

UNESCO Publications Board (the following text will replace point 2.7 in the Publications Guidelines)

Forewords, prefaces and introductions

Foreword

A foreword is a short, favourable comment on a book written by someone other than the author of the work. A foreword places the publication in a broader context. Ideally, a foreword is written by someone who will heighten the visibility and/or credibility of the publication. The author of the foreword is always acknowledged.

Not all books need a foreword. If there is one it should appear before any other introductory texts.

UNESCO use of forewords

UNESCO forewords are reserved for larger reports and flagship publications with a global theme. They should usually be attributed to the Director-General.

If a foreword by the Director-General is not possible, the Assistant Director-General of the sector producing the work may agree to sign the foreword.

National or regional reports produced by Institutes or Field Offices may in some cases be better served by a foreword from the Director or Head of the Office or Institute. For publications produced by Conventions, it can be appropriate for the Secretary of the Convention to sign the foreword.

Where works are co-published with partner organizations or agencies, a second foreword written by the head of that organization may be justified. In some cases a joint foreword signed by the Director-General and the head of the partner organization may be considered.

It may sometimes be appropriate to ask an eminent personality with a connection to the subject matter to write the foreword.

How to request a foreword by the Director-General

Requests should be submitted to the Office of the Director-General by the Assistant Director-General of your sector, with a copy to the Secretary of the Publications Board. If the Director-General agrees to sign the foreword, you will need to provide the initial draft text.

Preface

A preface is a short text written by the book's author, and should be unsigned. The preface provides a more personal comment on the genesis of the publication or its background.

UNESCO's use of prefaces

A preface written by the lead author of the book can be useful in some UNESCO publications. It may include information on the background and purpose of the book, show appreciation to partners and others who assisted UNESCO in the project, or briefly comment on the scope or continuing direction of the project.

Where a UNESCO publication does not have a foreword, a preface is appropriate. However, the combined use of a foreword and a preface should be avoided.

Introduction

The introduction is part of the body of the work and is written by the book's author. It is not attributed. It introduces the subject of the book and addresses the major themes and direction taken. An introduction often explains the publication's methodology and structure, or outlines its purpose, limitations or scope.

As the above explanation implies, a UNESCO publication should under no circumstances include more than two forewords (one UNESCO and one partner), a preface and an introduction.