title should be repeated for the second Word table with ‘cont.’ at the end of it, and the header rows should be repeated. Any table notes should be placed after the second Word table.

5.1

Organization of a publication

How should I organize the structure of my publication?

IAEA publications are structured in three main ways: (a) in sections, for a simple publication; (b) in chapters, for a complex publication; and (c) as a collection of reports or papers. Different numbering systems are used for these three types of structure, so it is important to decide on a structure before writing begins.

Should I choose a simple publication structure or a complex one?

The 'simple' publication structure is the most common structure for IAEA publications. You should always use a simple structure unless it is crucial to do one of the following:

- Attribute each chapter to its author(s) by name (rather than simply listing all contributors alphabetically at the back of the publication);
- Split the publication into thematic parts that are collections of chapters, divided by separator pages numbered Part I, Part II etc.

What are the differences between numbering in a complex and a simple publication?

In a publication with sections, the numbering of tables, figures, equations, references and footnotes begins with 1 and continues across all of the sections and across any appendices.

In a publication with chapters, the numbering of the tables, figures, equations and references is decimalized (1.1 instead of 1). The first figure in Chapter 2 would be Fig. 2.1 and the first figure in Chapter 3 would be Fig. 3.1, for example. Numbering in appendices is I.1 in Appendix I, II.1 in Appendix II, etc. Footnote numbering is not decimalized but does restart from 1 in each chapter and appendix.

Annexes are numbered in the same way in both simple and complex publications. If there is a single annex, the numbering system is A-1, A-2, etc. If there is more than one annex, the numbering system is I-1, I-2, etc. followed by II-1, II-2 in Annex II, and so on. The numbering of the numbering of tables, figures, equations, references and footnotes restarts in each annex.

Can numbering be automated?

Yes, Microsoft Word provides tools for automatically numbering headings, tables, figures, equations, footnotes and cross-references. See Microsoft Office support resources for more information.

The advantage of using automated numbering is that if headings, tables, figures, equations, footnotes and cross-references are added, moved or deleted, they will be renumbered automatically.

When writing a publication in chapters, numbering can be restarted by inserting section breaks. See Microsoft Office support resources for more information.



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When can I organize a publication as a collection of reports?

While it will be clear to organizers of a conference that their publication will be a collection of papers, it is sometimes undecided whether participants in a CRP or in other meetings will contribute papers to a collection or text to sections of a publication. If such a decision is made or revisited after writing has begun, substantial restructuring or renumbering will be needed, so it is advisable to make a considered choice before writing begins.

Where there is a choice between a collection of reports and formatting in sections, a collection has the advantage of:

- Needing less collaboration between the contributors during writing;
- Being easier for the scientific secretary to compile;
- Creating standalone papers.

A publication in sections has the advantage of:

- Potentially providing a more comprehensive overview of a topic;
- Avoiding repetition and therefore using resources more efficiently;

- Using less material in hard copy, as new sections do not start a new right hand page;
- Being more reader friendly.

A hybrid publication organized in sections and containing participant reports or papers on a CD-ROM is also possible.

What is the correct order for different parts of a publication?

- (1) Foreword;
- (2) Table of contents;
- (3) Introduction, containing the subsections Background, Objective, Scope, Structure;
- (4) Main text, in sections or chapters;
- (5) Any appendices (all numbered if there is more than one);
- (6) Reference list;
- (7) Bibliography, if present;
- (8) Any annexes (all numbered if there is more than one);
- (9) Glossary, if present;
- (10) List of abbreviations, if present;
- (11) List of mathematical notation, if present;
- (12) List of contributors to drafting and review.

5.3

Numbering and calling out figures, tables and equations

Why is the clear and correct numbering of figures, tables and equations important?

As figures and tables should only be used if they are vital to the understanding of your publication, it is essential for the reader to be able to locate them quickly. Because they may not be placed immediately below the relevant paragraph for space reasons, correct numbering is important. Equations are placed within the running text but are often referred to in other parts of the text, especially when subsequent equations are discussed, making correct numbering equally important.

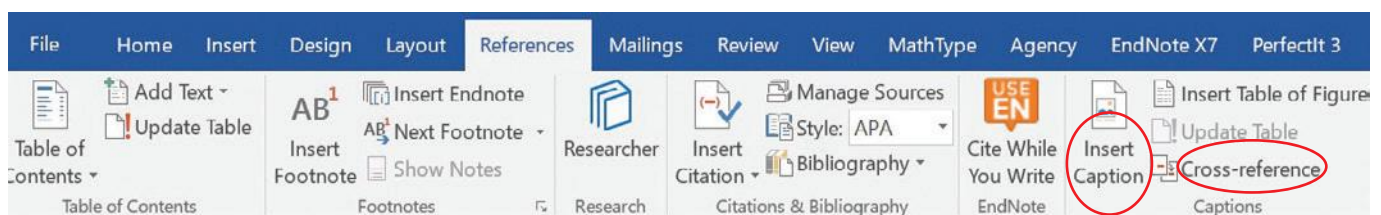
If incorrect numbering is discovered at the Advance Publishing Advice or Publications Committee submission stage, your manuscript will be returned to you for renumbering, and if it is discovered during the editing stage, work will be delayed. Paying attention to correct numbering during the compilation of your manuscript is therefore one of the ways you can avoid unnecessary delays to the production of your publication.

What does 'calling out' a figure, table or equation mean?

A 'call-out' for a figure, table or equation is the point at which it is first mentioned in the text. Every figure, table and equation must have a call-out to make their relevance to the text clear to the reader. Figures, tables and equations must be numbered in the order that they are called out in the publication. Therefore, if your manuscript mentions Fig. 2 before Fig. 1, for example, you must either change the text or renumber the figures.

Can numbering and call-outs be managed automatically?

Microsoft Word allows you to manage the numbering of figures, tables and equations, and their call-outs so that, if the numbering changes, the other numbers can be updated automatically. In Office 365, both these features are on the 'References' tab. Use 'Insert Caption' to number the figure, table or equation, and use the 'Cross-reference' feature to add a call-out in the text. Please note that you cannot use the cross-reference feature to add a call-out until the figure, table or equation has been inserted into the file.



How are figures, tables and equations numbered?

Different numbering systems are used depending on the way in which a publication is structured. If you are not yet sure of your publication's structure, you will need to take that decision before considering potential numbering systems. For the sake of completeness, the table below also includes heading and reference numbering.

	Publication structure		
	Sections	Chapters	Papers
Figures	Fig. 1, 2, 3 ... continue throughout all sections	In Chapter 1: Fig. 1.1, 1.2, 1.3 ... In Chapter 2: Fig. 2.1, 2.2, 2.3 ...	Fig. 1, 2, 3 ... Restart the numbering at the beginning of each paper
Tables	Table 1, 2, 3 ... continue throughout all sections	In Chapter 1: Table 1.1, 1.2, 1.3 ... In Chapter 2: Table 2.1, 2.2, 2.3 ...	Table 1, 2, 3 ... Restart the numbering at the beginning of each paper
Equations	Eq. (1), (2), (3) ... continue throughout all sections	In Chapter 1: Eq. (1.1), (1.2), (1.3) ... In Chapter 2: Eq. (2.1), (2.2), (2.3) ...	Eq. (1), (2), (3) ... Restart the numbering at the beginning of each paper
References	[1], [2], [3] ... continue throughout all sections	In Chapter 1: [1.1], [1.2], [1.3] ... In Chapter 2: [2.1], [2.2], [2.3] ...	[1], [2], [3] ... Restart the numbering at the beginning of each paper
Headings	1. SECTION HEADING 1.1. LEVEL TWO HEADING 1.1.1. Level three heading <i>1.1.1.1. Level four heading</i> (a) Level five heading	Chapter 1. CHAPTER HEADING 1.1. LEVEL TWO HEADING 1.1.1. Level three heading <i>1.1.1.1. Level four heading</i> (a) Level five heading	PAPER TITLE 1. LEVEL ONE HEADING 1.1. Level two heading <i>1.1.1. Level three heading</i> 1.1.1.1 Level four heading
In appendices	Continue numbering from the main document for figures, tables, equations and references	If there is only one appendix, number all elements using A.1, A.2, A.3, etc. If there are multiple appendices, use I.1, I.2, I.3, etc.	—
In annexes	If there is only one annex, number all elements using A-1, A-2, A-3, etc. If there are multiple annexes, use I-1, I-2, I-3, etc.		—

You may also like:

Topic 3.1: Creating original figures

Topic 4.1: Preparing equations for a publication

Topic 4.3: Using tables

5.5

Using cross-references

Why are cross-references used?

Cross-references can increase the usability of a publication and help the reader to find the information he or she needs. They also save you from having to repeat content in two different places. However, cross-references can also be a common source of errors, reducing rather than increasing the usability of the publication and confusing the reader. It is therefore advisable to manage them automatically either from the beginning of drafting or from the moment when multiple contributions are combined into a single manuscript; the former will require briefing contributors, while the latter will create an additional task for the scientific secretary.

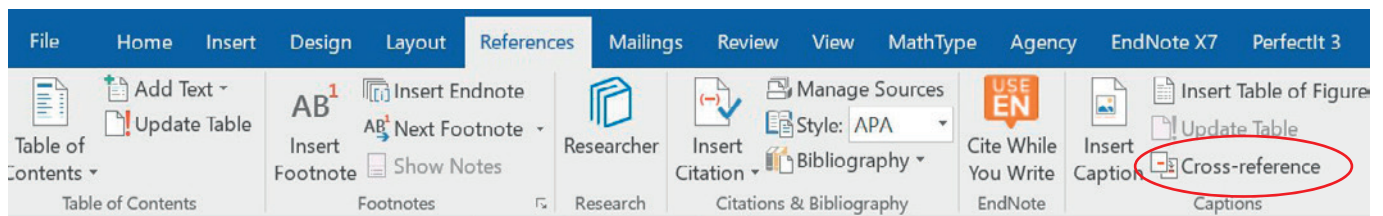
Should my contributors use cross-references?

For most IAEA publications, several contributors will be writing different parts of the text at the same time. This will make it difficult for them to insert effective cross-references, as they will not

know in exactly which section planned content will appear, and in some cases the outline may develop as the publication progresses and some information may not be included in the final version. Furthermore, automated cross-references may be lost when the work of several different contributors is combined to make the final manuscript. A possible approach would be for the contributors to use comment balloons to indicate places in their work where a cross-reference may be useful. Once the manuscript has been compiled, the scientific secretary can review these placeholders and insert proper cross-references if they are still valid — this will be a lot quicker than reviewing the whole manuscript to identify possible cross-references.

How should cross-references be inserted?

It is advisable to use Microsoft Word's cross-reference function. In Office 365, this can be found in the 'References' tab.



Cross-references can be linked to a figure, heading or table. The advantage of using the software function rather than simply adding cross-references as normal text, is that the cross-reference will automatically be updated if the heading, figure or table numbers change.

Should cross-references be used at the section or subsection level?

Cross-references should usually be to the lowest possible heading level, as this will be most useful to the reader in trying to find

information. Therefore, a cross-reference to, for example, Section 3 should only be used if the whole of Section 3 is relevant to the topic mentioned. If only Section 3.4.1.2 discusses the relevant topic in detail, the cross-reference should be to that subsection.

You may also like:

Topic 5.1: Organization of a publication

Topic 6.1: Planning the writing of an IAEA publication



6.1 Planning the writing of an IAEA publication

What can I consider when choosing my contributors?

The speed at which a publication can be drafted and published will depend in part on the individuals who are chosen to contribute to it. Choosing contributors is a decisive moment in the drafting of a publication.

Counterintuitively, large writing groups often take much longer to complete the writing of a manuscript, whereas smaller groups can work more quickly. It may be advisable to start with the smallest possible group, as it is easier to add new contributors than to remove them from the project.

Some groups tasked with the drafting and review of IAEA publications comprise members with similar backgrounds at similar career stages; however, groups with greater diversity may have advantages, as a broader range of experience and perspective is represented. Including many distinguished and well known experts in the field in the writing group may slow the writing process, as such people often have limited time and availability for writing and reviewing the book. Early-career-stage researchers and experts can also be valuable contributors, as they may have more time.

The drafting of a publication includes a number of different skills, and it may be worth considering whether all the necessary skills

are represented in the contributor group. Tasks can be divided by skill set rather than by section. For example, one contributor may have particular skills in creating figures but may not be used to writing at length, while another may prefer to write than to create images.

My contributors are native English speakers; will my publication need editing?

Including native speakers of English in the writing group will usually not reduce or eliminate the need for editing, as writing and editing skills vary among individuals even in their native language. Applying a usage guide such as the IAEA Style Manual to a manuscript is a specific professional skill that needs to be learned.

What do potential contributors need to know before they agree to take part?

Before contributors attend their first meeting, they should be made aware that they will be expected to contribute plagiarism-free text with no sentences copied from elsewhere, that they will be expected to create new figures or to fully license the reuse of existing figures, that they will be required to assign or license copyright for their work to the IAEA, and that final approval of the manuscript and publication rests with the Scientific Secretary.



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What decisions should I make before the writing of the publication begins?

A number of decisions should be made before writing begins to avoid any rewriting that may be needed if they are made at a later stage. These include:

- Whether the publication will be issued in an edited series or as a camera ready TECDOC or proceedings;
- How it will be divided (into sections, chapters or papers);
- Whether a reference management program will be used;
- The approach to using abbreviations, terminology and notation that will be taken.

What briefings should I give the contributors at the first drafting meeting?

At the first drafting meeting, time should be taken to properly brief contributors on their responsibilities as contributors to an IAEA publication. This will help to avoid the inclusion of plagiarized text or unusable figures that often significantly delay a publication during the production process. The following briefing sessions should be given:

- How to make sure that the text they provide is plagiarism-free.
- How to properly use and manage references.

- Important criteria for any figures they produce or licence from elsewhere:
 - Acceptable file types and resolutions and the importance of retaining editable versions.
 - Copyright and permissions for the reuse of already published figures.
 - If the subject of the publication means that it is likely to be necessary to use maps, a briefing on acceptable sources of maps should be given. If it does not seem that maps will be necessary, contributors should be instructed to completely avoid the use of maps.
- How contributors should approach using abbreviations, terminology and notation, and how these will be shared among the group during the drafting process.
- How contributors should format their work in Microsoft Word (e.g. through the use of a template).

Although the above list may seem lengthy, each point can be handled briefly, and addressing this list of issues now is likely to save more time later on than will be needed to address them. The Publishing Section provides PowerPoint slides for each topic as well as handouts that can be given to contributors and can offer further support on other issues.



6.4 Preparing a manuscript to avoid delays

What can an originator do to create a manuscript that can be processed quickly?

There are five aspects of a manuscript that only its scientific secretary can control and that, if carefully considered, can influence how quickly a manuscript can be processed. These aspects, described in full below, are: freedom from plagiarism, references, figures, equations and structure.

What does plagiarism have to do with processing speed?

The most important aspect that an originator can control is whether the manuscript is free from plagiarism. As manuscripts containing plagiarized text can usually not be published, they are often delayed while new text is provided. The Publishing Section offers advice on how to avoid introducing plagiarism into a manuscript and how to eliminate it if it is already there.

What do well prepared references have to do with processing speed?

References are a vital part of a scientific publication. Citing sources and ensuring that these citations are correct are a central duty of the contributors to the publication,

overseen by the scientific secretary, and cannot be done to a high quality level by anyone else, even by an editor.

An incomplete or poorly formatted list of references, or a manuscript in which the reference numbering is incorrect, must be returned to the scientific secretary to be resolved, delaying the publication until the mistakes are corrected.

Using a reference management program can avoid many numbering issues and prevent delays in the processing of your manuscript. Further information on such programs is available from the Publishing Section.

How should figures be prepared?

Figures should be submitted for publication in separate image files. However, the scientific secretary should retain editable versions of the figures in case the editor finds a spelling error in them. It should be noted that Microsoft Word and PowerPoint cannot produce images of suitable print quality. Other programs, such as Microsoft Visio or Microsoft Excel (with an appropriate plug-in), should be used.

Figures should be prepared with sufficient print quality (see Publishing Section information for further details). If they are not, your manuscript will be put on hold while you are asked to re-evaluate them.

How should equations be prepared?

Equations should be input into Microsoft Word's Equation Editor (a standard Microsoft Word feature) or in MathType. If equations have been provided by contributors in LaTeX, the Scientific Secretary should use MathType to convert them. If equations are provided as image files, they will be returned to the Scientific Secretary for typing.

Equations should be formatted according to international mathematical conventions, e.g. with variables set in italic type. Further information is provided by the Publishing Section. If the formatting does not seem to be correct, the publication will be delayed while it is returned to the Scientific Secretary for checking.

What aspects of structure need to be considered?

The processing of a manuscript will be quicker if basic aspects of the structure are correct. For example, the correct divisions (sections, chapters or papers) should be chosen and the numbering of tables, figures, equations, references and footnotes should be free from mistakes. Information on the structure of a publication is available from the Publishing Section.

Are there any other ways that a manuscript can be made easier to process?

Of course, the higher the number of pages, figures and tables, the longer a publication will take to process. Writing concisely and evaluating whether figures truly aid the reader's understanding, rather than being simply decorative, makes a manuscript easier to process.

When an editor or proofreader comes across sentences in the text that contain so many mistakes that they cannot be understood, or that seem to contradict information elsewhere in the manuscript, the Scientific Secretary will be asked to rewrite the sentences or to provide further explanation to enable the editor to correct the text. Reviewing the manuscript carefully before submission can reduce the number of queries that a Scientific Secretary has to answer and thereby increase the speed at which the publication is processed.

The availability and response speed of the scientific secretary will also influence the speed at which a manuscript passes through the publication process. As there are several stages at which approval or response is required from the Scientific Secretary before the manuscript can move forward, significant delay can accumulate.



6.6 Using the IAEA Style Manual

What is a style manual?

A style manual is a standardization document. Publishing houses and other organizations use this kind of standardization to save their staff time by defining linguistic decisions so that issues don't have to be reconsidered for each manuscript, and to ensure consistency within and across different publications.

The IAEA Style Manual is given particular importance because the author of almost all IAEA publications is considered to be the IAEA itself. Appropriately for this kind of corporate authorship, efforts are made to unify the style and voice of the text. This may lead to a higher degree of editorial intervention than is found at other scientific publishers.

Who are the intended users of the IAEA Style Manual?

The IAEA Style Manual is intended to be used by professional editors and is written in a way that is typical for this kind of manual. Applying a usage guide such as the IAEA Style Manual to text is a specific professional skill that needs to be learned, and such manuals may not be particularly accessible to readers who do not have an editing background.

The IAEA Style Manual is made available to all IAEA staff, for reasons of transparency, to enable them to use freelance professional editors for their documents outside

the publishing process, and for use in preparing camera ready publications.

Other resources provided by the Publishing Section focus on the key quality markers for which a scientific secretary is responsible: freedom from plagiarism, references, figures, equations and structure. The fine detail of compliance with IAEA style is implemented in edited publications by the Publishing Section's editors.

A SUMMARY OF THE IAEA STYLE MANUAL

The following is a summary of the IAEA Style Manual for the information of IAEA staff and contributors. It is not intended to provide a guideline for modifying manuscripts; rather, it should provide insight into the kind of issues the Editing Unit considers when working on manuscripts.

Chapter 1: Written Style

The IAEA Style Guide sets out English language conventions that are followed in IAEA publications.

Chapter 2: Spelling

IAEA publications use the spelling used in the Oxford English Dictionary¹ (if variations are given, the first is used), which include the

spellings of verb endings known as [Oxford spelling](#). Spellcheckers should be set to 'English (United Kingdom)', which is close to, but not identical to, Oxford Dictionary spelling. All manuscripts should be spellchecked.

Chapter 3: Divisions of words and expressions at the end of a line

When line breaks interrupt words and expression, the guidelines in this chapter are followed to avoid interrupting the reader's flow.

Chapter 4: Hyphens

Words should be consistently hyphenated throughout all IAEA publications. The general IAEA preference is to use as few hyphens as possible. A list of common terms is provided in the Style Manual (p. 9).

Other dashes apart from hyphens are used. The en rule (ALT+0150) indicates a number range such as 1–5 or a relationship between two words, as in the example 'human–machine interface'. The em rule — (ALT+0151) which is the width of the letter 'm' — indicates a parenthesis. None of these dashes is the same as a minus sign (–) (no shortcut; insert via menu 'insert' → 'insert symbol').

Chapter 5: Initial Capital Letters

Proper names and titles take initial capital letters, but few other words do. For example, 'International Atomic Energy Agency' is capitalized, but 'the atomic energy agencies of several countries' is not. Elements are not capitalized.

In a publication, 'Section 1' is capitalized when the cross-reference is within that publication, but not in a case such as 'See section 1 of Ref. [1]'.

Chapter 6: Numerical Data

Generally, numbers are spelled out as words up to 'ten' and 'tenth' and as numbers thereafter. There are some exceptions, such as using numbers for amounts smaller than ten when they express scientific data (e.g. 1 mSv), and using words for numbers greater than ten when amounts are not specific ('over a hundred patients'). However, words and numbers should not be mixed, so in a sentence such as 'The studies followed groups of 7, 12 and 25 patients, respectively', '7' would not be spelled out.

Chapter 7: Headings, Subheadings and Enumeration

There are fixed formats and numbering systems for IAEA publications. There is one format for papers in a proceedings and another for publications in sections or chapters. Examples are given in the Style Manual. For publications with more than one appendix, appendix headings are numbered I.1, and so on, and where there is more than one annex, the annex headings are numbered I–1, and so on.

Enumerated lists should preferably use (a), (b), (c) instead of (1), (2), (3), with a second numbering level of (i), (ii), (iii) and a third level using em rules (—). Bullet lists use em rules as the first level, and round bullets for the second level. The punctuation at the end of a list items is a semicolon (;) and a full stop for the final item, unless any item is a full sentence or a sub-list, in which case a full stop is used for all items.

Chapter 8: Italics, Bold Face, Underlining and Foreign Words

Key words or phrases may be set in *italics* or **bold face**, but this should be done sparingly, as if many words are emphasized in this way, none of them will stand out. Words in a language other than English should not be italicized to show that they are not English; instead, they should be followed by their meaning in English given in brackets. Taxonomical names are italicized in the conventional way. Titles of books and journals may be italicized in the running text, but this is not usual.

Chapter 9: Quotations

Quotations should be completely identical to the original and should be placed between double quotation marks. A quotation of longer than three lines is presented as a block quote. A reference to the quoted publication should be added, and "the full stop then follows the final parenthesis" [1].

Chapter 10: Abbreviations and Symbols

Abbreviations should not be used to simplify only the writing of a manuscript; they should only be used if they also simplify the reading. The first time a term is used in the text, the full form should be used with the abbreviation in brackets following it, and after this, only the abbreviation

should be used. Only the International System of Units (SI) should be used in IAEA publications. The Style Manual provides examples (p. 35) and a list of common abbreviations (p. 39).

Chapter 11: Bibliographical References

Bibliographical references cited throughout the text are an integral part of a scientific manuscript.

The IAEA uses numbered citations in square brackets, which should be in consecutive order in the main text and appendices, and restart in each annex. A bibliography cannot be used in place of bibliographical references, but it may be used in addition.

The IAEA Style Manual (p. 54) gives a comprehensive set of example references. This is a brief summary of the most common forms:

- [1] AUTHOR, A., Book Title in Title Case, Series No. if applicable, Publisher, Place of Publication (Year).
- [2] AUTHOR, A., Internal Report Title in Title Case, internal report, Organization, Location, Year.
- [3] LETTER-WRITER, A., Organization, personal communication, Year.
- [4] RESEARCHER, A., Organization, unpublished data.
- [5] CHAPTER-AUTHOR, A., "Title of chapter in sentence case", Book Title in Title Case, Publisher, Place of Publication (Year).
- [6] AUTHOR, A., AUTHOR, B., AUTHOR, C., Journal article title in sentence case, Abb. J. Title 1 2 (Year) 120–123.
- [7] AUTHOR, A., Title of Web Page or On-line Database in Title Case (Year),
www.webpage.com/exact-subpage-being-cited
- [8] AUTHOR, A., "Paper title in sentence case", Conference Title in Title Case (Proc. Int. Conf. Place of Conference, year), Publisher, Place of Publication (Year).
- [9] PRESENTER, A., "Title of presentation in sentence case", Paper No., paper presented at Organization seminar on subject, Location, year.
- [10] Title of INFCIRC in Title Case, INFCIRC No., IAEA, Vienna (Year).

BIBLIOGRAPHY

AUTHOR, A., Book Title in Title Case, Series No. if applicable, Publisher, Place of Publication (Year).

— Title of Book by Same Author in Title Case, Series No. if applicable, Publisher, Place of Publication (Year).

AUTHOR, A., AUTHOR, B., Book Title in Title Case, Series No. if applicable, Publisher, Place of Publication (Year).

ORGANIZATION A (Location)

Book Title in Title Case, Series No. if applicable (Year).

Book Title in Title Case, Series No. if applicable (Year).

Book Title in Title Case, Series No. if applicable (Year).

ORGANIZATION B (Location)

Book Title in Title Case, Series No. if applicable (Year).

Book Title in Title Case, Series No. if applicable (Year).

Book Title in Title Case, Series No. if applicable (Year).

Book Title in Title Case, Series No. if applicable (Year).

Book Title in Title Case, Series No. if applicable (Year).

Chapter 12: Footnotes

Footnotes should be used sparingly and only when their use cannot be avoided. They are numbered consecutively throughout the main sections and any appendices, and restart in each annex and in any glossary. In a publication with chapters instead of sections, the footnotes restart in each chapter. If the footnote applies to a single word, the number is placed after that word; if it applies to a sentence, it is placed after the full stop of the sentence.

Chapter 13: Alphabetical Lists and Indexes

Items in an alphabetical list are ordered exactly as written. Letters that are not part of the English alphabet, such as 'ø' and 'ü', follow their closest English equivalent, in these cases 'o' and 'u'. Countries such as the Republic of Korea are alphabetized by 'K' rather than by 'R'.

Chapter 14: Tables

Tables should contain information that is not included elsewhere, for example in the text or in a figure, and the relationships created by the layout should be logical. The appropriate numbering system should be followed depending on whether the table is in a section, chapter or annex. Minimal punctuation and borders are used. Table notes are used instead of footnotes.

To reuse an existing table from another publication, the scientific secretary must obtain a formal written permission.

Chapter 15: Figures

All images used in a manuscript are considered to be figures and require a number and a caption. The appropriate numbering system should be followed depending on whether the figure is in a section, chapter or annex. Figures must be provided in separate electronic files.

To reuse an existing figure from another publication, the scientific secretary must obtain a formal written permission.

Chapter 16: Mathematics

The convention that variables are set in italics, vectors in bold italics and constants in roman type is followed. Lower case Greek letters are always italic and upper case Greek letters are always roman. Equations should usually be displayed rather than set in-line and must be numbered using the appropriate system depending on whether they are in a section, chapter or annex. The Style Manual gives further detailed guidance that must be followed when preparing equations for inclusion in a publication.

Chapter 17: Names and Titles

Only the names of States and adjectives of nationality given in the IAEA's correspondence instructions for that State may be used; INFCIRC/2 is also a source of correct Member State names. When States are listed, they should be listed alphabetically unless another criterion for the order (e.g. number of nuclear power plants) is given. Country names are considered to be singular nouns of neutral gender. Organizations are referred to by their full name or approved abbreviation (N.B. 'UN' is not an approved abbreviation). Care should be taken with the names of individuals and the IAEA Style Manual provides some points for consideration; individual academic titles are never used in publications.

Chapter 18: Preparation of Manuscripts for Publication

A manuscript should be prepared with the correct divisions (sections, chapters or papers); a title page; a draft foreword containing justification, acknowledgement and responsible staff members; a draft contents list; any appendices and annexes; any list of participants; separate accompanying figure files; and any glossary. Any subject index used must be prepared by the originator. If the publication is non-serial, suggestions for the cover design should be included.

Editors' Supplement

While the Editors' Supplement is, as the name suggests, mainly intended for use by the editor, it can be helpful to the originator as it contains many examples of the various elements included in a publication.



6.7 Drafting a camera ready manuscript

What is a camera ready manuscript?

IAEA TECDOC publications, and other similar publications, are generally submitted in a 'camera ready', or 'ready-to-print' format. This means that these publications do not undergo any editorial review by an IAEA editor, and they are not laid out by the IAEA desktop publishing team. Skipping these steps means that books can be processed and printed more quickly than fully edited books. Originators may choose this accelerated process for certain books that are time sensitive or have a limited audience or a shorter shelf life; however, the appropriateness of the topic for camera ready publication must also be considered. In addition, the originator takes on more responsibility for the quality control of the publication.

How will my camera ready manuscript be processed?

Because these manuscripts are not professionally edited or laid out, camera ready manuscripts are expected to have undergone several layers of review and polishing before they are submitted for printing. Scientific secretaries may need to identify contributors and colleagues who can take on these tasks during the drafting process.

The quality of your publication will be greatly influenced by the effort that is put into its development stages. A series of peer

reviews, technical reviews, editorial reviews and at least one round of proofreading will enhance the quality of your book.

At a minimum, your camera ready manuscript must be submitted for Advance Publishing Advice and you must address any issues highlighted by this process before your manuscript can be submitted to the Publications Committee. Camera ready manuscripts must also be reviewed and approved by the Publications Committee and you must also make any required changes that are identified during this review before submission to the Publishing Section for processing and printing.

The processing of your manuscript will be expedited once all the issues pointed out during Advance Publishing Advice and the Publications Committee review have been fully addressed.

What will my camera ready publication look like?

Your manuscript will be treated as a professional print job and will be issued as an A4 book with one of the standard covers that have been designed by the IAEA graphic designers in the Publishing Section. You may choose to include a CD with your book. If so, the CD label will be identical to the book's cover. The layout and text of your book will be reflected in the printed book exactly as it was submitted to the Publishing Section.

What can I do to best prepare my camera ready manuscript for speedy processing?

You will greatly speed up the approval of your manuscript by the Publications Committee by ensuring that the following seven points have been addressed during its development:

- (1) **Structure:** Your manuscript needs to follow a logical structure that is in line with both the IAEA Style Manual, and, if appropriate, the other publications that have been developed on the topic within the series.
- (2) **Your figures may legally be reproduced:** The figures in your manuscript are original, or you have permission to use them and you have attributed and referenced them correctly.
- (3) **Your manuscript follows house style:** You have followed the IAEA Style Manual when drafting your manuscript.

- (4) **Your references are correct:** You have used reference management software or otherwise ensured the accuracy and correct order of your manuscript's references.
- (5) **You have formatted your manuscript in line with IAEA style for printing as an A4 book:** You have used the TECDOC template, or have followed the guidance for formatting camera ready manuscripts.
- (6) **You have fixed all issues identified by Advance Publishing Advice.**
- (7) **You have fixed all issues identified by the Publications Committee Review.**

You may also like:

[Topic 6.6: Using the IAEA Style Manual](#)

[Topic 6.8: Creating a PDF file for a camera ready publication](#)



6.10 Characteristics of an IAEA publication

Why should you be aware of the characteristics of an IAEA publication?

The scientific secretaries within the IAEA and the external contributors they work with are experts in their field, and most of them are used to writing for publication. However, there are several differences between writing for the IAEA and writing for a commercial academic publisher. Being aware of these differences and considering them during planning can substantially reduce the time taken for a publication to be written, edited and typeset.

Who is the author of an IAEA publication?

The author of almost all IAEA publications is considered to be the organization itself, although contributors to the drafting and review of the publications are named and authorship can be defined at chapter level. For this reason, it is important to verify that statements made in the IAEA's name are appropriate and in accordance with IAEA policy. To ensure this, publications undergo approval processes both within the Department and at the IAEA's Publications Committee. These processes take place outside the Publishing Section; further changes may be needed during the editorial process.

Appropriately for this kind of authorship, efforts are made to unify the style and voice of the text. This may lead to a higher degree of editorial intervention than is found at other scientific publishers. The language used to make certain statements is also carefully examined. For example, it is important to differentiate between publications that make recommendations on the basis of a consensus of Member States and those that contain expert and best practice guidance but have not had their contents approved by Member States.

As stated in SEC/DIR/96, Policy on Attribution of Authorship in Agency Publications, it is possible in some series for authors or editors other than the IAEA to be named as the author of a publication. Permission to do this must be applied using Form D23 *before* the publication is submitted to the Publications Committee.

What type of text is included in IAEA publications?

Many scientific secretaries and external contributors have extensive experience with journal publishing, providing papers for proceedings and contributing self-contained chapters to books. IAEA publications generally require the contribution of longer pieces of text that are interrelated with pieces of text written by other contributors. The content, form and structure of the work of the various contributors must be coordinated and adjusted.

Contributors may need to adapt their writing and working styles in order to take part in the publication project. Additionally, more management and organization will be necessary, which falls to the scientific secretary. However, the IAEA offers a great deal more support with the publishing process than do traditional scientific publishers.

What purpose do IAEA publications serve?

Much of the previous publishing experience of IAEA scientific secretaries and contributors will relate to the dissemination of novel research. While some IAEA publications contain research results and novel data, many review existing information and guidance in order to bring together different sources of information and to compile up to date guidance. In some cases, publications review the literature from the perspective of a particular user. For example, in the area of human health, the literature may be reviewed from the perspective of a low income country, and specific guidance may be given to users in these countries on how to apply the findings of the literature to their health systems. Writing an informative review is a different skill from presenting research and requires a different approach.

What should an informative review of existing research or guidance contain?

Firstly, the objective of carrying out the review should be clearly stated in the introduction of the publication and this focus should be clearly visible throughout the text. The objective should take the target audience of the publication into account.

Secondly, the scope of the review should be defined and, within this scope, the review should be comprehensive. This is an area where contributors can have important input and ensure that key papers are not overlooked. Additionally, efforts should be made to include the most recent literature. A prolonged writing phase should be avoided for this reason, but if it is necessary, a final step of rechecking the literature and adding any relevant new papers should be included just before the final manuscript is submitted.

Thirdly, the review should not simply repeat the content of the source material, with each paragraph describing a single paper. It should interpret the material, highlighting its strengths and weaknesses, comparing and contrasting different sources with one another, assessing implications and drawing conclusions. It should bring the existing literature into a new structure, revealing to the reader new connections and patterns that, without the new IAEA publication, would not be visible. The paragraphs in each section should be connected to one another and should follow an argument, supported by data from the source material.

Fourthly, a clear line should be drawn between existing literature that is being reviewed and new research that is being reported for the first time. This can be done, for example, by placing a review of the existing literature in a different section from reports of novel results from CRP activities.

Fifthly, care should be taken to properly cite all information from the literature that you reproduce in your review.

Finally, gaps in the literature and directions for future research should be described.

6.14

Reflecting the IAEA's values on gender in your publication

What are the IAEA's values on gender?

The IAEA is committed to gender equality, to achieving gender parity among its staff in all categories and to implementing gender mainstreaming in its programmes. As publications are outputs of IAEA programmes and are published under corporate authorship, it is important they be in line with this commitment and avoid gender bias in their language and images.

There are several reasons to avoid gender bias in the language of publications:

- To include all the inhabitants of our Member States and all our staff members.
- To reflect gender mainstreaming as part of the IAEA's technical cooperation activities and other programmes.
- For accuracy's sake, as most of the situations we write about in our Member States include workers, patients and members of the public of all genders and it may be inaccurate and potentially ambiguous to imply that these groups are made up of only one gender.
- To prevent misuse of IAEA publications to support discriminatory behaviour.

- To avoid stereotypes that reinforce biased gender roles.
- To avoid antiquated terms that contradict the IAEA's reputation for innovation.

How can I avoid gender bias when writing?

The following approaches can help you to avoid gender biased language in your manuscript:

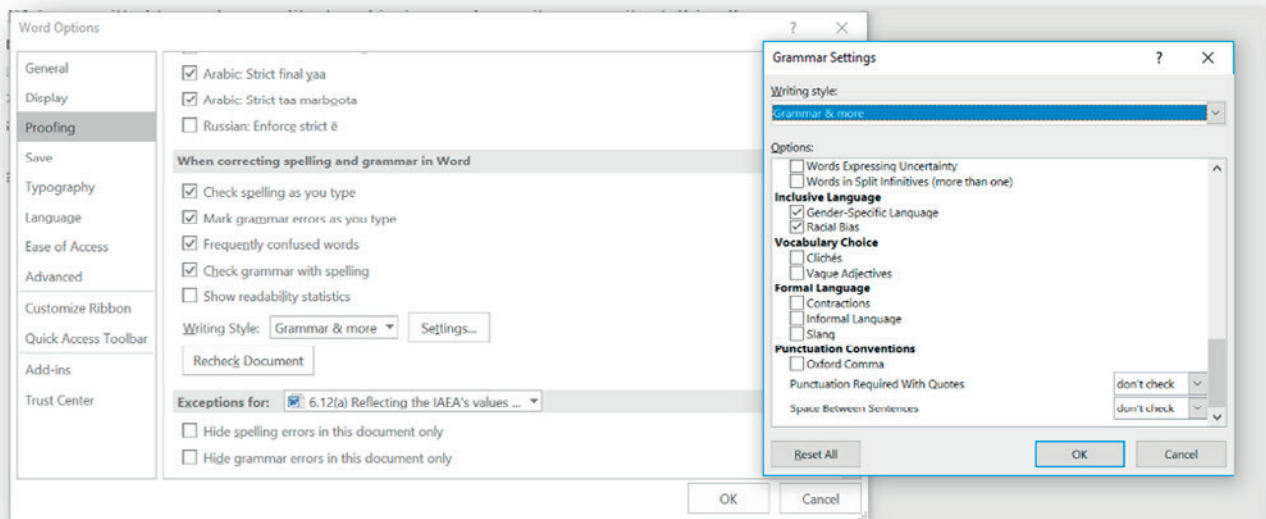
- Use gender neutral terms (e.g. 'Chair' instead of 'Chairman'; see list below).
- Avoid third person possessives such as 'his' and 'hers' (see examples below).
- Do not use 'he' and 'his' to include 'she' and 'hers'.
- Pluralize subjects. For example, rewrite 'A manager briefs his staff' to read 'Managers brief their staff'.

If you are writing in Microsoft Word, you can activate a sub-option of the grammar checking feature to mark potentially biased language. You will find this option under File → Options → Proofing → Writing style → Style → Settings → Style → Gender-specific words. Once activated, this feature will underline words in green for you to check.



IAEA

International Atomic Energy Agency



How can I brief my contributors to produce non-biased text?

Firstly, you can suggest that they activate Microsoft Word's grammar checking feature as described above. The Publishing Section also provides a list of common terms and possible alternatives. You may wish to modify this list to include the terms most applicable in your field and provide it to your contributors.

You can also consider whether it will be easier to brief your contributors or to review their text yourself after submission. If your publication will be edited, the editor will remove gender biased language from your text. If your publication is camera ready, you will need to review the text for gender bias before submission yourself (see below).

Is there a quick way to evaluate an existing text for gender bias?

As a starting point, a simple search of a document can reveal language associated with gender bias for further checking. The Publishing Section provides a list of common terms and possible alternatives, which can be used as a basis to quickly find and replace biased language. However, replacements should not be made automatically as not all flagged words will be true instances of gender biased language, and this kind of spot check may not reveal all the problems in your

manuscript. You may therefore wish to be particularly alert for instances of gender bias during your final read of your manuscript.

What should I consider if I identify potential gender bias in my manuscript?

Whether text in a manuscript should be changed will depend on the type of publication that is in preparation, the extent to which you have firsthand knowledge of the situation or data on it, and whether gender differences are relevant to the manuscript.

For example, a manuscript may state that "men will ideally allow their wives to visit mobile screening facilities". It may be appropriate to consider the following changes to the text:

- If the publication states the IAEA's position or offers general guidance on how a mobile screening programme should be set up, it is not appropriate to include inequality based on gender in this position or guidance. The phrase could be rewritten as "women will ideally visit mobile screening facilities."
- If the publication is accurately reporting an actual situation, it is important to retain this information while avoiding suggesting that the IAEA approves of unequal treatment. The phrase could be rewritten as "In [specific location or situation], married women's access to the mobile screening facility depends on the permission of their husbands, who will ideally be encouraged to enable them to attend."

- If the publication is reporting a situation, but you cannot be sure that it is accurate, review your sources to provide further information or data to demonstrate that any gender bias does not come from the IAEA. The phrase could be rewritten as: “Reference [1] states that men will ideally allow their wives to visit mobile screening facilities” or “85% of women stated that they needed their husband’s permission to visit the mobile screening facility.”
- If the publication is reporting a situation based on a secondary source, and you can find no information or data in that source or other sources that substantiate the assertions, and as long as gender differences are not relevant elsewhere in the manuscript, you may wish to rewrite the phrase neutrally, e.g. “women will ideally visit mobile screening facilities.”
- If the publication is reporting a situation based on a secondary source, and you can find no information or data in that source or other sources that substantiate the assertions, but gender differences are relevant to the text, you may wish to consider inserting the IAEA’s position and making the sentence conditional. For example, “IAEA guidance is that women will ideally visit mobile screening facilities [2]. If, in some situations, married women’s access to the mobile screening facility depends on the permission of their husbands, they will ideally be encouraged to enable them to attend.”
- If your sources base their assertions on secondary sources, it may be worthwhile to consult the primary sources cited to verify whether gender bias is present in the primary source or if it has been introduced in the secondary source. Translation is another potential source of gender bias.

Which terms should not be changed?

In the following cases, it will usually not be appropriate to change text:

- In actual titles of programmes, publications and articles, which should always be reproduced in their original form;
- When gender specific language accurately reports a situation;
- In quotations, which should always be reproduced in their original form;

- In regulations, requirements and guidance, as changing terms such as e.g. ‘pregnant female worker’ to ‘pregnant worker’ may increase the scope of a regulation or a requirement even if the original term seems to be redundant;
- In specific terms such as ‘declared pregnant woman’, ‘reference man’, ‘roentgen equivalent man (REM)’ and ‘standard man’.

In descriptions of specific people, it may or may not be appropriate to change text. For example, a sentence beginning ‘The Director General, in his term of office...’ should not be changed, as it is specific to our current Director General. However, the sentence ‘A director general, in his term of office...’ will ideally be changed, as it implies that all future Directors General will be male.

Potentially biased term	Alternative(s)
Chairman	Chair
Fellow countryman	Compatriot
Draughtsman	Draughtsperson, designer
Fireman, firewoman	Firefighter
Forefather	Ancestor
Foreman	Supervisor
Gentleman’s agreement	Informal agreement, unwritten agreement, tacit agreement
Housewife	Homemaker, stay-at-home parent
Man	Human (being)
To man	To staff To hire staff
The average man	The average person
Man is/has...	People are/have...
Man-hour (man-month)	Person-hour (person-month, work-month)
Mankind	Humanity, humankind
Man-made	Artificial, manufactured, synthetic, human-made, anthropogenic
Manpower	Personnel, human resources, workforce, staff(ing)
Ombudsman	Ombudsperson, mediator
Policeman, policewoman	Police officer
Spokesman, spokeswomen	Spokesperson
Statesman	Political leader, diplomat, official
Statesmanship	Statecraft
Woman/female doctor	Doctor
Workman	Worker, tradesperson

Example sentence	Alternative sentence
Man's quest to use atoms for peace	The quest to use atoms for peace Our quest to use atoms for peace Humanity's/Humankind's quest to use atoms for peace
Each worker must update his occupational exposure record.	Each worker must update the occupational exposure record. Workers must update their occupational exposure records. Each worker must update his or her occupational exposure record. <i>(Do not use singular 'they', i.e. 'Each worker must update their occupational exposure record'. Do not alternate between 'he' and 'she' throughout the text.)</i>
The additional measures caused hardship for the workers and their wives and children.	The additional measures caused hardship for the workers and their families.
Such services treat women with breast cancer.	Such services treat patients with breast cancer. <i>(Men can also develop breast cancer, so 'women' should only be used if you are sure that the service only treats female patients.)</i>
In the procedure, the body weight is determined by weighing the mother with and without the infant.	In the procedure, the body weight is determined by weighing the parent with and without the infant. <i>('Mother' should be retained if the sex of the parent is significant to the procedure.)</i> In the procedure, the body weight is determined by weighing an adult* with and without the infant. <i>(* If the relationship between the infant and the adult is not relevant to the steps of the procedure.)</i>
Families in the region were separated following the accident, as the women accompanied their evacuated children, whereas the men remained behind to work.	Families in the region were separated following the accident, as one parent accompanied their evacuated children, whereas the other remained behind to work. Families in the region were separated following the accident, as one parent (in 95% of the cases, the mother) accompanied evacuated children, whereas the other parent (in 95% of the cases, the father) remained behind to work. <i>(The original sentence can be retained when writing about a region where female employment is zero and all women are mothers.)</i>
Fishermen were not allowed to fish in the affected areas.	Fishing was not permitted in the affected areas.
The event was attended by several heads of State and their wives.	The event was attended by several heads of State and their spouses. The event was attended by several heads of State.
Good life-work balance enables the staff members to help with the housework and to babysit.	Good life-work balance enables the staff members to do their share of the housework and childcare.

Example text for permissions requests

Dear Sir/Madam

The International Atomic Energy Agency, a not-for-profit organization, intends to publish a book tentatively entitled:

Title of IAEA manuscript.

The IAEA would like to reproduce the following figure / text:

(page reference, figure number and the first few words of the caption or whatever is required to identify the material)

Which was published in:

(title, author, year of publication and publisher (and, preferably, ISBN) and Journal Name as applicable)

I am writing to ask if you would grant us fee-free, non-exclusive world rights for the use of the aforementioned material in this and any future editions of the publication in all languages and in all formats available now or to be developed in the future (digital formats, hardcopy etc).

If you are not the copyright owner, we would be grateful if you could direct us accordingly.

Due acknowledgement will be given to you(r publication). Please specify the required acknowledgement to be printed with the material.

I look forward to hearing from you.