

# Consultancy Briefing Publishing at the IAEA

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# Publishing at the IAEA



## STATUTE

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### **ARTICLE III**     *Functions*

#### **A.** The Agency is authorized:

- 3.** To foster the exchange of scientific and technical information on peaceful uses of atomic energy;

# What the IAEA publishes



# Characteristics of IAEA publications

Corporate authorship

Collaborative writing

Review of existing literature

# Publishing requirements

- 1 Provide **plagiarism-free** text
- 2 Use and cite **references** correctly
- 3 Produce **figures, tables and equations** in correct format and quality
- 4 Source already published figures and tables (**permissions!**)
- 5 Use correct **structure**

# Quotations

- Avoid “accidental plagiarism”:
  - always mark direct quotes of text taken from elsewhere immediately and add the reference to the original publication (you may forget to do so later);
  - quotes are of limited length:
    - a paragraph; no large blocks of text or even entire pages;
  - “self plagiarism”:
    - your previously published material may belong to someone else;
    - quote and cite yourself as you would someone else;
    - get permissions for your published figures/tables;
- Safety Standards are consensus documents and have to be quoted verbatim without exception (no paraphrasing!)
  - superseded Safety Standards cannot be referenced;
  - they need to be added in a footnote if necessary.

# Reference system and management



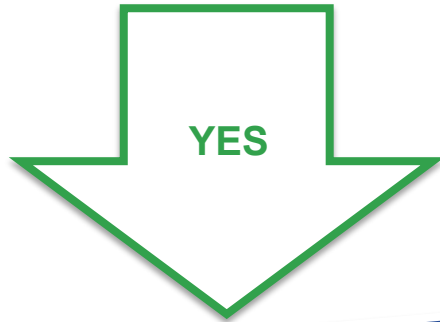
- The IAEA [1] reference style is a version of the Vancouver system [2], which uses numbers in the text to refer to reference sources [3] in a list.

## REFERENCES

- [1] INTERNATIONAL ATOMIC ENERGY AGENCY, Title, Publisher, (2017).
- [2] INTERNATIONAL ATOMIC ENERGY AGENCY, Title, Publisher, (2017).
- [3] INTERNATIONAL ATOMIC ENERGY AGENCY, Title, Publisher, (2017).

- It is recommended to use a Reference Management System (Zotero, EndNote, Word Reference Manager)
- References may be managed manually (mistakes more likely!)
- Important: never mix the two!

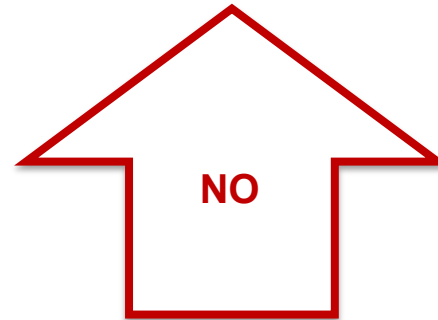
# Is a figure needed?



Helps reader understand the text  
Illustrates a process  
Adds value for the reader



Makes the text look 'nicer'  
Duplicates information in  
the text or in a table





# Tables and figures

- Figures and Tables are independent creative works – separate from text and require separate Permissions
  - Ensure that third party material is also properly attributed!
- Tables need to be typed text and formatted in Agency Style
- Figures and tables have to be numbered and have a caption (figure) or heading (table).
- They need to be referred to in the text (“called out”) and be positioned close to where they are mentioned in the text.
- Figures need to have **print quality (240 dpi for PDF)** and be inserted in the size they should be published in

# Using an existing figure

My figure, unpublished	Belongs to me
My figure, already published	Probably belongs to someone else (check)
Someone else's figure	Belongs to someone else

Belongs to someone else	Needs a permission or licence
Probably belongs to someone else	

# Permissions

- A permission is always needed when material is used that has been published before (text, figures, tables – usually not data)
- Request permissions as early in the process as possible – changes later in the process cause more work
- Permissions requests
  - Template text available from IAEA
  - CC rights link page/Publisher's page

# IAEA Style tips



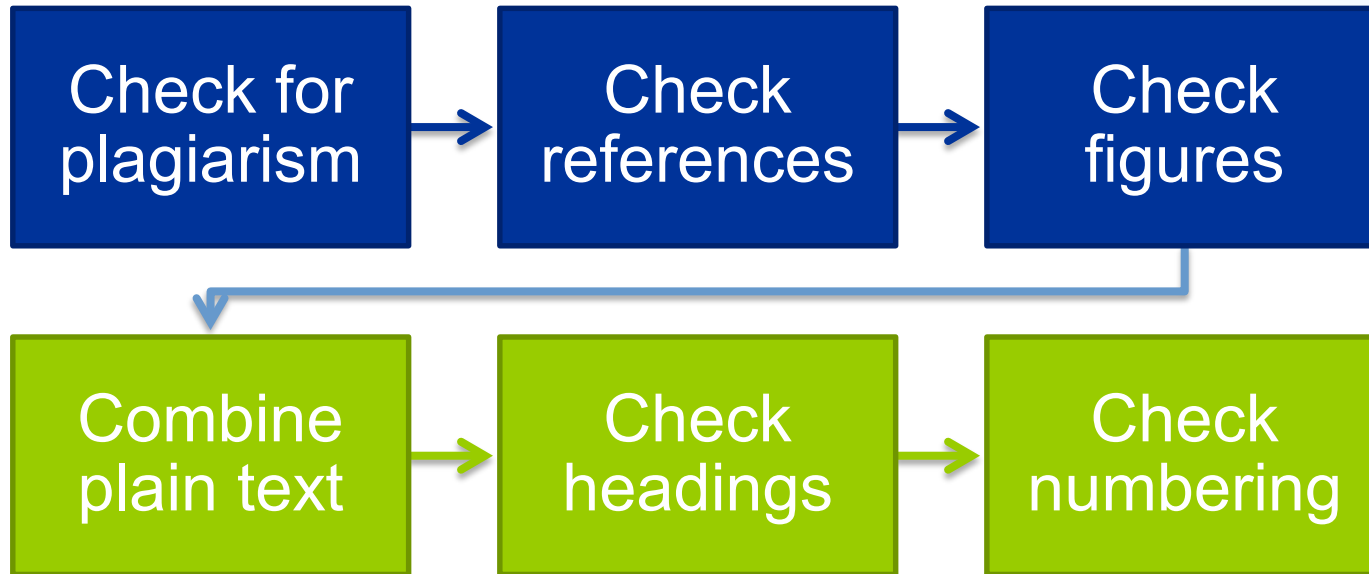
- Set proofing language to U.K. English and run the spellchecker
- Use the 'Styles' pane to correctly format text
- Use Multilevel lists (to automate heading numbering)
- Lists (numbered or bulleted):
  - Each starts with a capital letter and ends with ; (or .)
  - No “and” before the final bullet point.
- Keep abbreviations to a minimum (use >5 times);
- Use Subscript and Superscript (do not lower or raise characters)
- Do not use the 'Symbol' font!

# IAEA Style tips continued



- Use the 'Insert Caption' function (to automate the numbering of figures, tables and equations)
- Do not use Text boxes
- Avoid using colour in Tables
- If possible avoid the use of “must”, “shall” and “should” (consensus publications)
  - “Should” is safe to use in a way that makes is clear that it is not international consensus (editorial note);
  - “Should” can often easily be replaced with “**needs to**” or “**has to**”;
- Use the minimum of hyphenation ([list in IAEA Style Manual](#))
- ‘For emphasis’ and “for quotes”

# Combining contributions and sharing the work





Questions?

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*Thank you!*

