Contents

Introduction	7
1 Editorial policy: Editorial and Internet production	9
1.1 Background. Diversification of dissemination products	11
1.2 Editorial production. Type of products	12
1.3 Press releases	17
1.4 Electronic products	17
1.5 Classification of publications. Summary	19
2 Books and magazines	21
2.1 General editing standards	23
2.1.1 External elements of the publications	23
2.1.1.1 Front cover	23
2.1.1.2 Front flap (or inside front cover)	25
2.1.1.3 Back cover	25
2.1.1.4 Back flap (or inside back cover)	26
2.1.1.5 Spine	28
2.1.1.6 Flap	29
2.1.2 Editing standards common to all inside pages	30
2.1.2.1 Margins	30
2.1.2.2 Page numbering	30
2.1.2.3 Text layout	30
2.1.2.4 Spacing	31
2.1.3 Sections prior to the text	31
2.1.2.1 Endnaner	21

2.1.3.2 Errata	31
2.1.3.3 Cover	33
2.1.3.4 Acknowledgement page	37
2.1.4 Presentation	37
2.1.5 Index	42
2.1.5.1 How to reflect, in the index of the printed publication, those tables that may be found on CD-ROM or the Internet	42
2.1.5.2 Some standards for compiling an index	43
2.1.6 Introduction	48
2.1.7 Text sections	48
2.1.8 Symbols, abbreviations and conventional signs	50
2.1.9 Final elements of a publication	51
2.1.9.1 Annexes and appendices	51
2.1.9.2 Glossary of terms used	52
2.1.9.3 Index of terms	52
2.1.10 Works comprised of more than one volume, and series	52
2.2 Specific elements of the different editorial lines	55
2.2.1 Results monographs	55
2.2.1.1 Habitual sections	55
2.2.1.2 External elements	56
2.2.2 Synthesis books	56
2.2.3 Overviews and Analysis Books	57
2.2.4 Technical magazines	60
2.2.5 Books by independent authors	60
2.2.6 Methodologies, projects and manuals	62

2.2.7 Work documents, Result previews	62
2.2.8 Other publications: homage, commemorative or legal books	63
2.2.9 Historical publications	63
2.3 Table edition standards	65
2.4 Use of graphs and maps	69
2.4.1 General standards on the use of graphs and maps	69
2.4.2 Standards on editing graphs	71
2.4.2.1 Sector graphs	71
2.4.2.2 Line graphs	72
2.4.2.3 Bar graphs	74
2.4.3 Maps	77
2.4.4 Photographs	78
2.5 Fonts and character types	79
3 Leaflets	81
3.1 Leaflets aimed at the general public	83
3.2 Leaflets aimed at specific target audiences	84
4 Press releases	87
4.1 Objectives and limitations of press releases	89
4.2 Size of a press release	89
4.3 Standards regarding content	90
4.4 Standards on the structure of the press release	91
4.5 Standards on image	91

_	,
Ĺ	
>	<
م	ز
2	כ
÷	
Ų	;
7	5
č	5
Aport	2
τ)
ב	
α)
_	
σ	3
٠:	_
tor)
Ξ	_
三 し 山	כ
Ц	
Ц	1
뿤	_
_	

5 Internet publications		
5.1	Types of publications	99
5.2	Tabulation plans focused on print and on Internet publications	100
5.3	Contact with the Subdirectorate General for Statistical Dissemination, for Internet publication: Internet Dissemination Area	100
5.4	PC-Axis publications	101
6 S	Standards of style	103
6.1 General writing standards		
6.2	Standards on naming variables and data	109
7 N	Management of printed editorial projects	113
7.1 Planning of an editorial project: coordination with the Subdirectorate General for Statistical Dissemination		
7.2 Editorial program: forecasts of the edition of publications		116
7.3 Management of the production of publications		
7.4	Synthesis publications	118
7.5	An element that is common to all print production: the signature of the presentation	118