

## **Guidelines – FIG publications**

The FIG publications are divided into four categories. This should assist members and other users to identify the profile and purpose of the various publications:

**FIG Policy Statements** - FIG Policy Statements include political declarations and recommendations endorsed by the FIG General Assembly. They are prepared to explain FIG policies on important topics to politicians, government agencies and other decision makers, as well as surveyors and other professionals.

**FIG Guides** - FIG Guides are technical or managerial guidelines endorsed by the Council and recorded by the General Assembly. They are prepared to deal with topical professional issues and provide guidance for the surveying profession and relevant partners.

**FIG Reports** - FIG Reports are technical reports representing the outcomes from scientific meetings and Commission working groups. The reports are approved by the Council and include valuable information on specific topics of relevance to the profession, members and individual surveyors.

**FIG Regulations** - FIG Regulations include statutes, internal rules and work plans adopted by the FIG organisation.

### **Applications for publication**

A FIG publication is a text that is considered so valuable and long-lasting that it makes sense to professionally set up and print the text in a professional publication format.

Commissions, task forces and other FIG groups can send an application to FIG Council to ideas for a publication. FIG Council has the final decision on which publications to publish in the FIG Publication series and also whether the publications will be published solely online or also in a printed version. The application must include the purpose of the publication, the reason why it should be part of FIG publication series, the target groups, ideas for distribution and other relevant information.

A publication is one way to spread out information. There are other alternatives to publications. A sub site can be created on [www.fig.net](http://www.fig.net) on the theme. The advantage of this way of presenting material is that more people search the web for information and may find the sub site. It is more difficult to get a good search result for a pdf. Other means...

For an up-to-date list of publications and to see how previous publications look, please visit [www.fig.net/pub/figpub](http://www.fig.net/pub/figpub)

### **Guidelines**

- 1) A FIG publication is a publication in B5 format with a soft cover and is approximately ideally around 40 pages (with a minimum of 20 and a maximum of 60 pages). One A4 page in word is almost like a final page in B5. However word manuscript must not be more than 70-75 normal A4 pages long.

- 2) A FIG publication will be published online at: [www.fig.net/pub/figpub](http://www.fig.net/pub/figpub). It can be discussed whether a printed version is needed. Prints are expensive and paper-consuming so for the sake of the environment and FIG finances it is recommended to only use the online version. If prints are needed an explanation together with a thorough distribution plan must be submitted.
- 3) The publications should be delivered as Word or RTF documents (any version will do) using single-column layout. Please use as plain text formatting as possible, avoiding text boxes, use of Word Art and other complex formatting.
- 4) There is no need to try to imitate outlook and formatting of the printed publication, as basically only local formatting (italics and bold text) will be directly imported from the manuscript, so you can use e.g. margins, fonts and paragraph spacing of your choice. The most important thing is having clear formatting for heading levels, expressed either in numbered hierarchy (1, 1.1, 1.1.1), or otherwise clearly, e.g. by typographical means, and to mark clearly possible indented or otherwise exceptional text blocks, numbered and bulleted lists, etc. For outlining the document hierarchy and heading levels, and creating numbered lists, etc. it is preferable and safer to use plain text rather than automatic numbering.
- 5) Illustrations (images, diagrams, tables, etc.) should be provided separately at the end of the paper or in a separate file. It should then be indicated in the text where the illustration should (approximately) be placed (e.g. "insert Figure 2 here"). Based on the first draft for the layout, the corresponding author may then submit further images (photos) to be placed at empty places in the end of a chapter or as full page illustrations.
- 6) Please provide references to graphic elements like photos, graphs, charts and tables by using expressions like "Figure 1", "Table 1", etc. in the text. You can embed graphic elements within the manuscript in places where you approximately wish them to appear but notice that as a rule they will be extracted from the exact text context and be laid out separately from the text as independent elements but as near as possible to the point initially referred in the text. Please avoid expressions like "picture below", "chart above", etc., and use numbered references, instead.
- 7) You can include captions within the text (alone or attached to the element they describe) in a similar fashion, indicating approximately the place where you wish the graphic element to appear. Please provide figure numbering, or indicate in some other way that the text block is meant to be a caption. An alternative is to provide captions in a separate Word file. Please indicate source / copyright of all used material when applicable. Please also make sure that you have acceptance of the use of all illustrations/photos.
- 8) Please use the following general standards:

- **Currency notations** according to recommendation for English text so that the major currency unit like euro or dollar precedes the value, as \$20 or €5 (while cents and pennies go after). (In Nordic countries and e.g. Germany the currency unit is placed after the value and separated by a space)
  - **Measures and weights** and other SI units are written based on ISO recommendation after the value and separated by a space. (US practice is to write them without a space).
  - **Percentage symbol** (and use of space before it), use no space before percentage symbol and after value i.e. 50%.
- 9) Images should preferably be delivered as separate high resolution files (300 pixels per inch; any file format will do). Charts should be delivered as Excel files so that they can be easily modified. Word tables and equations are fine. Illustrations should be provided in EPS, AI or CorelDRAW format (any version will do), or as PDF files.
- 10) The publication should include:
- a. A foreword. It should be agreed with FIG office who is author of the Foreword. It can e.g. be a commission chair or FIG President.
  - b. An executive summary
  - c. Information about the authors incl photos of the authors
  - d. Summary for the back cover

## Process

When FIG receives the edited and finally approved document, a lay-out process starts. Main editor of the publication will receive draft versions of the publication in the correct lay out for corrections. At this stage text should not be edited anymore, and focus must be on the graphical layout.

Author(s) and editor must also submit a plan for distribution. FIG office will send all new FIG publications to all members of FIG (normally together with either the General Assembly agenda or the General Assembly minutes). A new publication will also be at the following FIG conference. Authors will receive a number of copies of the publications. FIG office must know about other distribution plans, conferences etc in order to print a suitable number of the publication.

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