

**ICID•CIID**

ICID PUBLICATION POLICY AND GUIDELINES 2021

1. BACKGROUND

Since its inception in 1950, ICID has been disseminating a variety of non-periodic thematic publications, technical position papers, and outputs reports of Workbody (Committees, Working Group, Task Force, Task Team, etc.) for the benefit of members, partner organizations and professionals. These publications are made accessible to these diverse stakeholders of the Commission and also other readers using all possible media outlets – both electronic and print – depending on the type and requirements of a particular publication. As far back as 1990, ICID formed a Working Group on Publications (1990-1992), which was later renamed as Committee on Public Relations and Publications (1992) and then as a Work Team on Public Relations and Publications in 1993 and renamed as Committee on Public Relations and Publications (C-PR&P). The primary mandate of this work-group was to establish a coherent publication policy for such non-periodic outputs. This work-body's main thrust was to ensure an organizational consistency in ICID's thematic publications and technical outputs as a network rather than as individual achievements. This work-body also reviewed print publication proposals of workbody for their relevance to the ICID mandate and international worthiness.

Within ICID, working groups or task forces are by definition “voluntary group or community” of professionals and experts working on a particular aspect of science, engineering, development, and so on to further ICID's vision, mission, objectives and approved road-maps. A particular output of a workbody is considered the “group's” collective position or deliberated output as a result of its technical activities whether face-to-face or through online platforms. In this regard, however, ICID as a network ensures that none of its publications or statements are directed negatively towards any of its stakeholders by imposing a strict adherence to the science, engineering and technical aspects of the domain of irrigation, drainage and flood management, avoiding any subjective political opinions.

To ensure quality and coherence in the ICID's publications, there are consistent guidelines for developing material and publishing it. It would be an unprofessional precedence if ICID starts publishing material just because it is readily available from an individual author without adequate deliberations within ICID's technical committees, international executive council, management board and/or invited views of ICID-familiar experts of international repute. This is in no way a discouragement of potential in-house contributors, who are always welcome to lend their expertise in group outputs as editors for a critical mass of paper/case contributors to enhance the technical credibility of the publication in consideration in the international arena.

2. OBJECTIVE

This document is the reference framework for ICID publications. For all stages of the publications process from conceptualization to dissemination, compliance with the latest ICID Publication Policy (latest revision 2021) is mandatory. The guidance provided in this document gives expression to the Policy and focuses on matters regarding the workflow, visual identity, content and structure of all publications produced by ICID.

3. CONSTITUTION AND BY-LAWS

ICID Constitution and By-laws have number of clauses relevant to ICID publications, which are reproduced below.

BY-LAWS OF ICID

Workbodies of ICID:

3.6 Conclusions are Advisory

The conclusions of all work bodies shall be advisory in nature and shall be effective only after they are approved and accepted by the Council with such modifications as the Council may desire.

3.7 Approval of Documents

The documents and conclusions emanating from such work bodies set out either in the form of work documents or of recommendations presented by the Chairperson on behalf of the body.”

Publications:

5.9 Transactions of a Congress/Forum

5.9.1 Each participant in a Congress/Forum, and its adjunct technical sessions, is entitled to receive a set of pre-Congress/Forum Volume of the transactions containing the abstracts/papers for discussion at the Congress/Forum. The post-Congress/Forum Volume(s) of the transactions will be supplied after the Congress/Forum.

5.9.2 The procedure to be followed by the Central Office for the distribution of Transactions to intending participants in a Congress/Forum shall be as follows:

- (a) The transactions shall be made available on the website as soon as they are finalized.
- (b) As soon as the printed copies of the Transactions are ready, the Central Office shall send to each member National Committee, Corporate members and Institutional members two copies and each direct individual member one copy, for their record and use by surface mail.

6.1 Regular Publications

Regular publications, as decided from time to time by the Council, should be financed by ICID (Article 8.7) while all other publications of the Commission including specific short reports on timely subjects of current interest and programs sponsored by the Commission shall ordinarily be self-supporting or paid for by a sponsor/s.

6.2 Special Publications

Apart from the publications mentioned in By-law 6.1, all other publications shall be termed Special Publications (comprising Congress/Forum Transactions and special technical publications) and shall be undertaken with the specific approval of the Council. When according such approval, the Council shall also approve such expenditure as may be required for the preparation of the publication including expenditure on special officers and staff, if any, required in this connection in the Central Office. The Council shall also approve the manner of financing this expenditure.

6.3 Complimentary Copies

The Central Office shall supply complimentary copies (in hard or soft copy as the case may be), as follows:

- (a) All National Committees: subject to the provision of Article 11.4 of the Constitution, shall receive all regular and special publications
- (b) Direct members: shall receive one copy each of regular publications.
- (c) Host National Committee of a Congress/Forum: Ten sets of Transactions of the Congress/Forum including regularly scheduled Technical Session at Congress/Forum held along with it.
- (d) Office-Bearers: A copy each of all publications.
- (e) Past Office-Bearers except from those countries who have become Associate Member: A copy each of the ICID /Journal and other publications specifically requested. Unless renewed this commitment shall lapse after three years.
- (f) All members of Committees and Working Groups: As the Secretary-General may consider necessary based on the performance of the duties entrusted to them.
- (g) Authors of papers and articles: (i) Ten copies of preprints of their own papers submitted for the Articles published in the ICID Journal etc. (ii) A copy each of the ICID Journal in which the paper or article has been published.

- (h) Authors or editors/compiler of special publications: One copy of special publications to each.
- (i) General Rapporteurs and Panel Experts (Congress/Forum): One copy of the concerned Question/Theme Transactions.”

6.4 Sale Price

- 6.4.1 The sale price of all ICID publications shall, on the suggestion of the Secretary-General in any particular case, be fixed or reviewed by the Permanent Finance Committee and finally approved by the Council. Sale price of the proceedings of the workshops, symposia, technical sessions, and regional conferences to be published by the host National Committee shall be determined by the host National Committee and the concerned work-body in consultation with the Secretary-General.”

6.5 Copyrights and use of ICID Logo

Publications and outputs of ICID workbodies are, in principle, the property of ICID and are subject to copyrights laws as applicable. The use of these publications and the logo of ICID is subject to intellectual property rights laws and regulations in effect and the permission of ICID shall be sought when applicable. This applies to all reproduction by print, electronic media, internet and web-based applications.”

“ICID CONSTITUTION- ARTICLE (9) – TECHNICAL SESSIONS

Transactions and Proceedings

- 9.6 The Transactions of any Congress/Forum and Proceedings of other Technical Sessions will be published as soon as practicable after termination of the Congress/Forum or Session. The Transactions and Proceedings shall be published by the Central Office with the assistance of the host country. The Council shall lay down the obligations of the host country in the matter and also decide to what extent, the National Committees shall contribute to the cost of printing papers, Transactions and proceedings of any Technical Session.”

4. Types of Publications carried out by ICID

ICID information products are classified on the basis of content, scope, format, style and target audience:

- Irrigation and Drainage (IRD Journal) – Managed separately by ICID Journal Editorial Board (EB-JOUR) with an agreement with the publisher
- News (Periodic publications)
 - ICID News (Quarterly)
 - News Update (Monthly)
 - E-Bulletin (Weekly)
- Posters, banners, infographics
- Books (Non-periodic publications)
 - Special publications
 - Workbody publications (Technical reports, Guidelines, Technical papers, Policy briefs, Position papers, etc.)
 - Joint publications
- Transactions of regular flagship events
- Folders
- To provide the information in the form of a web-based knowledge base is in process.

The publications made by ICID can be categorized under two major classes namely, Periodic and Non-Periodic Publications.

4.1 Periodic Publications

The periodic publications are such that they are associated with a standard time period or a flagship event of ICID, which are held at regular intervals. IRD journal, News bulletin and News Update as well as proceedings of ICID Congress, World Irrigation Forum, Drainage Workshop, Micro Irrigation Conference etc. falls in the periodic category. For the periodic publications, over a period of time, the production processes have become sufficiently standardized within the network. Periodic publications have set-up of their own editorial teams that reviews and release the

publications at scheduled times. Publications like IRD journal, which is published through third party publishing house, are coordinated by the ICID Central Office (CO) and ICID's EB-JOUR (Editorial Board-Journal). Publication policy of IRD Journal has already been established by ICID (EB-JOUR) in consultation with the publishing house. All other periodic publications, have their own editorial board and peer-review processes and are compiled at the Central Office after the need-based invited submissions and review from relevant National Committees (NC), Direct Members, International collaborators, Office Bearers (OB), relevant members of workbodies, internal experts, and/or sometimes stakeholders at large.

ICID Congress and the World Irrigation Forum proceedings are also brought out in consultation with the International Review Committee based on their reviews and contributions. To reduce the printing and distribution expenses, it was decided to stop printing full text of papers starting from the 18th International Congress on Irrigation and Drainage held at Montreal, Canada, 2002. In place e-version is circulated on CD/DVD/USB format based on the review of the best available technologies suited for dissemination of information and implement by the ICID Central Office. Recently, ICID events transactions are distributed on USB drive. Abstract volumes are printed and distributed during the event as part of the conference kit.

4.2 Non-Periodic Publications

Non-periodic publications are generally proposed by various entities of workbodies as outputs emanating from mandate of the workbodies. These publications can be brought out in two form – as a regular publication of workbodies or as a special publication through special grants and support from NCs/ international agencies/Individuals. Non-periodic publications have a lasting value as they may reflect a historical evolution of specific technology or approach, can reflect a state-of-the-art in a particular field or hold expert opinions and facts which have global implications in the context of irrigation and drainage field.

4.2.1 ICID Workbody Outputs

A substantial volume of technical material is produced by the workbody deliberations of which only a small part transforms into official publications, if at all. Large amount of works is available as outputs of workshops, internal discussions and deliberations and publications in periodic publications. The unpublished material thus turns into grey literature, which is considered as part of the Text Delivery Service (TDS) or Knowledge Base.

The objectives of publishing this grey literature on the ICID website are:

- (a) to demonstrate the work done by the workbodies for the internal use and also for other interested professionals as well;
- (b) to evoke wider interest in the workbody activities; and
- (c) to keep an official record of workbody deliberations.
- (d) To generate discussions amongst the members and build a base for eventual publication of an edited consensus-based publication which is reflective of the state-of-the-art and good practices for use of world irrigation communities in general.
- (e) Workbodies are encouraged to organise regular workshops wherein non-members can also contribute. Such contributions can also be included in the proceedings and eventual publication with the consent of the author. Invitations can also be extended to the recognised experts for contributions in the working group publications.
- (f) Grey literature has the potential to become valuable source material for planning non-periodic publications of the Work Body.

However, the inclusion and consolidation of such literature in an indexed publication may help more spread of the good knowledge. At present, such material is put on the ICID website but lacks classification and consolidation on the basis of discipline and practices. The raw material in the form of grey literature can either be in the form of a finished output or a draft document that needs to be reviewed or for which further inputs are solicited internally and externally. Deliberations in a workbody (of technical nature) are considered fruitful only if the same is consolidated and provided in a consumable form to the community in general. The workbody may also consider revision of some of its earlier outputs in view of advances in technology and policy that has come to the fore since its last published version.

4.3 Need for a Policy

Each of these categories of publications are taken up as a one-time exercise and at present, do not have a standard guidelines/policy in respect of the contributions, review process and attributions, and responsibilities of the contributors and ICID. Therefore, the present policy concentrates on various aspects of non-periodic publications.

5. Conceptualization and Planning

All technical work bodies are encouraged to conceptualize and plan publications in their areas of work as per their mandate from time-to-time. The outputs of workbodies, which have been set up for a specific administrative or financial purpose, need not be published in form of a formal publication but the output may remain limited to preparation of internal report or memoranda for consumption up to IEC level and implementing necessary changes in Constitution, By-laws or other procedures followed by ICID.

Publications of non-periodic nature are valuable for the irrigation, drainage and water management global communities in general. They present a considered collective view of global experts on the specified subject. The existing publications may also require to be modified in view of advances in the scientific areas. ICID community derives considerable soft recognition at global level by encouraging good practices and provide guidelines for practicing communities of scientists and engineers to follow. Many other global institutions have created their imprint through such publications. In view of this, careful planning is considered necessary.

The following steps are required to be adopted for planning and publishing a specific publication:

- (a) Carry out a detailed analysis of its justification and requirements before one begin preparation.
- (b) Determine whether it will be a formal publication or a document.
- (c) Consider how the publication will contribute towards achieving ICID's mandate.
- (d) Define the objectives for the publication on the basis of: the programme's priorities, the needs of the target audience, and the time and other resources available.
- (e) Identification of contributors to the publication including the areas that can be addressed by them.
- (f) Generate outputs through collective efforts and review them to fit these outputs of individuals into a coherent whole for the publication. Adopt a collaborative internal review process for finalizing the same.
- (g) Propose a draft for external review at ICID level for its technical content including recommendations, if any.
- (h) Finalising document after incorporating comments/views of the Review team
- (i) Formatting of document as per standard ICID styling and Usage guidelines.

Successful planning of publication involves thinking through:

- **Why it is being done:** Objectives, relevance and added value;
- **What it is about:** Subject area, content and structure;
- **Who it is for:** Audience, and language;
- **The form it will take:** Medium and format;
- **Who will be involved:** Contributors, authors, partners, roles and responsibilities within and outside ICID;
- **How it will be disseminated and promoted;**
- **How much it will cost,** whether it is cost-effective in relation to its objectives, and where the resources will come from;
- **How to evaluate** the results of the effort.

6. Writing and Editing

Writing good technical articles and editing is indeed a challenge, takes a lot of time and often requires doing a lot of research. Technical writing is not just about understanding technical information and recording it in a document (also refer point 11). It takes high-level information and processes it into digestible content for a specific audience. It requires specific technical competencies and experience, in addition to a sound knowledge of the language. Broad steps are given below:

Drafting the Content: Work with the author(s) on the following:

- (a) the draft outline, to structure and balance the content and avoid repetition;
- (b) level of language, suitability for target audience, flow and readability;
- (c) politically insensitive and gender-neutral language.

Author(s) should be advised to use ICIDSTYLE (Annex 1), particularly for reference entries, since beginning as editing subsequently can be time-consuming to tidy up if not done properly from the beginning. ICIDSTYLE provides guidance on how to use reference management tools for citations.

Review of the Draft Manuscript: The author should deliver a product that complies with the terms of reference defined at the outset. Draft should be reviewed thoroughly by the Chairman/Editor for its content, presentation or structure etc. In case draft needs improvement/refinement then author may be requested to modify the draft incorporating initial observations. Following points may be kept in mind while reviewing the draft manuscript:

- (a) Check for sensitive content, if any. This includes, but is not limited to, matters that are politically contentious or involves cultural, gender, religious and ethnic considerations. Photographs and maps can be sensitive items.
- (b) Check that the content is generally original, or properly sourced, presented and cited in the case of any third-party material.
- (c) Check facts and figures. Fact checking is important. Author bear responsibility for ensuring the accuracy of their manuscript. Peer reviewers should also check key facts. The practices and approaches should address themselves to a wider approach without adhering to a specific commercial product or service. A collegiate approach often works well, e.g. the work bodies or other groups piloting the publication may set up editorial boards also involving external experts for important publications. Fact checking may also be specified as a task in the terms of reference in contracts/ assignments for technical editors. In technical publications, many facts will require an authoritative source.
- (d) Check that bibliographical references are accurate, complete and comply with ICIDSTYLE.
- (e) Review the conclusions and recommendations in the light of the statements made and supported in the text. of the chapters for building a basis.
- (f) Ensure standard presentation of the typescript.

7. Authors/ Contributors

ICID receives a substantial volume of technical material from the workbody deliberations of which a selected/approved portion is considered for publishing. In addition, ICID receives contributions from Office Bearers, Workbody Chairs, Members, and experts from partner organizations. Also refer to point 4.2.1.

8. Acknowledgement of Contributions and Credits

Since ICID would prefer to showcase the community contributions generated through collective efforts of a group of professionals, it is considered desirable to provide credits to all the contributors as well as editors and reviewers. The resulting knowledge product will avoid highlighting specific individuals involved in the process on the cover pages and instead mention the originating workbody on the cover pages. However, the individual authors and contributors are listed on the specific page(s) reserved after the internal title page of the book. Wherever the chapters are originally written by individual author(s), the same shall also be acknowledged in the contents as well as below the title of the individual chapters. Other individuals involved in the production process shall be mentioned in the Prefaces. In general, the President/ Secretary General and workbody Chairman will be entrusted with the responsibility of Preface.

9. Improving the Effectiveness of ICID Publications

Following aspects should be kept in mind to improve effectiveness of ICID publications:

- (a) **QUALITY** – Monitor the quality, readability and presentation of technical and general-interest publications. ICID Committee monitors publications through the Publications Workflow System (PWS) from concept to final publication. It also works closely with authors/ contributors/ workbody chairs to ensure the overall production quality of ICID publications.
- **STANDARDIZATION** – Across the wide range of publications, in different categories, guarantee homogeneity of what is produced. ICID Committee/ ICID Central Office is working to streamline the existing product categories and standardize product templates.
- (b) **DISSEMINATION** – Continue dissemination of technical knowledge in the official languages to established target audiences, and increase dissemination of such knowledge in more accessible formats to the general public and the young.
- (c) **ENGAGEMENT** – Employ the most effective publication products for the specific audiences, respond to user feedback and draw on developments in the wider publications sector (also commercial) in what is a rapidly evolving market.
- (d) **BRANDING** – Strengthen the ICID brand through publications.
- (e) **IMPACT** – Develop indicators and related tools to measure the impact of publications (and to enable user feedback).

- (f) **ACCESS** – Improve access to and use of the ICID Document Repository (ICID_DR).

10. Working with Partners

ICID proactively seeks to work in partnership with partner organizations in order to improve its reach as joint publishing solutions can also be a cost-effective way to increase dissemination and impact. Increasingly, ICID publishes in collaboration with:

- (a) partners as a result of joint technical and knowledge-sharing initiatives and networks;
- (b) scientific, technical, academic and trade publishers to improve the visibility and discoverability of its information products.

11. Medium and Format

Clarify objectives, content and audience for publication before deciding on medium and format.

Medium: When choosing the medium for publication, consider ICID's variety of knowledge-sharing vehicles, including:

- (a) electronic publications issued online (e.g. PDF, e-book);
- (b) publications issued using persistent media (e.g. Print, DVD or USB flash drive);
- (c) dedicated web pages;
- (d) informal exchanges of information face-to-face and via social media;
- (e) formal and informal meetings and consultations;
- (f) ICID Congresses, World Irrigation Forums, conferences, workshops and seminars;
- (g) textbooks and self-learning modules.

Web publishing: All ICID periodic publications are made freely available online via the ICID website. ICID members and partner organizations are provided access to non-periodic publications.

Analyse the target audience's ability to receive the materials. If the users do not have electronic access, or the materials are for hands-on use, then publishing only electronically will not be effective.

Ensure that the file size is not too large – users may have only low-bandwidth Internet access.

Never assume that the user can or will print locally from an electronic version. This transfers printing costs from ICID to the disadvantaged end user, and gives an inferior product.

Format and Length: Identify the format (or formats) of the proposed publication. For a text-based publication, estimate the overall word count and number and type of illustrative materials. One may need to adjust initial estimates during the content development process. ICIDSTYLE guidelines are best to follow right at the inception stage of the individual chapters.

Colour: In technical publications without photographs, use black only, if possible. Most scientific, academic and technical publications produced in print do not require more than this to make their content readily accessible to the target audience. A quick check of similar publications issued by major commercial publishers will confirm this. Keep in mind that using two colours instead of four will decrease design and printing costs (for offset printing).

External Editorial and Production Service Providers: Preparing a technical publication often requires the use of external service providers for tasks such as:

- (a) writing/rewriting,
- (b) technical editing,
- (c) copy-editing,
- (d) proofreading,
- (e) design,
- (f) page layout,
- (g) illustration,
- (h) overall project management.

Based on the recent IEC? decision, all publications of ICID shall be primarily published in e-Books (PDF format) and shall be made available free of cost through ICID website. Printing of the publication shall be resorted in cases where the necessary funds for the printing and posting of the necessary copies are made available to the ICID through sponsorship. All publications will be made available on a cost-free basis to the world community.

ICID has followed an in-house continuously evolving publication style depending on different types of publications developed over a period of 70 years. Most readers find ICID publications visually attractive and reader-friendly. With the fast advances in printing technology, this practice has proven beneficial and should be continued. As far as styling is concerned, the ICID Central Office has developed a separate guideline for the same and circulate/post of ICID website for follow up by all concerned.

12. Reaching Target Audience

When planning publication, it is necessary to ponder on how it will be made available and brought to the attention of potential users.

Remember that while printing or posting online may be the end of the production process it is the beginning of the life of the publication in the outside world. It is not enough just to produce a publication and hope readers will find it. It is necessary to reach out to the target audiences and inform them that something new is there for them. Also required to create at least a basic marketing plan well before the actual publication date.

A list with complete and up-to-date contact details of the key primary and secondary target audiences should be created for dissemination of the publication. This list may be used to deliver a free copy of the print product and/or to alert the audiences to the existence of the electronic product. It will also facilitate evaluation of the product's impact. Distinguish language preferences in order to enable targeted distribution and marketing.

In respect of dissemination/ complimentary copies, refer to ICID By-law 6.3 as given at point 3.

Generally, the publication/release date is a key milestone for distribution/promotion so attempt should be made to release publication during a specific event e.g. conferences (at or outside of ICID), at which it could be distributed or promoted.

Social media and web-based channels provide excellent opportunities to raise awareness of ICID publications within target communities.

13. Budget

Keeping in view of the high cost involved in printing and distribution, ICID prefers e-Publication/ Web publication media for dissemination. In case of availability of funds through NCs/ partner organizations/ sponsors printing of hard copies can be considered.

Considering the financial constraints, in exceptional circumstances when it is absolutely necessary to bring out a special print publication in limited number of copies on a thematic aspect of wide-ranging applications, an advance specific term of reference (ToR) covering technical, editorial and commercial aspects, to be eventually recommended and approved by workbody members, MB, and/or PCTA, should be first developed and agreed upon by ICID and the potential author(s) or contributor(s).

14. International Standard Book Number

The International Standard Book Number (ISBN) is a numeric commercial book identifier which is intended to be unique. ISBNs are assigned to text-based monographic publications (i.e. one-off publications rather than journals, newspapers, or other types of serials). Any book made publicly available, whether for sale or on a gratis basis, can be identified by ISBN.

The Raja Ram Mohan Roy National Agency ISBN <<https://isbn.gov.in>> for ISBN is responsible for ISBN registration in India and is affiliated to UK based International Agency. The contact details are: Raja Rammohun Roy ISBN Agency, Department of Higher Education, Ministry of Human Resource Development, Room No. 13, Jeevan Deep Building, 4th Floor, Parliament Street, New Delhi, India. E-mail isbn-mhrd@gov.in, Telephone: +91 11-23341739.

ICID Central Office maintains the ISBN record and manages the numbers as allotted by the agency from time to time. As per the practice, all the allotted numbers are informed to the agency with a copy of the publication for their record.

15. Pricing

Inhouse publications are priced on not-for-profit basis with few free copies to NCs, OBs Direct Members and contributors for their record. Based on the decision at 65th IEC Meeting, all printed/ e-publications are freely distributed

to ICID members and partner organizations and these are not available for sale. In exceptional cases, if any commercial agency approaches with a request to purchase, Secretary General will decide on the pricing. ICID By-laws in respect of pricing of publications are defined in **items 5.9 and 6.4, as given at point 3.**

16. Ethics of Publishing

Unprofessional and unethical practices such as citations of unread works, micro plagiarism and self-plagiarism are becoming increasingly common. Such practices undermine the scientific value and credibility of a work, and may give rise to accusations of serious misconduct. Refer to **Annex 1.**

17. Suggested Order and Content of Preliminary Pages

The list of preliminary pages given here is indicative and proposes a “standard” but not mandatory sequence. Many ICID publications have their own template, which will determine the sequence of preliminary pages. In many ICID publications, although not general-interest ones, preliminary pages (but not the disclaimer/copyright and title pages) are numbered with Roman numerals beginning with iii. This avoids having to renumber the main text of the publication and change cross-referencing when, for example, a foreword is inserted at a late stage. Also refer to Annex 1.

18. Corporate Identity

ICID projects itself as a clearly focused centre of excellence. To uphold this image, its corporate identity must be well managed, not least via its information products.

Publications and outputs of ICID workbodies are, in principle, the property of ICID and are subject to copyrights laws as applicable. The use of these publications and the logo of ICID is subject to intellectual property rights laws and regulations in effect and the permission of ICID shall be sought when applicable. This applies to all reproduction by print, electronic media, internet and web-based applications.

The name of the Organization should be correctly reflected on all information products. When written in full, it must always be: International Commission on Irrigation and Drainage. The correct abbreviated form is ICID, without “the”, and with no dots – not I.C.I.D. As an adjectival noun, ICID should be preceded by “an” not “a”, e.g. an ICID initiative.

ICID Logo

All publications produced by ICID should bear the ICID logo.

- (a) The logo is the only authorized corporate identifier and official seal; as such, it is a sign of ICID's endorsement of any material or event with which it is associated.
- (b) The ICID logo block consists of the ICID emblem and the name of the Organization.
- (c) The ICID logo should not be used on commercial products or services, or for anything that would result as inappropriate, unrelated to ICID's mandate or that would detract from ICID's image in terms of a brand.
- (d) Use of the ICID logo as well as logos belonging to external entities is regulated by the applicable internal policies and procedures
- (e) Requests for authorized use of the ICID logo should be sent to icid@icid.org.
- (f) Specific rules and procedures are detailed in the ICID Logo Policy and Guidelines.



19. Disclaimer

The ICID standard disclaimer reads:

The presentation of material in ICID publications do not imply the expression of any opinion whatsoever on the part of the International Commission on Irrigation and Drainage (ICID) concerning the legal or development status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. The mention of specific companies or products of manufacturers, whether or not these have been patented, does not imply that these have been endorsed or recommended by ICID in preference to others of a similar nature that are not mentioned.

Wherever the work involves specification of algorithms/ procedures in form of software or packages, the use and derivation of the conclusion of the use therefrom shall remain sole responsibility of the user and ICID or the author will, in no way, be held liable to the consequences arising out of such use or formulation of conclusions. Users are advised to check themselves as to the numerical and procedural accuracies of these products.

When maps are used in publications, the standard sentence relating to maps must be added to the disclaimer text: The designations employed and the presentation of material in the map(s) do not imply the expression of any opinion whatsoever on the part of ICID concerning the legal or constitutional status of any country, territory or sea area, or concerning the delimitation of frontiers.

20. Copyright

ICID holds copyright to all work produced by Office Bearers, Workbody members, Staff members, Hired consultants and other service providers. However, ICID encourages the use, reproduction and dissemination of material, except where otherwise indicated. Material may be copied, downloaded and printed for private study, research and teaching purposes, or for use in non-commercial products or services, provided that appropriate acknowledgement of ICID as the source and copyright holder is given and that ICID's endorsement of users' views, products or services is not implied in any way. All requests for translation and adaptation rights, and for resale and other commercial use rights should be addressed to icid@icid.org. ICID publications are available on the ICID website (www.icid.org) and can be downloadable by all members.

21. Approval

Approval Process: All non-periodic publication proposals should first be vetted by the internally available experts within the workbody and then comments/suggestions/revisions should be invited from relevant NCs, DMs, OBs, international collaborators, Workbodies, to be eligible for further production steps, which may include approval by the ICID Committee, PCTA/IEC; authorship/ownership by ICID; publication cataloguing; and e-publishing/printing (if applicable) in addition to its usual dissemination through ICID website and other electronic media.

Ownership: All ICID publications, periodic or non-periodic and that have followed the due approval processes, are owned and copy-righted by ICID. Proposals for authored print publications should be avoided considering the network-based or group-based approach to technical activities of ICID that involve a sizeable number of members and professionals who contribute their expertise in any particular output. As such, the output should be released in the name of workbody editor(s) followed by a list of the names of all contributors acknowledged prominently before the Table of Contents against their specific technical submissions in the electronically-released/printed manuscript. Whereas the overall copyright shall be vested in ICID, the opinions expressed in individual contributions of the authors in an edited/ authored volume shall be the responsibility of the concerned author(s) and ICID will, in no way, be held liable in respect of any implications/ results arising out of them.

Also refer to **Annex 2**.

22. Printing

ICID Central Office selects the best and economic printing technique to envisage print run.

In general terms, offset printing is recommended for print runs of 500 and above copies, in Pantone colours, coating and complex binding/trimming, etc. On the other hand, digital printing is the best choice for small print runs and simpler, short-lived products. ICID's provider in New Delhi also prints using digital technology (for reduced-cost, high-quality digital printing). To ensure selection of the optimal type of printing for the particular product, various options can be discussed with unit publications coordinator. A visit to the local external provider of printing services may also help in reaching the right decision. Also refer to **Annex 1**.

23. Royalty

For any reason, ICID is not able to publish the output of a workbody on its own and decides to get it printed through a commercial publisher from outside, the Commission shall authorize the identified publisher in writing to do so on certain agreed terms and conditions. These will include the use of ICID logo, supply of specified number (say 100) of complimentary copies for free distribution to the ICID Member Committees and a token royalty of 15% or as negotiated on the sale proceeds of such publication.



Annex 1 to Annex R2.2

ICIDSTYLE serves as a reference for all ICID information products, including public information materials and correspondence. The overriding objective is to ensure clarity and consistency in English and French, ICID official languages. ICIDSTYLE also covers issues that can be sources of common errors and doubts, for example:

- (a) spelling and punctuation,
- (b) terminology and names,
- (c) lists,
- (d) abbreviations and acronyms,
- (e) use of capitalization,
- (f) use of italics,
- (g) numbers and separators, units, time and dates,
- (h) bibliographic style and references,
- (i) quotations,

Access the current version of ICIDSTYLE in English, and French at:

- (a) www.icid.org/icidstyle_e.pdf
- (b) www.icid.org/icidstyle_f.pdf

In addition, separate templates will be announced on ICID website for ICID Congress, World Irrigation Forum, and other Conferences from time to time. Authors need to download the templates as per the announcement and follow the guidelines while preparing the papers.

Style Guide:

Consistency is an important way to make on-screen text clear and easy to read.

This Guide defines consistent technical writing recommendations, such as punctuation, spelling and presentation for ICID publications.

Abbreviations

Don't use abbreviations, unless there is no room to spell out the words in full. Example: don't write 'mgmt', write 'management'.

Acronyms and initials

- (a) You should not assume your audience knows what acronyms and initials represent.
- (b) Write them out in full the first time you use them.
- (c) Example: AWM (Agriculture Water Management), Irrig. (Irrigation).

Ampersand (&)

Use the word 'and' unless referring to a company or division name. Examples: Research & Development.

Bullet points

- (a) Use bullet points more often than you would in print, because they help to break up the flow of text.
- (b) Put any important information in a list format, even if it is only one bullet point.

- (c) If the bulleted list is introduced by a phrase ending in a colon [:], start each bullet point in lower case. Otherwise, use initial capitals on each line.
- (d) If the list items comprise long clauses, long phrases or sentences written on separate lines, use a full stop after each bulleted item.
- (e) Don't use ending punctuation, such as commas or full-stops, for single words or short phrases in a list.
- (f) Use the same format of verb each time in a bulleted list, eg Working... Feeding...
- (g) Bulleted lists may or may not be indented - decide on one style and stick to it throughout the Web site.
- (h) Examples of bullet points:

Web site contents

- Text
- images
- Videos
- Publications

or:

ICID's activities comprise four main areas:

- putting information within reach.
- sharing policy expertise.
- providing a meeting place for nations.
- bringing knowledge to the field.

Capital letters

- Subject areas, unit titles and job titles are all lower case.
- Small words (in, at, of, and, on) never capitalized, even in titles.

Click here

- Avoid expressions such as 'Click here to read more.'
- Write the sentence so that it's obvious to the user where the link is.
For example: 'More information can be found in the blog.'

Consistency

- Consistency is one of the most important components of good professional writing.
- Apply it to all aspects of a document, including spelling, capitalization, punctuation, use of bullets, etc.

Dates and times

- Use 25 July, not July 25 or 25th July.
- Avoid vague time references such 'online soon' and relative time references such as 'last year' or 'next year'.
- Use a hyphen when you mention period length.
Example: '2008-09' not '2008/9'.
- Use the 24-hour clock, not am and pm.

eg

- No full stops.
- Use a comma before it.

Example: 'There are many points of interest, eg museums, churches, parks and theatres.'

Email

Not hyphenated.

- If an email address comes at the end of a sentence, it should not be followed by a full stop, so as to avoid confusion about whether the full stop is part of the address.

etc.

- Use the abbreviation, never the full 'et cetera'.
- Put a full stop at the end and try to ensure it is the last word in a sentence.

- Always precede it with a comma: love, marriage, death, etc.

FAQ

- FAQ can be used to represent a set of 'frequently asked questions', even though most acronyms are singular. For instance, URL stands for 'uniform resource locator', not 'locators'.
- So where 'URL' becomes 'URLs', 'FAQ' stays 'FAQ' whether it is singular or plural.

Forward slash (/)

- Use for web addresses - avoid using elsewhere.
- Don't use instead of 'or' (male/female) or 'to' (July/August).
- Don't put spaces either side of it.

Fractions

- A fraction that stands alone is spelled out and hyphenated. Example: 'Two-thirds of the population...'
- A fraction attached to a whole number should be written in numerals. Example: 2½.

Full stop (.)

- Take care not to use commas where a full stop and new sentence is more appropriate.
- Full stops are not used after abbreviations (FAO, Mrs).
- Online and in print, leave one blank space not two after a full stop, colon or semicolon.

Headings and titles

- Headlines and sub-headings: use an initial capital for the first word only.
- Never use all capitals.
- Publication, journal, article titles etc: use initial capitals except for small words (in, at, of, etc). Example: Irrigation and Drainage in the World 2021.'
- Online, put publication, journal and article titles in single quotation marks.

ie

- No full stops.
 - Use a comma before it.
- Example: 'We had really awful weather, ie heavy rain and strong winds.'

Initials

- Use full stops: Example: A.B. Pandya.

Internet

- With capital 'I'.

ise or ize

- Use the -ize in words such as organize, specialize and finalize. Exceptions are advertise, analyse, catalyse, hydrolyse, paralyse and supervise.

Lists, numbered

- Use bulleted lists.
- Only use numbered lists when the order is important.
Example: an explanation of how to complete a process.

Log-on/log-in/log-off

- Use a hyphen for verbs: 'Log-in to the site using your password.'
- Use the closed-up word for nouns and adjectives: 'I have forgotten my login,' and 'I have forgotten my login password.'

Numbers

- Zero to nine are written as words and 10 onwards in figures, except when:
 - A sentence begins with a number (reword the sentence to avoid the problem).
 - The numbers have technical significance or need to stand out for quick comprehension, such as tables, statistics, money, times, ratios, academic grades etc.

- In a range of two or more related numbers and at least one is higher than ten.
Example: the accommodation sleeps eight to twelve people.
- Where a number from one to nine is part of a phrase or title that you didn't create, stick with the convention.
Example: Key Stage 2.

No-one

- Write it with a hyphen.

Online/offline

- Spell these words closed.

Page

- Talk about a 'homepage' or a 'webpage' - one word, no hyphens.

Paragraphs

- When writing for the Web, include only one idea or statement per paragraph.
- Several short paragraphs are easier to read online than one long one. • Use one line return between paragraphs, not two.

Part-time/full-time

- Two words, hyphenated.

Per cent

- When writing for the Web, use the symbol (%) not two words.
- Percentage remains one word.
- Plug-in
- Hyphenate this word both as a noun and an adjective.

Quotation marks

- Use only single quotation marks around direct speech.
- If a speaker's text breaks onto a new paragraph, don't close the quotation marks at the end of the first paragraph. However, do start a new paragraph with quotation marks as usual.
- Remove double quotation marks unless they are inside single quotation marks. Example: 'So I said to him, "I don't think so" and he said...'
- Closing punctuation should go inside the quotation marks if it is part of the quotation, or outside the marks if it is separate. Example: The woman was 'aware of the problem', but felt she could do nothing to fix it.
The comma appears after the quotation mark.

Real

- It is used as a brand name for streaming audio and video and is written as RealPlayer.
- Real-time is an adjective: 'The site offers real-time stock quotes.'

Site map

- Spell as two separate words - you would not talk about a 'countrymap'.

Telephone numbers

- Include the international dialing code if the site is external to ICID.
- Any numbers that are omitted when dialing internationally (but included when dialing locally) should be placed between brackets.
Example: +91(11)26116837.

Trademarks (™)(®)

- Use trademarks wherever the name appears - it saves all sorts of legal hassles.
- To insert the symbol, go to Insert/Symbol in MS Word ensuring the font is set to 'symbol'.

Underlining

- When writing for online media, avoid using underlining for emphasis - it could be mistaken for a link.

Versions (software)

- When referring to subsequent versions/releases of software, use the adjective 'higher'.
Example: 'This site functions best with Google Chrome Version 90.0.4430.212 or higher.'
- Do not use the word 'later'.

Ware words

- Always write them as one word: shareware, freeware, etc.

The Web

- Always write 'Web' - it is a proper noun.

Webmaster

- Write as one word.
- Write it in lower case at all times unless it starts a sentence.

Webpage

- One word.
- Never capitalize it inside a sentence.

Web site

- Always written as two words with an initial capital - Web site.

Web addresses

- Start with www and omit the http:// or https:// unless the address contains no www, and then write in full.
- There are no capital letters in URLs.
- If the Web address comes at the end of a sentence, it should not be followed by a full stop.
This avoids any confusion about whether the full stop is part of the address.
- When writing a Web address in an online document, always make it into a hyperlink rather than plain text, so the link can easily be followed.

ORDER OF PUBLICATION CONTENTS**Preliminary Sections:**

- (a) Half title page[r] unnumbered
- (b) Title page [r] unnumbered
- (c) Disclaimer and copyright page unnumbered
- (d) Preparation of this document [r]
- (e) Abstract
- (f) Citation
- (g) Contents [r]
- (h) Lists of tables, figures, maps, boxes
- (i) List of contributors/ workbody members
- (j) Foreword [r]
- (k) Preface [r]
- (l) Acknowledgements
- (m) Abbreviations and acronyms [r]
- (n) Explanatory note [r]
- (o) Executive summary / Summary [r] final section of preliminary pages, so Roman numeral page numbers

Note: Always include those sections in bold, others as necessary. Pages marked [r] are usually right-hand pages. Except for the title pages, they may in some cases be switched to the left if there is space constraints.

Title Page: The title page contains the full title and subtitle of the publication, the names and affiliations of the authors/editors, the name of the Organization in full and the place (city) and year of publication.

Disclaimer and Copyright Page: A standard disclaimer text and a copyright clause refer to point 14.

Title, Preliminary Sections and End Matter: The copyright notice reads: © ICID, [year]

Preparation of this Document: This provides a brief summary (maximum 400 words) of why, when, how the publication has been produced, who worked on it and who funded it.

Abstract: The abstract (normally a maximum of 400 words) is to help readers quickly understand the paper's main subject and objectives. Abstracts are used in specialized search engines to index publications and represent an important tool to publicize them. Abstracts should include the following information:

- (a) the main subject of the publication;
- (b) the methods used to compile the publication contents (research, case studies, missions in the field, external collaborations, etc.);
- (c) the results/findings;
- (d) the main audience;
- (e) the main conclusions and recommendations.

Abstract or blurb: An abstract is a brief summary of the book. A blurb is a promotional piece of text (up to about 300 words) to attract readers' and/or media attention. Thus, it should be phrased accordingly with interesting highlights and facts, and not be a mere repetition of a section of the abstract. Typically, the blurb appears on the back cover of a publication.

Citation: Provide a full citation of the publication, formatted as indicated in ICIDSTYLE.

Contents: A table of contents, normally titled Contents in ICID publications, and also known as TOC, includes the titles of the first-level headers, such as chapter titles, and the second-level (subsection) titles. TOCs in Word drafts are indicative only. They will need to be redesigned during the layout phase.

Bookmarks and in PDFs: As ICID publications are now usually accessed online, it is important to facilitate navigation within PDF files. To this end, at the layout stage, bookmarks should be added.

Foreword: A foreword is a short introduction to a book, typically by a person other than the author/Editor and not involved in elaborating the text. It highlights the positive aspects of the publication, underscores its added value and presents it to its target audience. A foreword is always signed and is used in flagship, general-interest and high-profile publications. Standard, technical publications do not require signed forewords.

In flagship and general-interest publications, the foreword is signed by the President/Secretary General.

Preface: A preface provides an introduction to a publication, stating its subject, scope and aims; it is a preliminary explanation that also describes how the book came into being, or how the idea for the book was developed, as well as the target audience. The preface is generally written by the author/Editor of the work.

Acknowledgements: This section should be brief and acknowledge those National Committees, Organizations, Partners, Contributors that have made a significant contribution to the preparation and production of the publication. Do not name every person connected with the publication. If the Acknowledgements section does need to be long and acknowledge many personal contributors, include it in the end matter. Any individual who has significantly contributed in developing publication can be included in acknowledgement, as a special case.

Abbreviations and Acronyms: To be included where necessary. The list can be compiled by editors upon request.

Executive Summary or Summary: All publications for which a launch or press release is envisaged should contain an executive summary. This section is the final section in the "prelims". Its main goal is to provide a summarized version of the content of a longer report. Its main audiences are policy-makers, decision-makers and others who often may not have time to read the whole publication but need to access its information rapidly. A summary should not exceed two pages, and an executive summary should be no longer than 10 percent of the original document. When preparing an executive summary, authors should keep in mind that important decisions may be made based on a summary. A good executive summary may lead people to read the rest of the publication.

End Matter: End matter can refer to several sections that come after the main text.

References or bibliography: This section comes immediately after the end of the main text. Where it is termed References, it includes all publications cited in the main text and notes thereto. Where it is termed Bibliography, it can also include other relevant entries not cited in the main text.

Reference and bibliographic entries should be cited in accordance with the ICIDSTYLE.

Glossary: A glossary of terms may be required in some publications. The glossary is placed after the References section. Ensure that all glossary entries are correct and correctly attributed.

Appendixes/annexes: These sections come after the References of Glossary section. They are self-contained stand-alone items. Figure, table and box numbering begins afresh in each appendix/annex in the form Figure 1, Table 1., Box 1.

Index: Few publications require an index. For those that do, evaluate carefully the level of significance of the intended index entries to ensure that the index is concise. Generating a useful index is not an easy task. It requires skill and a clear understanding of the ideas in the publication. An automatically generated index may prove frustrating to users.—
Acknowledgements section: Include the Acknowledgements section in the end matter rather than in the front matter only if necessary.

Back cover blurb: The blurb on the back cover of a publication is not a summary or abstract. Its purpose is to interest potential readers among the main target audience.

Also refer to point 17.

PRINTING

Layout or Desktop Publishing: The layout process ensures that text and illustrative material are presented optimally for the reader/user of the publication.

Desktop Publishing (DTP): A DTP operator will use a standard program (Adobe InDesign/CorelDraw etc.) to lay out the product following the existing or newly designed template. As well as the final text (with all comments deleted and tracked changes accepted), the DTP operator needs both the final and source files for figures and graphic elements (illustrations, graphs, maps) and sufficiently high-quality files for photographs.

Working with Different Languages: Publications in some language versions (e.g. flagship publications in French, Spanish, etc.) can be 10–20 percent longer than the English original.

QR QR code: A quick response (QR) code is a type of two-dimensional barcode used to provide easy access to information through smartphones and tablet devices. ICID Central Office personnel will generate QR codes for publications (books, brochures and flyers).

How do QR codes work? In order to scan a QR code, it is necessary to install on the device one of the barcode scanner applications available for free. Point the camera of the device to scan the QR Code. The URL will redirect to the website or web page, where information about a product, place, event or a document can be viewed or downloaded. Therefore, access to the Internet is required. If the application is not available, one can open a web page on the device and input the short URL.

Print Files – Standard Features

Delivering print files in the right format will facilitate the entire printing phase. Following points need to be kept in mind while submitting file for printing:

- (a) Pages should be set up (with crop marks) as per the product's final trimmed dimensions. The use of
- (b) registration marks are recommended.
- (c) Cover: Generally, in spread PDF format (remember spine and interiors). To calculate the cover spine,
- (d) consider approximately 0.5 cm per 100 pages, although this may vary depending on paper type and weight. For self-covered products, include cover and back cover as normal pages. For publications of 48 or fewer pages (booklets), no spine will be necessary. The cover should be provided in a separate file for printing, but in the same overall file for web posting.
- (e) Where images or graphics extend to the edge of the page, include a bleed (5 mm is fine).
- (f) Full-colour images are in Cyan Magenta Yellow, and Black (CMYK) colour space.
- (g) Photos should be 300 ppi (dpi) at 100 percent size.
- (h) Figures should be in vector format.

Paper

With regard to the type of paper, ICID Central Office selects paper based on the availability and costing to meet the standard specifications.

Digital Publications – E-Books

For ICID, an e-book is a digital publication readable by dedicated e-reader devices. An e-book can exist without a printed equivalent of the same publication and is stored in a dedicated web page: www.icid.org/publications/e-book-collection.

In order to request the production of an e-book, contact: icid@icid.org. ICID e-books are assigned a separate ISBN, i.e. an e-ISBN. Publications suitable for production in or conversion to e-book formats should fulfil certain criteria, including suitability for the audience and appropriate content. Such criteria include:

Purpose and audience

- (a) Proven Usage or Expected High Demand by well-defined target audience(s);
- (b) Title Would Benefit from Delivery Through Additional Distribution Channels for increased impact or savings in printing costs;
- (c) Maximum Length of 250–300 Pages.

The file should not contain

- (a) Multiple Full-Page Tables with numerous columns that cannot be redesigned or removed;
- (b) Multiple Full-Page Graphics that cannot be removed;
- (c) Complex Graphic Elements that cannot be removed.

Also refer to point 22.

Publication Ethics

Conflict of Interest: Conflict of interest may refer to industry funding for research, or to competing personal and/or professional roles. Authors and reviewers must declare any conflicts of interests before accepting to write, contribute or review a publication. It is good practice to include conflicts of interest statement. This practice is increasingly becoming the norm.

Data Accuracy: Authors are responsible, to the extent possible, for their data. Any errors detected after publication should be indicated (through corrigenda for print products) and corrected where possible (in the web version and any subsequent print editions).

Revised and Updated Versions: Linking to the foregoing, where more substantial changes are made to a publication, it should be re-issued as a revised/updated version (e.g. for a book, second edition; for a booklet, revised version).

Authorship: The order of the authorship in any publications is generally established solely on the basis of the degree of contribution to the product. In case of ICID publications, proposals for authored print publications should be avoided considering the network-based or group-based approach to technical activities of ICID that involve a sizeable number of members and professionals who contribute their expertise in any particular output. However, in such publications, name(s) of Editor(s) may be included on the cover page with names of other contributors along with acknowledgements may be included in subsequent pages. Moreover, securing funding for a project, supervising a research team, reviewing manuscripts and editing drafts should not by themselves be a basis for the attribution of authorship. However, these contributions should be acknowledged in the publication.

Originality of Work and Citation of Sources: Articles or contributions to ICID publications are usually expected to be original. In the case of republishing works or parts of works, the requisite licence arrangements must be followed. All sources, whether printed or electronic, must be cited according to the copyright owner's requirements and in line with the indications of the current version of ICIDSTYLE. There are various citation management tools available online, such as EndNote, RefWorks, Mendeley and Zotero. Citation management tools are also useful for keeping track of and organizing the various materials (articles, books, etc.) that the author is considering for use in a paper or project.

Plagiarism: The online Oxford English Dictionary defines plagiarism as: "The practice of taking someone else's work or ideas and passing them off as one's own."

ICID publications are often written or edited by the Office Bearers, Workbody members, Partners, and Consultants, who may not be sufficiently rigorous with regard to the originality of their texts. There can be also instances of "accidental plagiarism", which may occur because of negligence or because authors do not understand well what is considered plagiarism under accepted publishing protocols.

If such cases go undetected in ICID publications, the Organization could be accused of plagiarism and copyright infringement, a fact that could damage the reputations of the author and ICID. ICID could even face the threat of legal action, notwithstanding its immunity from legal process, and responding to such threats requires time and resources. Universities and professional journals deal with plagiarism by using information technology tools such as iThenticate, Plagtracker, Grammarly and Dupli Checker. ICID Committee recommends the use of such dedicated tools by all originators before production starts, so that corrections to the manuscript can be made in a timely fashion. Peer review by external professionals and academics is therefore recommended during the preparation phase.

Remember: Availability of material on the Internet or elsewhere does not mean permission to reproduce it without the express consent of the copyright holders.

Self-plagiarism: As ICID publications should be original, originators must avoid self-plagiarism. They should not present their own previously published work as though it were new. They need to provide proper referencing to their published work, and they should avoid excessive self-citation. If they provide many citations of their own published material, readers may assume that there is little original material in the present one.

Quoting Text: In some cases, it is possible to quote brief texts from external sources without requesting permission. This is known as “fair use” or “fair dealing”. However, interpretations differ as to the extent of text that can be quoted. Ensure that the quoted text is differentiated clearly in the text and cite the material according to the requirements of the copyright owner (e.g. look for “recommended citation” and carefully follow the requirements specified in the copyright clause of a work).

Also refer to point 16.



Annex 2 to Annex R2.2**PUBLICATION APPROVALS**

ICID workbodies produce documents (technical paper, proceedings of the workshops, books, etc.) as their outcome from time to time. In order to streamline the publication format and guide the WGs while formulating their work plans and maintain uniformity, it is essential to define the scope, audience and volume of each category of document. The following table provides the categories of publications with the targeted audience, the objective along with their approving procedure/authority.

Sr. No.	Type of publication	Target Audience	Broad purpose	Approving authority
1	Manuals	Professionals/Technical in field practitioners	To provide step by step and minute technical details of the task/topic	PCTA/ IEC
2	Guidelines	Professionals from and outside the discipline	To provides generic/broad outlines of the subject	PCTA/ IEC
3	Special publication as a book	Professionals from and outside the discipline	To compile scholarly contributions on the state-of-the art, best practices of the subject/ topic	PCTA/ IEC
4	Proceedings of the workshop/ conference	Professionals	Compilation of the papers presented in the workshop/ conference (with or w/o peer review)	WG
5	Technical paper	Professionals	For general circulation or submission to the journal (ICID or any other reputed publication)	WG
6	Technical note	Professionals from other disciplines	To create awareness/ publicize about an innovative technology (a write up of about 2 pages)	WG
7	Policy Brief/ Position paper	All concerned on policy issues	ICID's position/ policy proposal on some most debated/ controversial topics (4-12 pages)	IEC
8	Compilation of data base	Professionals	Data/information compilation across the world pertaining to the activity area of the WB	WG
9	Non-technical paper/ article	General Public, non-technical stakeholders	For general public/ awareness creation about the subject/ topic through print media	PCSO

Each of the publication shall be prepared keeping in view the audience/ target group for whom the publication is prepared. Each WB needs to identify the publication(s) that it plans to bring out and include in its work plan indicating financial arrangement, if any required for the publication.

