



## **GUIDELINES FOR INSTITUTIONAL PUBLICATIONS**

San Jose, Costa Rica  
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Note: When the male pronoun is used in this regulation, it should also be understood to include women unless the context clearly shows this to be inappropriate.

## TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b>	<b>2</b>
<b>INTRODUCTION</b>	<b>4</b>
<b>CHAPTER I RESPONSIBILITY FOR MANAGING THE PUBLISHING PROCESS</b>	<b>5</b>
Article 1. Director General	5
Article 2. Publications Committee	5
Article 3. IICA Offices in the Member States and the Directorates at Headquarters	6
Article 4. Documentation and Publications Unit	7
Article 5. Advisors and facilitators	7
<b>CHAPTER II PUBLICATIONS CATEGORIES AND SERIES</b>	<b>8</b>
Article 6. List of categories	8
Article 7. IICA Series	8
Article 8. Creation or modification of categories and series	8
Article 9. Documents of cooperative or associate programs and co-publications	9
Article 10. Official publications	9
Article 11. Technical publications	10
Article 12. Institutional projection publications	11
Article 13. Publications on ministerial forums	12
<b>CHAPTER III THE EDITORIAL PRODUCTION PROCESS</b>	<b>13</b>
Article 14. General planning	13
Article 15. Manuscript preparation	14
Article 16. Initiation of the editorial production process	15
Article 17. Manuscript review	16
Article 18. Design and layout	17
Article 19. Registration: assignment of identification numbers and preparation of the copyright page	18
Article 20. Printing or digital reproduction	18

Article 21. Posting on the website	19
Article 22. Preservation of the institutional memory	19
Article 23. Parties responsible for editorial production process	20
<b>CHAPTER IV PUBLICITY, MARKETING AND DISTRIBUTION</b>	<b>22</b>
Article 24. Responsibilities	22
Article 25. Price of publications and discounts	22
Article 26. Publicity and marketing	23
Article 27. E-commerce	23
Article 28. Distribution and storage	23
Article 29. List of publications for sale	24
<b>CHAPTER V. LEGAL CONSIDERATIONS</b>	<b>25</b>
Article 30. Copyright	25
Article 31. Royalties for the authors	26
Article 32. Contracts with authors	26
Article 33. Contracts with distributors	27
Article 34. Authorization	27
Article 35. Acknowledgement of IICA	27
<b>ANNEX 1. LIST OF SERIES REGISTERED AT IICA</b>	<b>29</b>
<b>ANNEX 2. CERTIFICATION OF AUTHORSHIP</b>	<b>30</b>
<b>ANNEX 3. SAMPLE PUBLISHING CONTRACT</b>	<b>31</b>
<b>ANNEX 4. MANUSCRIPT EVALUATION FORM</b>	<b>32</b>
<b>ANNEX 5. SAMPLE COPYRIGHT PAGES</b>	<b>33</b>
<b>ANNEX 6. DEFINITION OF TERMS</b>	<b>34</b>

## INTRODUCTION

As a matter of policy, IICA promotes the dissemination of knowledge on agriculture and the rural milieu in the hemisphere, generated as a result of its cooperation efforts and technical activities in its member countries.

Publishing is one of the underpinnings of the renewal of IICA, whose mission is:

*“To support the Member States in their pursuit of progress and prosperity in the hemisphere through the modernization of the rural sector, the promotion of food security, and the development of an agricultural sector that is competitive, technologically prepared, environmentally managed, and socially equitable for the peoples of the Americas.”*

Based on IICA’s publications policy, this document establishes institutional standards and procedures for the production of publications and for other, related matters. These provisions must be adhered to by all IICA personnel, including consultants and others hired on a temporary basis.

## **CHAPTER I RESPONSIBILITY FOR MANAGING THE PUBLISHING PROCESS**

### ***Article 1. Director General***

- 1.1 The Director General's Cabinet approves and implements publishing policies and standards.
- 1.2 By means of executive orders, the Director General shall inform Institute personnel of the implementation of the publishing policies and standards approved by his Cabinet, and of any changes made to them once they are in effect.
- 1.3 Each year the Director General will present an award for the best publication produced by an Institute staff member, which contributes to rural and agricultural development in the hemisphere.

### ***Article 2. Publications Committee***

- 2.1 The Publications Committee, appointed by the Director General pursuant to the institutional policy on the subject, will comprise the following members:
- A representative of the Technical Secretariat (who will serve as the Chair)
  - A representative of the Directorates of the Strategic Areas
  - A representative of the Regional Directorates
  - A representative of the Documentation and Publications Unit (who will serve as the Secretary of the Committee)
  - A representative of the Unit of Public Information and Institutional Image
- 2.2 The duties of this Committee are:
- a) To formulate publishing policies and standards and submit them to the Director General's Cabinet for approval.
  - b) To ensure that the institutional standards governing the production and marketing of publications are adhered to, both at Headquarters and in the Offices in the member countries.
  - c) To resolve any issues related to institutional publications, either at Headquarters or in the IICA Offices in the countries.
  - d) To review periodically the applicability and application of the regulations, and suggest any changes it deems necessary to the Director General.

- e) To support the Documentation and Publications Unit in those areas related to publishing.
  - f) Any others delegated to it by the General Directorate.
- 2.3 The Committee will hold regular meetings convened by the Secretariat, which will draw up the respective agenda.
- 2.4 Minutes will be taken in all meetings. Numbered consecutively, they will contain a record of the agreements adopted in the meetings. Copies of the minutes will be distributed among the Committee members, directors of units and staff members involved with publications.
- 2.5 The Chairperson may invite IICA staff members, and anyone else whose participation he/she deems advisable, to attend the meetings of the Committee.

***Article 3. IICA Offices in the Member States and the Directorates at Headquarters***

- 3.1 IICA Representatives in the countries and Directors at Headquarters have the following responsibilities:
- a) To implement and enforce the policies, standards and procedures for the production, marketing and distribution of publications.
  - b) To encourage the production of publications that are useful for the Institute's technical cooperation work and respond to the needs set out in the national, regional and hemispheric cooperation agendas.
  - c) To ensure that the intellectual content of the publications generated under their responsibility is of the highest quality, and that their presentation is in keeping with institutional guidelines.
  - d) To support the marketing and distribution of IICA publications pursuant to the objectives of the policy.
  - e) To bring to the attention of the Publications Committee any situation related to the management of the publication process that warrants the attention of Headquarters.
- 3.2 IICA Offices in the countries must update their inventories and keep on file, for five years, records of revisions, contracts with authors and sellers, and financial records related to the sale of IICA publications.

#### ***Article 4. Documentation and Publications Unit***

4.1 The Documentation and Publications Unit will oversee the production, marketing and distribution of publications within its purview, and, when requested, advise other IICA units on same.

4.2 The specific duties of the Documentation and Publications Unit are:

- a) To work with the Publications Committee in supervising the implementation of publishing policies and standards.
- b) To strengthen and facilitate the production and exchange of publications that disseminate information relevant to the needs of the member countries, and which project a solid, single institutional image.
- c) To request reviews for technical and philological accuracy, and of the layout, of IICA publications that require them, as established in these regulations.
- f) To keep up to date the official registry of readers, publications and series, the inventory and distribution lists of publications.
- g) To obtain the international standard book numbers (ISBN) and the international standard series numbers (ISSN) for publications produced at Headquarters.
- h) To prepare, through the Venezuela Library or the Orton Commemorative Library and as needed, the copyright page of institutional publications produced both at Headquarters and in the Offices.
- i) To draw up and process the contracts for the preparation, production, distribution and sale of publications, with advisory assistance from the Office for Legal Affairs.
- j) To market institutional publications pursuant to the publications policy and the procedures established for that purpose.

#### ***Article 5. Advisors and facilitators***

5.1 Through the Documentation and Publications Unit, the Publications Committee will ask Institute personnel with experience in the field of publications to advise it on publishing matters and collaborate in the production of specific publications.

5.2 The review, production, marketing or distribution of documents may be outsourced, to ensure they are of good quality and ready on time.

## **CHAPTER II PUBLICATIONS CATEGORIES AND SERIES**

### ***Article 6. List of categories***

6.1 The categories of IICA publications are:

- a) Official publications
- b) Technical publications
- c) Institutional projection publications
- d) Publications on ministerial forums

### ***Article 7. IICA Series***

7.1 Publications in the various categories may be grouped together in different institutional series, which are sets of thematically related publications produced periodically with a single graphic identity and for the same purpose, and to which the respective ISSN has been assigned.

7.2 IICA's publications series will be: (See annex 1)

- Official documents in Spanish
- Official documents in English
- Official documents in French
- Official documents in Portuguese
- Policies and trade series
- Agribusiness series
- Sustainable rural development series
- Agricultural health series
- Technology and innovation series
- Training and education series
- Information and communication series
- IICA publications series
- IICA videos series
- Ministerial meetings on agriculture and rural life series

### ***Article 8. Creation or modification of categories and series***

8.1 Proposals calling for the creation of new categories and series, or changes in existing ones, must be submitted to the Publications Committee, which will study them and take the pertinent decision on the matter.

8.2 The Publications Committee will establish the rules governing the content and the style, design and typographical presentation of each category or series.

**Article 9. Documents of cooperative or associate programs and co-publications**

9.1 Publications produced under cooperative programs, programs associated with IICA, agreements or contracts should form part of IICA's publications, unless specified otherwise in the respective legal instruments.

9.2 Therefore, the Institute is responsible for ensuring the technical quality and presentation of these publications. Manuscript approval and other related requirements will be subject to the provisions of this document.

9.3 IICA may undertake joint publications or co-publications with other agencies, which will be subject to the Institute's publishing policy, standards and procedures.

**Article 10. Official publications**

10.1 The objective of this category and the series established within it is to present the results of official meetings (Inter-American Board of Agriculture, Executive Committee); institutional policies, Medium Term Plans, Technical Cooperation Agendas and Annual Reports; and regulations, conventions and other regulatory or policy documents.

10.2 Official publications will be financed by the unit responsible for the manuscript, which will be approved by the Director General, if the document is produced by Headquarters, or by the respective Representative, if it is produced by an Office. The publishing process is the responsibility of the unit concerned, and the final publication will be distributed free of charge.

**10.3 Annual Report**

10.3.1 Its purpose is to provide IICA's governing bodies (the IABA and the Executive Committee) and national and international authorities with a summary of the work carried out by the Institute during the period covered by the report.

10.3.2 An annual report may be any of the following documents, differentiated according to target audience, authorship and publication medium:

- a) A summary of the most important activities carried out by IICA, which is sent to the Organization of American States (OAS), for inclusion in the Secretary General's report to the General Assembly.

- b) The annual report that the Institute is required to submit to the Permanent Council of the OAS, to be presented to the General Assembly, pursuant to Article 6.g of the Rules of Procedure of IICA's General Directorate, Article 91.f of the OAS Charter and the resolutions of the OAS General Assembly.
- c) The annual report that each IICA Office submits to national public and private authorities, to inform them of the implementation of the work program included in the respective National Cooperation Agenda.
- d) The printed Annual Report that the General Directorate presents to the Executive Committee and the Inter-American Board of Agriculture (IABA), pursuant to articles 8.g and 20.d of the IICA Convention, Article 2.g of the Rules of Procedure of the IABA, Article 4.f of the Rules of Procedure of the Executive Committee and Article 6.g of the Rules of Procedure of the General Directorate.
- e) The electronic annual report posted on the Institute's Web portal ([www.iica.int](http://www.iica.int)), whose content is stipulated in Resolution 307 of the Executive Committee and Resolution 344 of the IABA.

10.3.3 Responsibility for producing an annual report, which will be distributed free of charge, lies with the Directorates or Offices.

#### **10.4 *Technical Cooperation Agendas***

10.4.1 The purpose of this publication is to publicize the technical cooperation actions programmed by the Institute to benefit a country, a region or the hemisphere.

10.4.2 The technical cooperation agendas are designed to address the priorities of national, regional and hemispheric partners; and are modified continually in response to changes and new demands.

10.4.3 The Directors and Representatives must continually review and update the technical cooperation agendas, to ensure that they effectively reflect the priorities and needs of our partners.

10.4.4 Responsibility for preparing and publishing the technical cooperation agendas, which will be distributed free of charge, lies with the Directors and Representatives.

#### ***Article 11. Technical publications***

11.1 These are publications that disseminate technical knowledge related to the Institute's thematic or inter-thematic areas. This category includes books,

journals, briefing papers, technical notes, pamphlets and articles (printed, digital or electronic).

## **11.2 *Technical books***

- 11.2.1 The purpose of these publications, which must be assigned an ISBN and/or ISSN, is to disseminate the Institute's technical experience in a specific field related to its thematic or inter-thematic areas.
- 11.2.2 Technical books (digital or printed) must be financed by the unit responsible for same, which will handle the entire publishing process.
- 11.2.3 Before it is printed, reproduced digitally or placed on IICA's website, the final version of all technical books must be approved by the Director or Representative, or by the Publications Committee.
- 11.2.4 Publications of this kind may be marketed at the discretion of the unit responsible, pursuant to article 25 of these regulations.

## **11.3 *Other technical publications***

- 11.3.1 This category includes printed and digital journals, briefing papers, technical notes, pamphlets and articles.
- 11.3.2 Their purpose is to disseminate information about the Institute's technical cooperation actions within the framework of the thematic or inter-thematic areas.
- 11.3.3 The unit concerned must finance and ensure the linguistic and technical accuracy of its publications. They must be authorized by a Director or Representative, depending on whether the material is produced at Headquarters or in an Office. At the discretion of the unit responsible, and pursuant to article 25, they will be distributed free of charge.

## ***Article 12. Institutional projection publications***

- 12.1 The purpose of these publications is to project IICA's image through non-technical products generated at Headquarters or in the Offices. They include informational bulletins and pamphlets, press releases and audiovisual (video and audio recordings, etc.), electronic or digital (CDs, diskettes, Websites etc.) and printed (brochures, posters, etc.) dissemination or promotional materials.

- 12.2 Production of these publications will be the responsibility of the unit concerned, which means that they must be authorized by the respective Director or Representative. They will be distributed free of charge.
- 12.3 Someone must always be designated to coordinate the publishing process. The individual concerned must ensure that the publication has been revised for technical and philological accuracy, design and layout. The units may request assistance from the Language Services Unit, the Unit of Public Information and Institutional Image , and the Documentation and Publications Unit, as applicable, for these tasks.

***Article 13. Publications on ministerial forums***

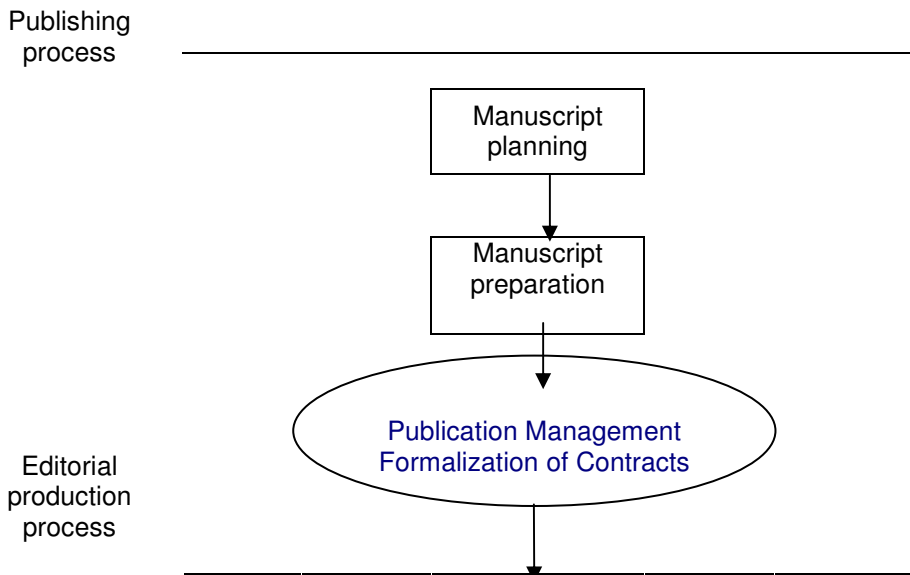
- 13.1 These are publications that present the results of ministerial summits, meetings or forums related to agriculture and rural life in which IICA is actively involved.
- 13.2 The Directorate for Follow-up of the Summit of the Americas Process is responsible for this category and must ensure that the publishing process is conducted properly. The Director General will authorize the publication of these documents, which will be distributed free of charge.

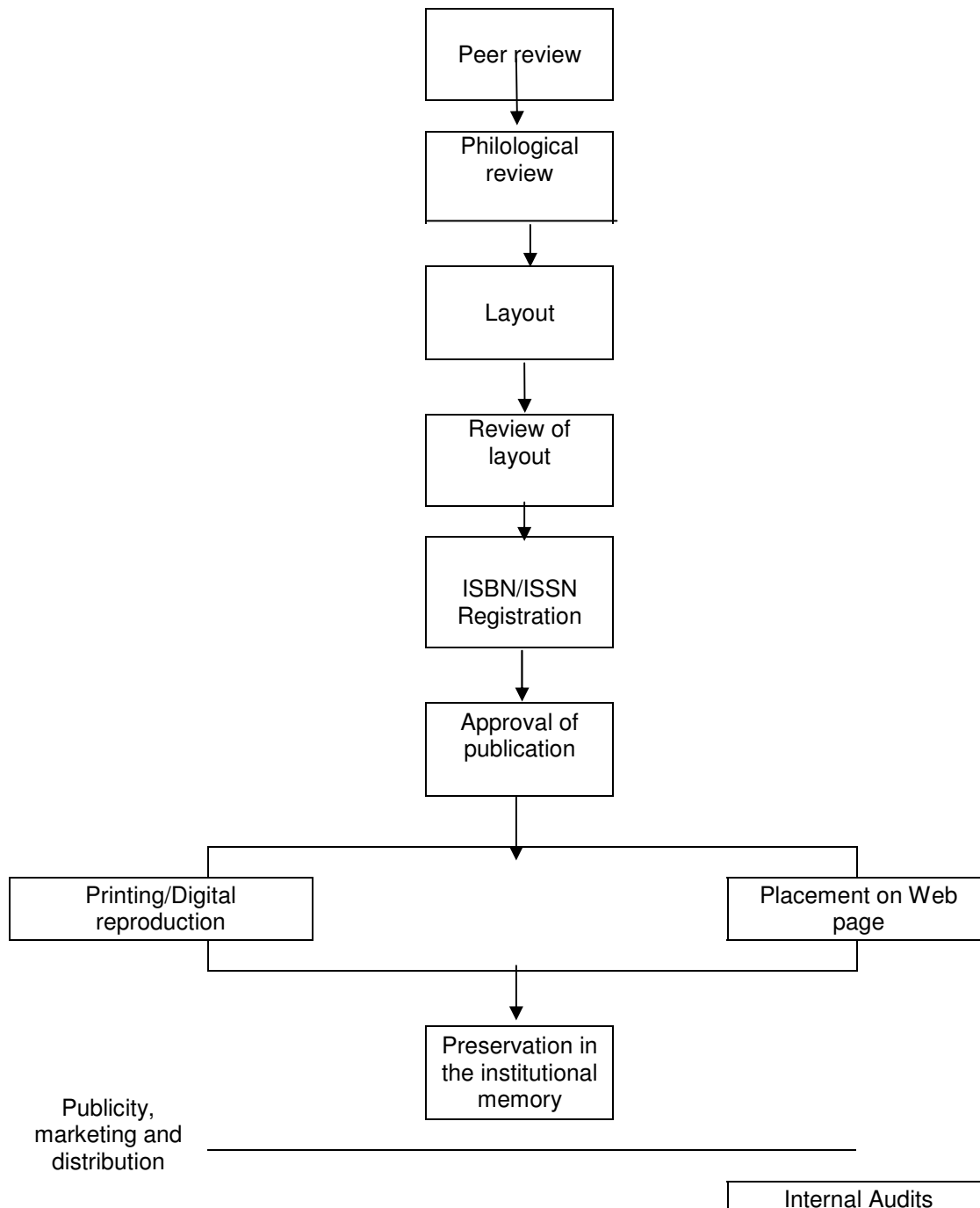
### CHAPTER III THE EDITORIAL PRODUCTION PROCESS

#### **Article 14. General planning**

- 14.1 The publishing process at IICA begins with a market study that demonstrates that production of the publication is warranted.
- 14.2 IICA should use its resources basically for publications that are important because of their innovative thematic content and usefulness for technical cooperation work.
- 14.3 IICA's publications should be the result of a sound planning process. The units at Headquarters and in the Offices must include in their annual plans of operation the publications they intend to produce during a specific time frame.
- 14.4 If an unplanned publishing opportunity arises, the publication should be included in the programming of the respective unit or, that not being possible, the Publications Committee should be informed so that it can monitor progress and possibly provide support in later stages.
- 14.5 Outside authors interested in having IICA publish their works will always be welcome.
- 14.6 The flow chart for the proper planning of the publishing process is presented below:

Market analysis: Identification of topics of interest for publications





**Article 15. Manuscript preparation**

15.1 The unit interested in producing a publication will be responsible for preparing the respective manuscript, and the unit's Director or Representative must make sure that same adheres to the publications policy and regulations.

- 15.2 It is recommended that works be published in at least two of IICA's official languages (English, Spanish, French or Portuguese). However, if the financial resources available are limited, publications may be written in the official language that will ensure their widest possible dissemination and maximum utilization, based on the target readership.
- 15.3 All multimedia material, books, technical notes and technical articles must be accompanied by an abstract in a second official language.
- 15.4 Manuscripts must be prepared in compliance with standards related to linguistic style, structure, presentation, etc., which are to be found on IICA's website.
- 15.5 Bibliographic citations and bibliographies must be written in accordance with IICA's technical rules for the drafting of bibliographic references, which are to be found on the Institute's website.
- 15.6 In technical publications, all units, measurements, numbers and symbols must be written in accordance with the International System of Units (SI).
- 15.7 Tables and graphic materials reproduced from other publications must include an explicit acknowledgement of the original source.
- 15.8 It is suggested that, for each manuscript proposed for publication, not only the Director or Representative, but also someone else in the unit involved be designated as the contact person for follow-up by the Publications Committee.

#### ***Article 16. Initiation of the editorial production process***

- 16.1 The parties interested in producing a publication must present the electronic version of the manuscript to the corresponding IICA Director, in the case of Headquarters, or the corresponding Representative, in the case of a member country. If authorization to begin the process is granted, the Publications Committee is to be informed.
- 16.2 Together with the electronic file, the author or his/her authorized representative must deliver the following to IICA:
  - a) Names of the personnel he/she suggests perform the technical review of the document; otherwise, IICA will select them on the basis of the subject of the document. (Depending on the category of the publication)
  - b) Written authorization from the owner of the intellectual property rights of all materials from other sources that are going to be reproduced in the publication, if applicable (see annex 2).

- 16.3 Incomplete manuscripts and those that do not adhere to the institutional standards of linguistic style, structure and presentation, and other rules governing IICA publications, will be returned to the authors. Defective electronic files and files in formats not accepted by IICA will also be rejected.
- 16.4 Once they have been authorized, publications that so require will be subject to the procedures established in these regulations regarding reviews, design, layout, registration and publication.
- 16.5 IICA must draw up a publishing contract with outside authors in accordance with annex 3, which will serve as the legal instrument for the publishing process that the Institute is to carry out. This contract is not necessary in the case of IICA staff, as it is part of their work as Institute personnel.
- 16.6 The Directors and Representatives must keep a record or file containing the different documents that show that the publishing process was conducted properly, in case they are requested during institutional audits.

#### ***Article 17. Manuscript review***

- 17.1 All IICA publications will be subject, depending on the category involved, to three types of review: i) a peer review, ii) a review for philological accuracy and iii) a review of the layout, to ensure that the content, linguistic style and presentation are of high quality, and that the publication projects the institutional image properly.
- 17.2 It is the responsibility of the Directors and Representatives to ensure that the reviews are performed. They may request assistance from the Documentation and Publications Unit in identifying technical revisers and contracting for editing and layout services. The cost of performing these tasks must be covered by the unit producing the publication.
- 17.3 Peer reviews will be performed by readers authorized by the Institute. A roster of authorized readers has been drawn up for this purpose, which may be reviewed periodically to include new professionals for specialized subjects. This roster will be posted on the Institute's website and updated on a regular basis.
- 17.4 It is suggested that the following table be used to determine the number of peer reviewers:

**Table 1. Type of publication and number of specialists recommended for peer reviews**

Type of manuscript	Number of specialists recommended
Article or chapter of a book	2 in-house staff members
Reports, bulletins or guides	2 in-house staff members
Technical & Scientific Books (printed or multimedia)	2 in-house staff members 2 external readers

17.4 Annex 4 contains a form for evaluating manuscripts, which the experts identified or hired can use as a guide. These forms and any others used must be kept in a file on the publication, in case the Internal Audit Units asks to see them.

17.5 For this review process, strict confidentiality must be ensured regarding the content and quality of the author’s work, and the observations or suggestions made concerning the manuscript. The parties responsible for the publication, the Committee and anyone else involved in this stage may not discuss or use ideas contained in the manuscript before it is published.

17.6 The author must revise the original version, incorporating the observations or suggestions made by IICA as a result of the review.

**Article 18. Design and layout**

18.1 The cover and text of the publication, whether it is produced at Headquarters or in an Office in a Member State, must be designed and laid out in keeping with the IICA graphic identity.

18.2 Once the layout process has begun, no additions, deletions or modifications to text or graphics will be accepted from the author.

18.3 The editor in charge must review the galleys of the text and the cover, with a view to correcting errors, especially those of a typographical nature, in the first phases of production, and making the final changes to the layout and presentation.

18.4 The author or person responsible for the publication must review the final galleys and state, in writing, that he/she is in agreement with all aspects of their format.

**Article 19. Registration: assignment of identification numbers and preparation of the copyright page**

- 19.1 Publications that require such identification will use international standard book numbers (ISBN) and international standard serial numbers (ISSN), pursuant to the laws and channels define by IICA on this subject.
- 19.2 For publications generated at IICA Headquarters, the Documentation and Publications Unit will process the ISBNs and/or ISSNs and will prepare, through the Venezuela Library or the Orton Commemorative Library, the corresponding copyright page.
- 19.3 If a publication is approved at an Office in a Member State, the Documentation and Publications Unit at IICA Headquarters must assign the ISBN and/or ISSN, but the copyright page is the responsibility of the unit in charge of the publication and must be created following the criteria and examples given in annex 5.
- 19.4 Once the review, design and layout process has been completed and all rules complied with, the publication will be approved by the Director or Representative for printing, reproducing or posting on IICA's website.
- 19.5 The Publications Committee at Headquarters may intervene in the process, requesting information related to the reviews for technical and philological accuracy or of the layout of a given document. If this information cannot be obtained, the printing, digital reproduction, posting on a website or distribution of the publication will not be authorized.

**Article 20. Printing or digital reproduction**

- 20.1 The pressrun for publications produced both by print shops and multimedia firms will be determined by analyzing the group at which they are targeted. In exceptional cases, larger quantities than those suggested by the analysis will be produced, for which the author or the unit responsible will formulate the respective distribution plan, which must be presented to the Publications Committee.
- 20.2 The unit responsible must verify that the printing or digital reproduction of its publication is of the highest quality, that pages are in the proper order and that all other details are correct.
- 20.3 A publication may be reprinted and addition multimedia copies of same may be produced when stocks run out, and provided there is steady demand for the publication. Prior to this, the author will be consulted to ascertain whether he/she is willing to update or re-assess the content of the original document.

20.4 Digital documents may be printed on demand and in keeping with IICA's publishing standards.

**Article 21. Posting on the website**

21.1 Electronic documents authorized for distribution will be placed on IICA's website ([www.iica.int](http://www.iica.int)) by the competent unit at Headquarters and/or on the site of each IICA Office.

21.2 To facilitate the inclusion of information on the website administered by Headquarters, final versions of publications must be sent in a PDF format or some other universal file format accepted by IICA.

**Article 22. Preservation of the institutional memory**

22.1 All Institute publications are an important part of IICA's institutional memory. Therefore, printed and/or digital copies must be sent to the Venezuela Library and the Orton Commemorative Library, as follows:

**Table 2. Number of copies to be sent to the institutional repositories**

Type of publication	Number of copies (printed and electronic)
Official Publications - technical cooperation agendas, annual reports and documents pertaining to meetings of governing bodies	Two printed copies and a copy of the electronic file
Articles published in refereed international scientific journals	Two copies
Articles published in non-refereed scientific journals	Two copies
Articles published in technical bulletins	Two printed copies and a copy of the original file sent to the bulletin
Chapters of books	A copy of the book or, failing that, a photocopy of the chapter with the bibliographic details of the book and/or a photocopy of its cover
Books published by IICA	Two printed copies and a copy of the electronic file
Works published in conference proceedings	A copy of the conference proceedings or, failing that, a photocopy of the work, adding the bibliographic details of the proceedings and/or including a photocopy of

	the cover; and a copy of the electronic file
Documents presented in conferences	Two printed copies and a copy of the electronic files
Annual and final technical reports on projects	Two printed copies and a copy of the electronic file
Press releases, pamphlets, posters and bulletins	Two copies
CDs, cassettes, magnetic tapes or any video, audio or multimedia material	Two copies

22.2 In January of each year, all institutional units, including the Offices in the countries, must send the Documentation and Publications Unit (Headquarters) a list of the previous year's publications, including the following details: full title of the publication, author(s), unit responsible, number of pages, identification numbers (ISBN or ISSN), pressrun and the date it was published.

**Article 23. Parties responsible for editorial production process**

23.1 The parties responsible for the various stages of the production of publications are:

**Table 3 Phases of production process and responsible parties**

Phases	Unit / Person Responsible
1. Manuscript preparation	Author
2. IICA's agreement to publish the manuscript	Representative (Office) / Director (unit at Headquarters)
3. Creation of a file and formalization of the contract between IICA and the author	Representative (Office) / Director (unit at Headquarters)
4. Peer review	Unit responsible for the publication (Headquarters or Offices)
5. Revision and inclusion of the recommendations of the readers	Author
6. Linguistic review of the manuscript	Unit responsible for the publication (Headquarters or Offices)
7. Design and layout of the manuscript	Unit responsible for the publication (Headquarters or Offices)
8. Revision of the layout of the document (whether printed or digital)	Unit responsible for the publication (Headquarters or Offices)
9. Assignment of ISBN and/or ISSN and preparation of copyright page	Documentation and Publications Unit / Offices
10. Authorization to make the document public	General Directorate, Directors, Representative (as applicable)
11. Printing or digital reproduction of the document	Unit responsible for the publication (Headquarters or Offices)

12. Posting on <a href="http://www.iica.int">www.iica.int</a> or the website of an Office	Intranet-Internet Unit / Offices
13. Conservation of documents and supporting documents relating to the process	Representative (Office) / Director (unit at Headquarters)
14. Preservation in the institutional memory	Documentation and Publications Unit
15. Internal audits (Administrative verification and procedures)	Internal Audit/Information and Communication

## **CHAPTER IV PUBLICITY, MARKETING AND DISTRIBUTION**

### ***Article 24. Responsibilities***

- 24.1 The Documentation and Publications Unit will keep up-to-date, official distribution lists, based on regular reports from the units; and will be in charge of distributing and marketing IICA publications produced at Headquarters.
- 24.2 The IICA Offices in the countries are responsible for publicizing, distributing and selling institutional publications, both those produced by the Office itself and those produced at Headquarters and by other Institute Offices. They must also send the Documentation and Publications Unit at Headquarters a detailed, monthly report of publications sold.

### ***Article 25. Price of publications and discounts***

- 25.1 In general, the price of IICA's technical publications will be based on production costs and market value; official publications and those that project the Institute's image will be distributed free of charge.
- 25.2 The retail price of publications will be set in United States dollars (US\$) and will be the same in all IICA units. It will not include cost of shipping and handling.
- 25.3 This price will be fixed based on the market value, taking into account all the costs involved in the production process, such as typesetting, linguistic review, editing, translation, materials, design of the cover and the text, preparation of figures and tables, etc. In the case of printed documents, printing, binding, packaging, distribution and other pertinent costs should be factored in. In the case of digital documents, the cost of digital reproduction and/or posting the document on the Web should be taken into account.
- 25.4 Institutional units or external entities that market and/or distribute a given publication shall be entitled to keep 25% of the sale price.
- 25.5 By mutual agreement of the parties involved in the publication, when the Documentation and Publications Unit is asked to coordinate the publishing process, it will be reimbursed for the costs it incurs in doing so. The Documentation and Publications Unit will keep a duly authorized table of costs for each of the processes involved in publishing a document.
- 25.6 Discounts may be granted when it is deemed to be in the Institute's interests to do so.

## ***Article 26. Publicity and marketing***

- 26.1 The Documentation and Publications Unit, in consultation with the Offices in the countries, will establish a marketing plan for existing and potential publications, to promote sales and, to the extent possible, recoup the costs incurred. It should be noted that it is not IICA's intention to make large profits from its publications.
- 26.2 A record will be kept of the resources generated from the sale of publications, which will be redistributed on the basis of the financial contribution that each of the units involved made to the publishing process.
- 26.3 A percentage of any profits made in recouping costs will be allocated to a fund, under the responsibility of the Documentation and Publications Unit, which will be used to make the production of new publications of interest to IICA possible.
- 26.4 All institutional activities that lend themselves to the marketing of publications, such as seminars, workshops, courses, meetings and other national and international activities held by Headquarters and the Offices in the countries, should be used for this purpose. If necessary, and when the Institute does not have the capacity, commercial publishers will be authorized to promote and sell IICA publications.
- 26.5 Advantage will be taken of strategic alliances with our partners or networks such as AIBDA, PRODAR, SIHCA and the PROCIs, which will play a key role in promoting and selling publications.

## ***Article 27. E-commerce***

- 27.1 IICA will make its publications available for sale through an e-commerce section on its website.
- 27.2 Web users will be able to access a summary of publications that are for sale. Prices will be listed and details provided on how to access the complete document. Users will be able to pay online by credit card or bank transfer.
- 27.3 The Documentation and Publications Unit will be responsible for processing sales through this mechanism, collecting the monies involved and depositing them in the respective accounts assigned by the Finance Division.

## ***Article 28. Distribution and storage***

- 28.1 It will be a rule that IICA publications are to be delivered on time to the institutions and individuals (target audience) interested in them, via

Headquarters or its Offices. To this end, and to disseminate its publications more widely in the Member States, IICA will have a network of selected depository libraries and key people in each of IICA's Offices.

- 28.2 Publications may be distributed free of charge to public institutions and entities that cooperate with IICA, provided the necessary resources are available.
- 28.3 In the case of publications that are not free of charge, IICA units interested in donating them must cover both the production and distribution costs, which they will report pursuant to the established administrative procedures.
- 28.4 Digital publications may be distributed via email or identified on the Institute's website, as mentioned in article 27, and kept there as long as they are of use to the readers.
- 28.5 IICA's Offices in the countries will set aside a physical space for selling publications and promoting the institutional image, which must be visible, inviting and accessible for clients interested in its publications.
- 28.6 IICA publications may stored for a period of no longer than five years; after that, the Institute will dispose of them as it sees fit.

***Article 29. List of publications for sale***

- 29.1 The Documentation and Publications Unit will prepare an annual publications catalogue that will be disseminated throughout the hemisphere.
- 29.2 The Documentation and Publications Unit will publish and distribute a "List of IICA publications for sale," which it will update regularly and share with IICA's Offices in the member countries.
- 29.3 The list and catalogue of publications will be also available on the Institute's website, including a small excerpt from the document.

## CHAPTER V. LEGAL CONSIDERATIONS

### ***Article 30. Copyright***

30.1 IICA will comply with the Bern Convention for the Protection of Literary and Artistic Works (amended in 1979), the WIPO Copyright Treaty (1997), other international laws and the laws of the country in which a given work is to be published.

30.2 IICA holds the publishing rights to all its publications, except those subject to agreements that stipulate otherwise. All such exceptions, which should be specified clearly in the agreements or contracts signed, must be approved in writing by the Publications Committee.

30.3 All copies of publications must bear the copyright symbol (©), accompanied by the Institute's acronym (IICA) and the date of the edition.

30.4 IICA holds the copyright to a publication when:

- a) It has been prepared, totally or in part, as part of the regular activities of Institute personnel.
- b) It has been prepared entirely with the collaboration of IICA staff members, as part of their regular activities.
- c) IICA is responsible for more than 50% of the process and/or the content as part of the regular activities of Institute personnel.
- d) The publication is the product of IICA-organized courses, seminars or other events.
- e) The publication has been prepared by a third party hired by IICA for that purpose.

30.5 If the publication does not meet the conditions set forth in paragraph 30.4, the author acquires full intellectual or economic rights.

30.6 Authors may transfer their rights to another person or institution by informing IICA's Documentation and Publications Unit of their decision in writing.

30.7 IICA will register the copyright of its publications with the corresponding authority in the country where the work is published.

### **Article 31. Royalties for the authors**

- 31.1 Authors who are not IICA personnel will be paid 10 percent of the income generated from the sale of their publication. Royalties will be paid once a year, based on sales records for the publication and as established in the contract. If there are coauthors, the royalties will be paid to the principal author and the arrangements between him/her and the coauthors are not the responsibility of IICA.
- 31.2 An agreement may be reached with outside authors whereby, instead of royalties, they receive a specific number of copies of the publication, which must be specified in the contract signed by the parties. The authors may do whatever they wish with these copies, including selling them for the price agreed among the parties. Once the copies have been handed over, all contractual ties between IICA and the author or coauthors of the publication will be deemed to have terminated.
- 31.3 With regard to courses in a multimedia format prepared by outside authors, the royalties to which they will be entitled will be negotiated in each particular case and must be specified in the respective contract.
- 31.4 (Co)authors will be entitled to purchase their publications at a discount, which will be fixed in accordance with the Institute's interests.

### **Article 32. Contracts with authors**

- 32.1 As stipulated in point 16.5, IICA will formalize the review, production, registration, distribution, marketing and other tasks involved in the publishing process through contracts signed with the corresponding counterparts (authors, editors, printers, distributors, bookstores, etc.). (see Annex 3).
- 32.2 At Headquarters, the contracts will be prepared and processed by the Documentation and Publications Unit, with assistance from the Office of the Legal Advisor, and will be signed by the competent authority. Public information and institutional projection publications are excluded from this rule (see Annex 3).
- 32.3 In IICA's Offices in the countries, the Representatives will be responsible for negotiating, preparing, processing and signing the contracts, using the format authorized by the Office of the Legal Advisor (see Annex 3).
- 32.4 In publishing contracts, outside authors must:

- a) Guarantee that the work is original and that, as the sole owners, they assume responsibility for its content and hold the copyright on same.
- b) Attest to the fact that the work is not currently the subject of any other publishing contract.
- c) Pledge not to publish, through another entity, a second edition of the work, nor an updated version of it, while there are still copies unsold.
- d) Agree to the publication being placed in the IICA category or series suggested by the Publications Committee, and made to conform with the Institute's rules regarding style, structure, presentation and other aspects of publications.
- e) Guarantee, if material to be used in the work is the intellectual property of others, that he/she has all the permissions required to reproduce it.

32.5 In addition to the above, the contract must contain clauses dealing with aspects such as: requirements for the delivery and presentation of the manuscript, publishing rights and copyright, form of payment to the author, guarantees and compensation, requirements governing the use of material from other sources, proofreading procedures, breach of contract, dispute settlement and other pertinent matters (see Annex 3).

***Article 33. Contracts with distributors***

33.1 Contracts may be signed with companies and individuals that distribute or sell publications, whose clauses must address the following points: rights granted by IICA, geographical area for distribution, conditions related to billing and payment, price setting, preparation and delivery of sales reports, promotion, stocks, returns, guarantees and compensation, effective life of the contract and other pertinent matters.

33.2 At Headquarters, the contracts will be prepared and processed by the Documentation and Publications Unit, with assistance from the Office of the Legal Advisor, and will be signed by the competent authority.

33.3 In IICA's Offices in the countries, the Representative will be responsible for negotiating, preparing, processing and signing the contracts, using the format authorized by the Office of the Legal Advisor.

***Article 34. Authorization***

34.1 The Institute, through the competent authority, reserves the right to authorize or prohibit the partial or total reproduction, using any medium, of the publications it owns, and to require the payment of royalties.

34.2 Any staff member who wishes to publish an article or document that is the property of IICA in a non-Institute publication, or through another institution or publishing house, must obtain the authorization of his/her superior (the Director of his/her unit, in the case of Headquarters, or the Representative, in the case of the Offices). Furthermore, his/her professional association with the Institute must appear in the publication and it must be clearly stated that the opinions expressed are those of the author.

***Article 35. Acknowledgement of IICA***

35.1 Authors who receive technical or financial assistance, or a service (translation, philological review, etc.) of any, kind must clearly acknowledge said contribution in their publication.

## **ANNEX 1. LIST OF SERIES REGISTERED AT IICA**

### **OFFICIAL CATEGORY**

<b>Title of the series</b>	<b>ISSN</b>
Official Documents (Spanish)	ISSN 1018-5712
Official Documents (French)	ISSN 1018-7103
Official Documents (English)	ISSN 1018-5704
Official Documents (Portuguese)	ISSN 1018-709X

### **TECHNICAL CATEGORIES**

<b>Title of the series</b>	<b>ISSN</b>
Policies and Trade	Not yet assigned
Agribusiness	Not yet assigned
Sustainable Rural Development	Not yet assigned
Agricultural Health	Not yet assigned
Technology and Innovation	Not yet assigned
Training and Education	Not yet assigned
Information and Communication	Not yet assigned

### **INSTITUTIONAL PROJECTION CATEGORIES**

<b>Title of the series</b>	<b>ISSN</b>
IICA Projection	Not yet assigned
IICA Videos	1021-5832

### **PUBLICATIONS ON MINISTERIAL FORUMS**

<b>Title of the series</b>	<b>ISSN</b>
Ministerial Meetings on Agriculture and Rural Life	In the process of being assigned

## **ANNEX 2. CERTIFICATION OF AUTHORSHIP**

**Inter-American Institute for Cooperation on Agriculture (IICA)  
Documentation and Publications Unit**

### **CERTIFICATION OF AUTHORSHIP**

I hereby certify that I made a direct and substantial contribution to the preparation of the manuscript entitled:

\_\_\_\_\_  
Therefore, I meet the conditions for being considered its (co)author; I assume full responsibility for its content; and I give IICA permission to evaluate the possibility of publishing it.

I guarantee that the content of the manuscript does not injure or affect IICA or its Member States in any way, nor infringe on the intellectual property rights of others.

Signature(s) of the author(s)

Date

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### ANNEX 3. SAMPLE PUBLISHING CONTRACT

We, the Inter-American Institute for Cooperation on Agriculture, hereinafter "IICA," represented by (name, position), in his/her capacity as general agent, and Mr./Mrs./Miss/Ms. (full name), bearer of identification card no. \_\_\_\_\_, hereinafter "the Author," hereby subscribe the present contract for the publication and sale of \_\_\_\_\_ (book, CD, Video, Website, Article, etc.), subject to the following clauses, which will be governed by civil law and copyright law.

#### Objective

The objective of this contract is to formalize the editing and publication of \_\_\_\_\_ (book, CD, Video, Website, Article, etc.), produced by \_\_\_\_\_ (Name of author), which will be published by IICA.

#### IICA's Responsibilities

1. IICA, through \_\_\_\_\_ (unit), is responsible for editing and publishing \_\_\_\_\_ (number) printed copies of the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.). To this end, the Author will provide IICA with the texts, tables, illustrations and other materials, both in printed form and in electronic files in Word or another computer format mutually acceptable to the parties. IICA shall not accept damaged or unusable files.
2. IICA will assume responsibility for designing and printing the cover; submitting the manuscript for philological and editorial review; laying out and reviewing the galley proofs and final artwork of the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.); printing it, binding it, placing it on line, marketing it, and coordinating the entire production process.
3. The \_\_\_\_\_ (book, CD, Video, Website, Article, etc.) will be placed in IICA's \_\_\_\_\_ category of publications (or \_\_\_\_\_ series) and will comply with the Institute's standards vis-à-vis editorial style, structure, presentation, etc.
4. The galley proofs of the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.), will be delivered to the Author for his/her approval, in writing. Once they are approved, they will be faithfully reproduced by IICA as a \_\_\_\_\_ (book, CD, Video, Website, Article, etc.).
5. The text will be printed on \_\_\_\_\_ (weight and type) paper, and the cover will be made of \_\_\_\_\_ ( type of cardboard ). (*Applies only for books, magazines or any other printed materials*)
6. IICA will publish the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.) within (number) months of the signing of the present contract. If, after this period has elapsed, the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.) is not in the publishing process, the Author may publish the text however he/she wishes.
7. IICA will assume the costs involved in producing, distributing and marketing the pressrun of the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.).

#### Responsibilities of the Author

8. In a sworn affidavit, the Author will declare that the content of the work is original, that he/she is the sole owner and representative of same, that he/she holds the copyright on same, and that the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.) is not currently the subject of any other publishing contract.
9. The Author will provide IICA with such written permissions from editors and authors as may be required to reproduce in the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.) copyrighted materials and/or materials taken from other sources, which will form an integral part of the present contract.
10. The Author must approve, in writing, the galley or reproduction proofs, after which he/she may make no further modifications.

#### Rights

11. The publishing rights of the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.) belong to IICA, and the copyright to the Author; both will be protected under the copyright laws of the country in which the book is published.
12. Once the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.), is produced, IICA will set the price for same in US\$, which may not be less than the unit cost of the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.), plus seventy percent.
13. The Author will receive, as royalties, ten percent of the sale price of the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.). The royalties will be paid directly to the Author, or his/her designee, once a year, based on sales records for the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.) and this contract.
14. IICA will provide free of charge to the Author or his/her assigns, \_\_\_\_\_ (number) of \_\_\_\_\_ (book, CD, Video, Website, Article, etc.), which are not considered as sold for purposes of Clause 13 above.
15. IICA will use the means at its disposal (bulletins, journals, Internet, publications lists, etc.) to promote the sale of the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.), in its Offices in the countries. The Author pledges to provide IICA with a list of persons and institutions that might be interested in acquiring the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.),.

#### Entry into force

16. This contract enters into force on the date it is signed by both parties, for a period of five years, at which time the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.), shall become the property of IICA.

#### Exclusivity

17. The Author may not, during that period, authorize another entity to publish this edition or an updated edition of the \_\_\_\_\_ (book, CD, Video, Website, Article, etc.),.
18. The present contract may not be modified unless by mutual consent of the parties.

#### Dispute settlement

19. Any disagreement that may arise as to the interpretation of the present contract shall be resolved by mutual agreement between the Parties. Such agreement, in writing, will form an integral part of the present contract.

In witness whereof, and being in agreement, the Author and the legally authorized representative of IICA sign two identical copies on the \_\_\_\_ day of the month of \_\_\_\_ of \_\_\_\_ .

Legal representative of IICA

Place and Date

Author

Place and Date

## ANNEX 4. MANUSCRIPT EVALUATION FORM

Inter-American Institute for Cooperation on Agriculture (IICA)  
Documentation and Publications Unit

### MANUSCRIPT EVALUATION FORM

**Title of the manuscript:** \_\_\_\_\_

**Revisor:** \_\_\_\_\_

Do you authorize IICA to reveal your identity, if asked to do so? YES \_\_\_\_ NO \_\_\_\_

**EVALUATION:**

<i>Item</i>	<i>Excellent</i>	<i>Good</i>	<i>Average</i>	<i>Poor</i>	<i>N/A</i>
Subject or problem well presented					
Innovative content on the subject					
Methodology in line with the objectives set					
Data well interpreted and linked to conclusions					
Structure appropriate for the proposed target audience					
Adequate illustrations					
Clear, concise and effective writing					
Pertinent and sufficient bibliographic references					

**RECOMMENDATION:**

Begin publication process \_\_\_\_\_

Return to author for inclusion of suggestions and re-submission to competent authorities \_\_\_\_\_

Do not publish \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

### **ANNEX 5. Sample copyright pages**

Based on the experience of the Orton Commemorative Library and the Venezuela Library, it is suggested that library science tools and the following criteria be used to prepare copyright pages:

- 1) Follow the Anglo-American Cataloguing Rules for the description
- 2) Use the Library Subject Heading List (LSHL)
- 3) Use two categories for the classification: AGRIS and Dewey

Sample copyright pages:

Calivá Esquivel, Juan  
Hacia la acreditación de programas educativos:  
Bases teórico-prácticas para su implementación /  
Juan Calivá Esquivel. – San José, C.R. : IICA, 2003.  
240 p. ; 23 cm

ISBN 92-9039-561 3

1. Educación 2. Enseñanza Superior 3. Universidades  
4. Planes de estudio I. IICA II. Título

AGRIS  
C10

DEWEY  
378.2

More than food on the table: agriculture's true contribution to the  
economy / Rafael Trejos, Joaquín Arias, Osvaldo Segura,  
Eliécer Vargas. -- San José, C.R. : IICA. Directorate of Strategic  
Planning and Institutional Modernization; Area of Trade and  
Agribusiness, 2004.  
116 p. ; 27 cm.

ISBN 92-9039-589 3

1. Agricultural Development – Latin America 2. Economic  
Development I. Trejos, R. II. Arias, J. III. Segura, O. IV. Vargas, E  
V. IICA VI. Título.

AGRIS  
E10

DEWEY  
338.1

## ***ANNEX 6: Definition of terms***

**Author:** Person, group of people or institution directly and substantially responsible for the production of the intellectual content of a publication. If the author is an institution, it is referred to as a “corporate author.”

**Coauthor:** Person who, with one or more other authors, has made a direct, substantial and balanced contribution to the production of the intellectual content of a publication.

**Collaborator:** Person involved in preparing a work, except for the production of the intellectual content, which is exclusively up to the author(s).

**Compiler:** Person who coordinates the production of a publication that contains documents from several sources and/or various authors.

**Copyright page:** Page containing the bibliographic data and thematic descriptors of the document.

**Copyright:** Protection granted to the creators of all literary or artistic works simply for having created them.

**E-commerce:** Use of information and communication technologies to automate business processes and workflows.

**Editor:** Person who coordinates and supervises the process of turning a manuscript into a publication.

**Editorial committee:** Group of specialists who give their opinion as to the quality and originality of the content of all documents proposed for publication and, based on said opinion, approve or reject the proposed publication.

**Editorial production process:** Steps involved in converting a manuscript into a publication.

**Institutional projection publication:** Document published to disseminate the institutional image and publicize the activities, results and impact of an institution. Includes (non-technical) newsletters, press releases, posters and informational pamphlets.

**ISBN:** International standard book number.

**ISSN:** International standard series number.

**Manuscript:** Document that contains the thinking of an author on a specific subject and that serves as the basis for producing a publication.

**Official publication:** Document that presents institutional policies for action, reports of official meetings, and regulations, conventions and other regulatory or policy documents.

**Publication:** All printed, audio, audiovisual, digital or multimedia material that has been reviewed and recommended for publication by an Editorial Committee, pursuant to established rules.

**Publications committee:** Body in charge of formulating, reviewing and modifying policies and rules governing the production of publications. Ensures that publication regulations are fully complied with.

**Publications policy:** Set of directives governing the institutional editorial production process.

**Publishing rights:** Permission granted to an entity to produce, disseminate and/or market information and knowledge in a specific format for a specific period.

**Technical journal:** Periodical that disseminates knowledge about subjects covered by the Institute's technical areas.

**Technical publication:** Document that disseminates knowledge about subjects covered by the technical areas and aimed at modernizing the rural sector, promoting food security and achieving sustainable agriculture development. Such publications include books, journals, bulletins, technical notes, pamphlets and journal articles.