Guidelines for official publications in local authorities

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1 Introduction

1.1 Purpose and scope of the guide

All local authorities produce a large variety of documents, both in printed and electronic formats, ranging from reports to minutes of meetings to publicity for local initiatives. It is essential that documents include certain standard information so that users may find, trace, refer to and use them correctly.

This guide is designed to help all those who have responsibility for writing, compiling and publishing official documents to make their publications as easy as possible for others to find, use, refer to and cite. Librarians and information professionals may also find the information in this guide useful.

The guide covers the essential and additional information for inclusion in official publications, and sets out basic publishing guidelines, set in the context of the various duties and responsibilities placed on local authorities by legislation and the nature of their work. This guide does not cover editorial and design issues which may be addressed in local style guides. This guide does not apply to whole websites, but to documents published on websites.

There are different requirements for specific kinds of documents, but it is recommended that all documents contain the essential information listed in chapter 2. Additional information may be included as necessary and as desired by those publishing the documents. For a checklist of essential information for inclusion in official documents, see chapter 7.

In addition to this document, you may have your own local style guide for publications, which may offer guidance with publishing issues such as editorial and design decisions. All URLs referred to in this guide are listed in chapter 9.

This guide is intended for use by local authorities in England and Wales. While it may be useful to other authorities, please note that differences in legislation, regulation and government departments may need to be considered.

1.2 Definitions

It is useful to define some key terms that are used in this guide: official publication and local authority.

1.2.1 Official publication

An official publication is 'any item, produced by reprographic or any other method, issued by an organisation that is an official body, and available to an audience wider than that body' (Nurcombe, 1997, pp.xix–xx). Official publications include those documents that are published in any format as part of the administrative and statutory process of local authority work, such as:

• minutes and agendas of the council, its executive and committee meetings

• strategies

• planning documents

• policies and programmes

• annual reports

• books.

Other documents published by official bodies include technical information that supports the documents listed above, including data or research material, and publications for the general public, such as newsletters, magazines or guides to leisure facilities in the area. A more detailed definition of official publications is given in section 6.1.

The public record of an authority is held in the minutes and agendas of the council, its executive and the various committee meetings. Today the way in which these are published is set out by the Local Government (Access to Information) Act 1985 and availability has improved with the publication of council papers on the web. Further information about finding official information is available in Inman and Picton, 2008.

1.2.2 Local authority

A local authority may be a county council, a metropolitan district council, a unitary council (which combines the functions of county and district councils), joint bodies such as fire authorities, a district council or a town or parish council. These are all 'official bodies', and may publish a number of different types of document, many of which may be described as 'official publications', i.e. they are for circulation and dissemination outside the local authority itself.

This guide may also be of interest and use if you are publishing documents on behalf of a regional government office or regional assembly, or for the police, health service, a national park or other public service. Please note that central government requirements for publications may also apply.

1.3 Availability of these guidelines

These guidelines have been distributed to all local authorities in England and Wales as a printed document (one copy), and are also available as an interactive PDF (Portable Document Format) and as a free web resource. The web resource will be updated as necessary. If you require further printed copies, these are available from the NFER priced £5.00 each. See page 2 for details.

2 Information for inclusion

2.1 Essential information

All local authority documents, whether printed or electronic, must include the information shown in Table 1 in order to aid identification and use of the documents.

Table 1 Essential information for inclusion

Information required	Explanation
Title	This should be the exact title by which the document is known, and should be used consistently on the cover, title page and throughout. If the title is very long, a shortened version may be used in the main body of the document, if this is made clear to the reader.
Series name	If the publication is part of a series, give the series name and, if appropriate, the number of this publication in the series. Series publications must be editorially consistent, and have a consistent format. If a change is made, this should be acknowledged in order to avoid confusion and make it clear that a publication in a new format is part of the same series.
Author(s)	This may be an individual, more than one person or a corporate author, such as a local authority or a department. The authorship should be used consistently throughout. Where there is more than one author, a decision must be made as to the order in which the names should appear on the publication. If the publication is an edited volume, the name(s) of the editor(s) must be given (see section 2.6).
Date of publication	This may be the year or it may be more specific, stating the month and, if necessary, the exact date of publication, e.g. 5 March 2007. The type of document and its expected lifecycle will help determine how exact the date should be. For electronic documents, the year alone will not be sufficient.
Place of publication	The town, city or village and county of publication.

Information required	Explanation
Publisher	Name of the publishing organisation, including the department for large organisations, and the address for correspondence and/or from which further copies may be requested. You may also include the name of the distributor if this is not clear.
ISBN, ISSN or DOI	Use an international standard book number (ISBN) for books and reports and an international standard serial number (ISSN) for periodicals and monographic series. A digital object identifier (DOI) may also be used for electronic documents in addition to an ISBN or ISSN.
Availability statement	This makes it clear to readers whether there are any restrictions to availability, e.g. to groups of people or to a specific geographical area, e.g. a county.
Price	If applicable. If the document is for sale outside the UK, you may wish to include the price in sterling and an equivalent in euros and/or US dollars, and to give details about postage and packing costs.
Edition	This helps readers determine which version of a document they are reading. If the document is a reprint or new edition of a previous document, previous editions should be listed. There is no hard and fast rule as to what constitutes a new edition of a document, but as a rule of thumb, if the document contains 10 per cent or more different/new text, then it should be described as a new edition and will require a new ISBN.
Copyright statement	The copyright symbol © should be used with the date and the name of the copyright holder. If the document is intended for general circulation and you wish to waive some or all copyright restrictions, this should be clearly stated. For example, you may wish users to be able to photocopy and circulate the document without the fear of copyright breach. See section 4.5 for more detail.
Page numbers	All pages in the document should be numbered for the reader's ease of reference. Page numbers should start at 1 and run straight through to the last page, with no Roman numerals for preliminary matter and no separate numbering of appendices.

Separate guidelines about publicity are available in the code of recommended practice on local authority publicity.

A code of practice for government department or agency documents issued to the public is also available.

2.1.1 Where to include this information

Usually, the title, author(s), edition, series, place of publication, publisher and date should appear on the title page.

The cover should show the same information as the title page.

The publisher's address, ISBN/ISSN, availability statement, copyright statement and price should appear on the reverse of the title page or on the back cover.

2.1.2 More about ISBNs and ISSNs

ISBNs are internationally recognised identification numbers for published documents, and are issued in batches by the ISBN agency. In most cases, one person in your organisation will have responsibility for obtaining these and for allocating them to documents. From January 2007, ISBNs must be 13 digits long. See the ISBN agency's website for more information.

For more information about ISSNs see the *ISSN International Centre* website or the British Library bibliographic services web page.

2.2 Additional information

Other information that might be useful to readers, but is not essential for inclusion, includes:

- extent/size of document – this is useful to those who wish to know at the outset how many pages there are to read/download

- document type – this helps those who are searching for particular types of document, for example executive summaries, full reports or minutes of meetings, or who know that some documents are not appropriate to their needs

- for summary documents, a reference and/or link to the full document, and a reference and/or link to the summary from the full document

- subject area, such as housing, health, environment, etc.

- audience/accessibility – this helps readers by letting them know straightaway if the document is relevant and/or appropriate for them

- for consultation documents, the closing date of the consultation

- for statutory instruments such as planning notices and traffic regulation/management orders, it is useful to state clearly the date of issue and the name of the issuing authority

- format – if the document is available in electronic format only, or electronic and paper formats, and whether the document is available in other formats and/or languages (including, for example, large print, Braille, sign language video, audio version, etc.); if the document is an unusual size and shape, this information will be useful to libraries in particular.

2.3 Longer documents

For longer documents such as books and reports, some or all of these elements may be required:

- contents list

- list of tables, illustrations, abbreviations, resources, etc.

- foreword

- preface

- acknowledgements

- glossary

- references

- index.

2.4 e-Government Metadata Standard elements

When publishing a document electronically, in addition to the information already mentioned, the e-Government Metadata Standard lists a number of elements that may be used to help define and identify documents. The e-GMS requires inclusion of the elements shown in Table 2 for electronic documents.

Table 2 Elements for inclusion in electronic documents

e-GMS element	Explanation
Accessibility	Indicates how usable a resource is for particular groups, such as children.
Creator	This is a wider term than 'author' and may be used to cover groups and organisations as well as individuals.
Date	A number of different dates may be applicable, e.g. date issued or date modified. When a date is given, it should be made clear as to what it refers.
Identifier	This should be a unique and unambiguous reference to the resource, e.g. an ISBN, DOI, bibliographic citation or system ID automatically generated when the resource is created.
Publisher	As for essential information in printed documents.
Subject	The subject area related to the resource (see section 5.5 about the Integrated Public Sector Vocabulary).
Title	As for essential information in printed documents.

In addition, the e-GMS lists a number of optional and recommended elements for electronic resources. See the e-Government Metadata Standard version 3.1 and section 4.3 of these *Guidelines* for full details.

2.5 Legal deposit

Publishers and distributors in the United Kingdom and the Republic of Ireland have a legal obligation to send one copy of their publication to the Legal Deposit Office of the British Library within one month of publication for permanent preservation as part of the national printed archive, and to the other Legal Deposit Libraries on receipt of a claim. Under the Legal Deposit Libraries Act 2003, a 'publisher' is understood to be anyone who distributes publications to the public.

A leaflet about legal deposit is available from the British Library website.

Publications for the British Library should be sent to the Library's Legal Deposit Office, while publications for the other Legal Deposit Libraries should be sent to the Agency for the Legal Deposit Libraries which acts on their behalf.

2.5.1 Publications required by the British Library

Publications required by the British Library from local authorities in England and Northern Ireland are:

- their general annual reports and business plans*

- strategic and overall economic, environmental, transport, housing, cultural, health/social care and educational plans (final versions and supporting documentation only)*

- magazines and newsletters aimed at residents*

- research reports

- guides to art collections, archives, buildings and monuments in English and Northern Irish local authorities (and similar guides from Scottish, Welsh, or Irish Republic local authorities, if judged to be of wider than local significance)

- official guidebooks

- historical publications.

*Publications in these categories issued by English District and Parish or Town Councils are not required.

Where a document is produced in both print and electronic formats, the British Library prefers to receive a printed copy. However, it does **not** require printed or electronic versions of:

- minutes, agendas and committee papers of meetings

- annual reports of committees, sub-committees or branches of local government services

- lists of officers, committee members, etc.

- routine information leaflets

- administrative reports or surveys from departments, including statistical and financial statements (unless contained within local authority annual reports)

- consultation documents, drafts and interim updates to reports

- guides to art and library collections, etc. from Scottish, Welsh or Irish Republic local authorities, if of only local significance

- constitutions, or articles of government of bodies or agencies

- unpublished research reports, i.e. those produced for internal use only
- staff newsletters.

All printed publications for the British Library should be sent to The Legal Deposit Office, The British Library, Boston Spa, Wetherby, West Yorkshire LS23 7BY. If you are interested in the deposit of pure electronic content either by email to LDO-Electronic@bl.uk or by file transfer protocol (FTP), please contact the Digital Acquisitions Coordinator at The British Library.

2.5.2 Agency for Legal Deposit Libraries

A copy of every publication may be requested by the Agency for Legal Deposit Libraries, for deposit at the five other legal deposit libraries:

- the Bodleian Library, Oxford
- the University Library, Cambridge
- the National Library of Scotland, Edinburgh
- the National Library of Wales, Aberystwyth
- the Library of Trinity College, Dublin.

The Agency for Legal Deposit Libraries is responsible for acquiring legal deposit material on behalf of these libraries although they each have their own collection policies. You should contact the libraries directly for information on what they require.

The Agency is at 100 Euston Street, London NW1 2HQ and can be contacted by email at publisher.enquiries@aldl.ac.uk.

2.5.3 Deposit of electoral registers

Electoral registers are also required by the British Library, the National Library of Wales and the National Library of Scotland. Please contact the libraries directly for further information on what is required, as this differs from country to country.

2.5.4 Deposit of non-print publications

Section 6 of the Legal Deposit Libraries Act 2006 allows for the Secretary of State to make regulations for the legal deposit of publications in non-print

formats, including microfilm, microfiche, offline electronic publications (hand held, e.g. CD Rom) and online electronic publications. In the absence of regulation, the Legal Deposit Libraries have agreed a Code of Practice for the Voluntary Deposit of Non-print Publications with the Department of Culture, Media and Sport and publishers, although each of the Legal Deposit Libraries has their own collection policies in this area. Please contact the libraries directly for more information.

2.5.5 What happens to legal deposit publications

Publications deposited at the British Library are included in their Integrated Catalogue, which lists over 12 million items. They are available for consultation in the Library's reading rooms. All other legal deposit libraries usually include deposited publications in their Online Public Access Catalogues (OPACs).

2.6 Citation

It is useful to those who will read, use and refer to your document if you make it as clear as possible how that document should be referred to when cited and referenced. This is particularly important to librarians and information professionals, who may wish to list it as available to users, and to researchers and students, who may wish to quote from the document and then credit the source appropriately. If you feel there is any doubt as to how the document may be catalogued or cited, it may help to include a short statement giving the citation details and the ISBN as you require it. For example, such a statement for this publication is:

How to cite this publication
Lawson, A. with Benefield, P., Downing, R. and Woolmer, S. (2007). *Guidelines for official publications in local authorities*. Slough: NFER.

ISBN 978 1 905314 35 5

If any other citations are made in your publication, ensure that a consistent style is used. The Harvard referencing system, using names and dates, e.g. Smith (1999), is popular and user-friendly. Many organisations and universities use Harvard. More information and example of references are available on many university websites. (See, for example, Exeter University's guide to referencing using the Harvard system.) Information about referencing and citation is also available in Judith Butcher's *Copy-editing*.

3 Publishing and marketing local authority documents

Before starting to publish your document, consider these points in discussion with the appropriate colleagues.

- Is a publication necessary? It may be that the information you want to 'publish' would be better disseminated via a presentation, for example. Consider whether there is a real, identifiable and justifiable need for the document to be published. Local authorities must guard against unnecessary spending. Does publication fit with your organisation's policies and strategies?

- Is the publication written so that readers will understand it? Avoid the use of jargon for non-technical readers. If you need help with clear writing, see the Plain English Campaign and the Improvement and Development Agency's guide to plain English.

- Ensure you have secured authorisation to publish from the right people in your local authority at an early stage. Some documents must have their content agreed or 'signed off' at specific levels prior to publication.

- Consider the environmental issues involved in publishing, especially if you plan to publish a paper document for mass distribution. Check your own organisation's policy on environmental issues and sustainability.

The reprographic or printing departments or units in each local authority will be able to advise on publishing and printing issues. The guidance given here is general, giving points that should be considered when publishing official documents. Guidance on editorial and design style may be available from your local authority. A popular guide to editorial style is Judith Butcher's *Copy-editing*.

Some local authority publications are a statutory requirement. These publications include: Children and Young People Plans and Local Public Service Agreements. For more about making information available under the Freedom of Information Act 2000, see section 4.1 of these *Guidelines*.

3.1 Finance

Before embarking on a publication, ensure that it is clear how the costs will be met. It may be that the entire publication, from authors' fees to production and marketing will all be met by the same budget, but your local authority may also have separate budgets for each part of the process. It is also essential to know if there is a set budget available for the publication, as this will affect many of the subsequent decisions made. A publication may be one of four financial types:

- self-financing, i.e. the income it generates will cover the costs of publication
- profit-making, i.e. the income it generates will exceed the costs of publication and provide revenue
- wholly subsidised by the local authority or a specific department
- partially subsidised by the local authority or a specific department.

For information about the costs associated with publication, see section 3.3.9 of these *Guidelines*.

3.2 Questions to ask before publishing a document

You may find it useful to consider the following points prior to embarking on a publishing project in your local authority. The answers to these questions will help you determine whether it is better to produce your document in hard copy or electronically or both. For publications that are to have a general circulation to the public, it is likely that both a printed and electronic version will be required, so that there are no barriers to use by potential readers. The Freedom of Information Act 2000 requires public information to be made available more easily. For more information about the FOIA see section 4.1 of these *Guidelines* and for information about publication schemes see section 4.1.1.

3.2.1 Who is the publication for?

The market for the publication is crucial. Knowledge of this shapes not only the content and style, but how it is presented. Some groups of people will prefer printed copies to electronic documents, while others will need access only

to the electronic document. Consider, too, which language(s) should be used in the document in order to meet all readers' needs. Depending on the type of publication, copies may also need to be made available in Braille or in large print or should be offered in other formats such as CD or video on request.

3.2.2 How many potential users/readers are there?

This will help you determine how many copies of your document will be required and will have a bearing particularly if your publication is printed. For printed documents, it may be cheaper to print a smaller quantity and then reprint as necessary, rather than to print too many and have to dispose of or find storage space for unwanted copies. Weigh up the advantages of printing more than you need (which may reduce the unit cost of printing) against the disadvantage of having to store or dispose of unwanted stock.

3.2.3 What are the expectations of the potential users?

If similar organisations publish full-colour, glossy publications for the same audience, you must be aware of this when planning your own publication. Similarly, your market may expect simple, clear text in plain English or shorter summary documents that are easier to digest than longer, more detailed publications. For help with clear writing, see the Plain English Campaign and the Improvement and Development Agency's guide to plain English.

3.2.4 How will the publication be used?

The document may be a reference tool that is used daily or referred to only once or twice a year. Alternatively, it may be an information document that will be used regularly in electronic or printed formats by large numbers of people. It may be read from beginning to end or readers may use only the sections that are relevant to them. Bear these points in mind when deciding the format, layout and, for printed documents, the binding of your publication.

3.2.5 How long will the information be current and how soon will it need to be updated?

It is important to know how durable the publication must be, and how much it will cost to update materials that may have been costly to produce initially. For

information that is updated frequently, publishing electronically may be a good option. However, bear in mind the needs of the majority market, which may be for a printed product. If the publication contains information that will soon be out of date and timeliness is a prime concern, bear this in mind when considering the points raised in section 3.3. New editions should be clearly marked as such, and documents should always have a unique title. Separate guidelines are available from the Chartered Institute of Library and Information Professionals Information Services Group (CILIP ISG) about publishing loose-leaf documents.

3.2.6 How will the publication be distributed so that it reaches the appropriate audience?

Once you have identified the market for your publication, you must decide the best way to make sure you can reach people with your product. This may have cost implications. The best way to reach your audience may be to make the publication freely available at local information points such as libraries and one-stop shops. It may be appropriate to issue a press release for coverage in local/national media or to advertise the publication's availability. Bear in mind, however, that the costs of distribution and paid-for advertisements must be taken into account.

It is recommended that all freely available printed documents should also be made available for free on your website, either as PDF documents or as webpages.

Some printed documents for which there is a cover price to users may also be made available for free online, giving people the option either to buy a printed copy or print it out from the website themselves at no charge.

3.2.7 Which logo should be used?

Logos are part of branding a document and are used to identify the publisher/ issuing authority, and possibly others who have funded publication. Check which logo(s) is/are to be used and that the images are the appropriate resolution for printed and/or electronic documents. If you need to include several logos, it is best to know about this as early as possible, as their inclusion may affect design decisions, especially on the covers of printed publications and on webpages. Some organisations require their logos to be a minimum size or a particular colour. If more than one logo is used, make sure it is clear who the author(s) and publisher(s) are. A large number of logos can overpower the cover design and draw attention from the title and other information. In these cases, it may be possible to

use the logos elsewhere, such as the back cover or inside front cover. Further guidance about use of logos may be included in your local style guide.

3.3 Publishing decisions

When compiling your document and preparing it for publication, consider the following practical issues.

3.3.1 Who holds the copyright?

This will be important particularly when disseminating and re-using the document and the information within it. See sections 4.2 and 4.5 of this guide for further information.

3.3.2 Format and layout

The size (or format) of the publication is important, particularly considering how it will be used. For printed publications, consider the physical properties of the final document and how user-friendly it will be. The layout of information on the page is also important – the balance between text and white space and illustrations can be tricky to achieve and you may need the help of a designer to achieve the desired effect. Consider also the choice of typeface, ensuring that it is easy to read. For electronic documents, consider accessibility, readability and how much work is required of the reader through use of menus and scrolling, for example.

3.3.3 Use of colour and images

If you decide to use colour in your report, this may increase the production cost. Check with your local authority reprographic or printing department. Reproduction in black and white only is usually the cheapest option. If the publication is to be published electronically, then there will be no extra cost for including more colour. However, bear in mind that if you are publishing simultaneously in print and electronically, a colour-illustrated electronic document that was cheap to produce may prove expensive to print.

If you want to use images in your document, ensure that you have cleared any necessary copyright permissions. Your local authority may have access to royalty-free images for use in reports and other documents, but great care should be taken

if using images of identifiable people, especially if these are used to illustrate a sensitive topic. Note that the Copyright, Designs and Patents Act 1988 covers photographic and other images, and the Data Protection Act 1998 covers CCTV and webcam images, so written permission to use such images will be required.

The use of colour and images can liven-up a report and break up text so that it is more readable. However, bear in mind the relation between text and images. For example, if your document is reporting on tight budgets and it is printed in full colour on glossy paper, readers may wonder where the money came from to fund the publication.

3.3.4 Specialist content

If your document has any specialist content, you may need to seek expert advice from others within your organisation in order to make the information as clear as possible. For example, if including a map in your publication, you should consider:

- the quality of the image used
- use of an arrow to indicate 'North'
- a scale bar
- a descriptive title
- a copyright statement.

Other types of specialist information, such as statistical data and legal material, should also be checked with appropriate experts prior to publication.

3.3.5 Cover

If the publication is to be printed, it may need a cover. Consider what is appropriate here in terms of colours and use of images. Information shown on the title page of the document should be reproduced on the cover. Covers are not appropriate for all printed documents, e.g. minutes of meetings. A heavier paper or card may be used for the cover than for the main body of the publication.

3.3.6 Paper

Different grades of paper will be available through your local authority's reprographic or printing department. The type of paper appropriate to your

publication may be a normal stock that is held in bulk or it may be something unusual that will need to be purchased specially. Generally, for documents with a short lifespan, a high quality paper is not needed, while a durable quality paper is required for documents with longer lifespans. If you are publishing an unusual document, consult your colleagues in the reprographic or printing department as soon as possible to ensure that they have the appropriate paper in stock, or that they are able to find a supplier who can meet your needs. Where possible, acid-free paper should be used as part of your local authority's commitment to conservation issues. Please include a note on the back of the title page to say that your document was printed on acid-free paper and that it should be recycled if no longer required.

3.3.7 Printing and binding

Your local authority reprographic or printing department will have access to a range of printing and binding options, some of which will be accessible on the premises, while others will be available through outside suppliers. Colleagues in this department will be able to advise you on printing and binding options and will let you know the approximate cost of a job before you start.

The printing options may include:

• basic photocopying in black and white

• colour photocopying

• single-colour offset lithographic printing

• two-colour (black and one other) offset lithographic printing

• four-colour (full-colour) offset lithographic printing

• digital printing.

Photocopying will be appropriate for small documents for minimal circulation and with short lifespans. Colour photocopying will be more expensive than black and white only.

Offset lithographic printing is suitable for longer documents that are needed in large quantities. For small print quantities, digital printing may be more cost effective. Colleagues in your reprographic or printing department will be able to advise on this.

The binding options may include:

- simple stapling in the corner
- two staples down one side
- saddle-stitching (staples actually on the fold of the spine)
- slide binders
- comb binding
- spiral binding
- ring binding
- perfect binding (sheets glued into the spine).

When selecting a binding, consider how durable the document must be, and how easily documents may become tatty or torn if they are simply stapled or comb bound. Also consider how users will store the document, e.g. ring binders may seem a good way of keeping sheets neat and tidy, but they can be bulky to store and cumbersome to use. Saddle-stitching is usually suitable for documents up to about 60 pages long. Perfect binding is suitable for longer documents such as reports. Colleagues in your reprographic or printing department will be able to advise on suitable binding.

No matter what type of printing and binding is appropriate, the more advance warning you can give to the reprographic or printing department the better, so that your colleagues are able to plan their forward commitments and not let anyone down. Where possible, let them have as much detail as you can about the publication and ask them to provide you with an estimate of how much it will cost to do the job.

3.3.8 Print quantities

When deciding on a print quantity, include copies for the following purposes:

- internal circulation within your department
- internal circulation to other parts of the local authority
- circulation to other local authorities
- local organisations, companies or societies
- appropriate other organisations, companies or societies

- author's free copies

- other free copies, e.g. for media

- legal deposits

- reference copies to be held by those responsible for publishing documents

- the local authority library

- central enquiry point(s)

- local records office

- the general public, or groups within the general public, e.g. all pensioners.

The circulation of some documents may be restricted so that copies are not needed for all the groups listed here.

3.3.9 Cost of publishing and working out a cover price

Many things contribute to the cost of publication. When putting together the cost of production, and calculating a cover price, consider these issues. Although most local authority publications are free of charge, you may need to keep track of costs charged to budgets.

- *Cost of production* – this includes any typing of copy, editorial work, translation into other languages, design or illustration work, desktop publishing, cost of revisions, printing, binding, despatches by courier and/or by post.

- *Fees* – this includes the author's fees (if applicable) and fees for reproducing and copyrighted material.

- *Storage and distribution* – if you have a large quantity of documents, they may need to be stored somewhere off-site. Consider also the cost of getting your printed documents to the readers/users. Colleagues responsible for marketing and distributing the publication will need to know where the copies are stored.

- *Marketing* – colleagues in the marketing department will be able to advise on the cost of mailings, posters, organised events and other promotional literature and activities to support your publication. See also the code of recommended practice on local authority publicity.

- *Free copies* – the cost of free copies is literally the loss incurred through not selling these, if the publication was a priced product for sale.

If the costs of publishing are to be recouped or partially recouped through a cover price, consider this in your estimate of the cost of the job. End users will expect to pay the full cover price if they buy direct from you, while retailers will expect a discount of 33 per cent to 40 per cent, especially if they are buying in bulk.

When all the costs are known, divide this sum by the number of copies printed to find the unit cost of publication. This will give you an indication of the cost recovery necessary through a cover price, if appropriate. The cover price is likely to require a mark-up agreed within your local authority. Your local authority may have separate guidelines as to an appropriate break-even point for publications, such as covering all costs with the sale of half the print run.

If you are using advertising in your publication in order to offset some of the costs of publication, ensure that the advertisements are appropriate in content and quality. You may wish to include a disclaimer in the publication to the effect that the local authority is not responsible for the content of advertisements or for the quality of products and services advertised.

If the cover price needed to cover unit costs will make the publication too expensive for the market, a subsidy may be made from other appropriate funds.

3.4 Electronic versus paper

Electronic publications follow essentially the same production route as printed publications, except that they are not printed, distributed or marketed in the same ways. Distribution of electronic publications is likely to be quicker and cheaper, but may not reach all your audience. When distributing this way, you must bear in mind that the readers may not all have the appropriate software to access your publication. Guidance about how to make electronic content as accessible as possible is available from the Web Accessibility Initiative.

If publishing a printed document that will also be published electronically, bear in mind that there are several options here:

• publish as rich text (rtf file) as an image-free file on your website

• publish the document as a PDF on your website

• publish part of the document for free as a taster PDF with the rest for sale

- publish as a set of linked web pages

- publish as a fully-interactive web resource based on the printed publication.

- publish as a DVD or video (with sign language)

- publish as audio only.

The first three of these options will be relatively low cost, while publishing online will require design and programming from web services professionals and may incur significant costs. Publishing on audio, DVD or video will also require the help of specialist media professionals.

Note that if the cover page of a document is removed to reduce the size of an electronic document such as a PDF, valuable information may be lost. To alleviate this potential problem, you may use low-resolution images and ensure that important information is included elsewhere in the document.

3.4.1 Archiving electronic documents

When updating or closing down a website, consider carefully the information that will be lost or no longer available. It may be necessary to keep an archive of previously published electronic documents. For more information about archiving websites see the e-government resources handbook, available at the Cabinet Office website and the National Archives guidelines for management, appraisal and preservation of electronic records.

3.5 Marketing local authority documents

Colleagues in the marketing department of your local authority will advise you on appropriate ways to promote your publication to the relevant audiences, and on the costs associated with different marketing methods. They will also advise you of the sales channels available, e.g. purchase over the telephone, direct sale for cash or cheque at an event or an information point, or through an online bookshop (either on your own website or that of a third party). Ensure that you know who is responsible for handling sales enquiries, invoicing and receiving payment. See also the code of recommended practice on local authority publicity.

3.6 After publication

After you have published your document, make sure that it is recorded appropriately in your local authority. In particular, check that it is:

• added to your local authority's list of publications

• added to your local authority's Freedom of Information publication scheme, if appropriate

• publicised on the relevant pages of your local authority's website and through other channels as necessary

• archived as part of your local authority's records, in whatever format it is published.

4 Legal background and context

This chapter briefly sets these guidelines in context. The availability, storage and use of published information is affected by legislation and frameworks. The significant points to note for local authorities arise from the:

• Freedom of Information Act 2000

• Re-Use of Public Sector Information Regulations 2005

• e-Government Metadata Standard (e-GMS)

• Data Protection Act 1998

• Copyright, Designs and Patents Act 1988.

Other relevant legislation includes the Legal Deposit Libraries Act 2003 and the Environmental Information Regulations 2004.

4.1 Freedom of Information Act 2000

The main purpose of the Freedom of Information Act 2000 (FOIA) is to help make information available to people. Following implementation of the FOIA, local authorities are required to use a publication scheme that makes it clear to all users, both inside and outside the authority, which information is published as a matter of course, where and how the information may be obtained and whether or not there is a fee for the information. Such a scheme is an opportunity for authorities to marshall all their information and make it accessible to others. The introduction of the use of publication schemes through the FOIA means that local authorities must make information available to others without being prompted for it.

The Information Commissioner approves all publication schemes as appropriate and fit for purpose. It is in the interests of the authority and of the readers/users of information that the publication scheme is accurate and is kept up to date.

The FOIA allows local authorities to develop model schemes that, after approval from the Information Commissioner, may then be adopted by other authorities in preference to establishing new schemes. The model schemes use

very general terms that may be applicable in many cases. If a model scheme has been adopted by a local authority this does not preclude them from also developing their own bespoke publication scheme.

4.1.1 Publication schemes

A review of the effectiveness of publication schemes was conducted by the Information Commissioner's Office in 2005. The review found that there was a need to continue to make public-sector information available more easily and without the need for prompting from others. In particular, the review emphasised the need for:

- the use of consistent approaches to what information is included in schemes and what is not

- improvements to the upkeep of publication schemes so that they are accurate and up to date

- further awareness-raising of the general public, so that they are aware of what information is available to them and how they may access it.

The Information Commissioner is working with public authorities to develop and improve publication schemes. See the Development and Maintenance Initiative (see section 6.2).

4.1.2 Records management

A record is defined by the National Archives Records Management Code as 'recorded information, regardless of media or format, created or received in the course of individual or organisational activity, which provides reliable evidence of policy, actions and decisions'.

Here, the creation, identification, saving and use of records applies both to printed and to electronic documents. Under section 46 of the FOIA, the Lord Chancellor issued the provisions of a code of practice on records management to be used by public authorities in order to maintain their records. The code gives guidance as to how to keep/archive, manage and destroy records. All local authorities should follow this code and ensure that their records management policies and procedures adhere to it. For more about the code of practice on records management, see section 6.3.

Information about archiving website material can be found through the UK Web Archiving Consortium.

British Standard ISO 15489-1: 2001 also relates to records management and defines best practice for the management of documents and records.

4.2 Re-use of public sector information

The Re-Use of Public Sector Information: a Guide to the Regulations and Best Practice follows the same rules as the FOIA and explains the regulations that came into force in July 2005, and provides further information and sources of help. The purpose of the regulations was to improve dissemination, access and re-use of public-sector information in fair, consistent and transparent ways. The framework set out by the regulations aims to make the re-use of information easier and more transparent, helping people to implement the FOIA. The main elements are:

- licence/copyright: public sector bodies must publish licence terms, either as a standard licence or a copyright notice
- fees: if a fee is payable, this must be published, must be appropriate and consistent with other similar publications
- responses to have deadlines: this will be 20 working days (in line with the FOIA)
- lists of assets: authorities must produce a list of material, both published and unpublished, which is available for re-use
- robust complaints procedures: details of these must be published.

Re-use of information goes one step further than the FOIA, in making information available proactively and transparently so that it may be disseminated further. Note that any information that is exempt from the FOIA is not available for re-use either.

The 'asset list' mentioned in the framework should include all information that is of use, relevance and/or importance to the authority itself and to others outside the organisation. Classification of items on the asset list should follow a standard system. When compiling an asset list, local authorities must include details of what documents are available, where and how they can be obtained

and what conditions there are on the re-use of the information contained. (See also section 4.1.1 on publication schemes.)

When re-using public sector information, please be aware of any potential copyright issues with regard to the reproduction of text and images. In some cases, fees or royalties may be payable to copyright holders. See section 4.5 on the Copyright, Designs and Patents Act 1988 and section 4.5.1 on fair dealing. Ensure that you always acknowledge the original source of material you reproduce with permission (see section 2.6).

4.3 Website content and the e-Government Metadata Standard

The technical policies and specifications for information used throughout government and the public sector have been defined in the e-Government Interoperability Framework (e-GIF). The e-Government Metadata standard (e-GMS) is part of the e-GIF, and aims to ensure the most consistent use of metadata (data that describes data/information, also known as cataloguing information) throughout the public sector. When creating metadata for any information resource, local authorities must use the elements listed in the e-GMS. The most obvious use of the e-GMS is in website content (see section 2.4 for information about what to include in electronic publications).

As the e-GMS was developed to cover all eventualities, it is highly unlikely that any single system or document will need to use all the elements and refinements listed in the standard. Local authorities publishing web content may prefer to set their own local standard, based on the e-GMS, using only the elements that are most appropriate to their needs. For examples of some local standards already in use, visit the GovTalk website.

4.3.1 Integrated Public Sector Vocabulary

The 'subject' element of the e-GMS allows a description of the topic covered by the document in question. In order to establish some consistency of description in this element and to help data retrieval by users, a controlled vocabulary known as the Integrated Public Sector Vocabulary (IPSV) is used. The IPSV should be used in all electronic public-sector publications.

If you already use a thesaurus for indexing your resources, it is possible to use the broad categories of the IPSV in addition, rather than abandoning your existing system. The higher levels of the IPSV will support broad categorisation of information for local authority documents (see section 6.4 for more information).

4.4 Data Protection Act 1998

The Data Protection Act 1998 relates to personal information, whereas the FOIA relates to all other recorded information that public authorities hold. Data protection principles only apply to publications that include personal information, in which case this must be clearly identified. Personal information may not be published or divulged in any other way unless it is already in the public domain or specific permission has been received from the person concerned. For further information, see the data protection section on the Information Commissioner's Office website.

4.5 Copyright, Designs and Patents Act 1988

Copyright performs two functions. It protects the author and publisher of original documents from other people reproducing the work as their own, by identifying them as the copyright holder. In this way, it is a measure against plagiarism and piracy. It also restricts what may be copied, how much may be copied without approaching the copyright holder and the length of time in which a work remains under the protection of copyright. The copyright notice shows users of documents who they should contact, should they wish to reproduce information contained in a document.

When publishing an official publication, it is important that the copyright in the material is made clear to users, for example:

© 2007 Essex County Council

The copyright line is often accompanied by a short paragraph detailing the restrictions on users, for example:

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means without the prior written permission of the publisher, nor be otherwise circulated in

any form of binding or cover other than that in which it is published and without a similar condition being imposed on the subsequent purchaser.

For information published and intended for general dissemination, such a copyright warning may not be appropriate or relevant. Indeed, as the re-use of public sector information is to be encouraged, an alternative copyright statement for official publications would state the following.

The content of this publication is copyright, but may be freely reproduced, disseminated and distributed provided that the original source is acknowledged in full.

It is also important that any information included in the document that has previously been published elsewhere is credited appropriately and that permission to reproduce such material has been sought from the copyright holder if necessary. For further details about copyright (including Crown copyright), see the UK Copyright Service and the Copyright Licensing Agency Ltd.

4.5.1 Fair dealing and intellectual property rights

Some exceptions to copyright for re-use of information are described by the term 'fair dealing'. Under fair dealing, it is permissible to reproduce small parts of original documents for the purposes of research, study or review. For more information on intellectual property rights see the Intellectual Property Office.

5 Useful resources

5.1 Information Commissioner's Office

Guidance and methodology for publication schemes

Practical guide to classes

Publication scheme development and maintenance initiative

5.2 Records management

Records management section of the National Archives website

National Archives records management toolkits

Records management FAQs

Toolkit: what is records management?

Toolkit: records creation

ISO 15489: a practical guide for best practice for the management of documents and records

UK Web Archiving Consortium

See also section 6.3

5.3 Re-use of public information

The Re-Use of Public Sector Information: a Guide to the Regulations and Best Practice

Re-use of public sector information on the OPSI website

Guidance for the public sector

Guidance and best practice

Guidance on copyright and publishing

Guidance on notices on government websites

5.4 e-Government Metadata Standard

Metadata section on the Govtalk website

Layman's guide to metadata

e-Government Metadata Standard Version 3.1

5.5 Integrated Public Sector Vocabulary

IPSV section on the esd website

IPSV version 2

Guide to meta-tagging with IPSV

5.6 Essential information for inclusion

About international standard book numbers (ISBNs)

About legal deposit

Converting 10-digit ISBNs to 13-digit ISBNs

About international standard serial numbers (ISSNs)

About digital object identifiers (DOIs)

Code of recommended practice on local authority publicity

Code of practice for government department or agency documents issued to the public

UK Copyright Service

Copyright Licensing Agency Ltd

5.7 Legal deposit

Agency for the Legal Deposit Libraries

Integrated Catalogue at the British Library

6 Further information

6.1 Detailed definition of 'official publications'

This definition of official publications for international use was adopted by the International Federation of Library Associations and Institutions' Official Publications Section in August 1983.

1. An official publication is any item produced by reprographic or any other method, issued by an organisation that is an official body, and available to an audience wider than that body.

2. An official body is:

   i. any legislature of a state, or federation of states; or of a province (state) or regional, local or other administrative sub-division

   ii. any executive agency of the central government of such a state or federation of states or of a province (state) or regional, local or other administrative sub-division

   iii. any court or judicial organ

   iv. any other organisation which was set up by an official body as in (i), (ii) and (iii) above, and maintains continuing links with that body whether through direct funding or through its reporting mechanism or its accountability

   v. any organisation of which the members belong to any of the above 4 categories, including intergovernmental organisations

   provided that the body is considered to be official in the country concerned.

3. An official publication is defined by the status of the issuing source regardless of the subject-matter, content or physical form.

Notes

1. For the purposes of this definition, the term 'official publication' is comparable to terms used in some countries, such as 'government publication' and 'government document'.

2. The following bodies:

   • universities

   • learned societies and academies

   • industrial and trade associations and chambers of commerce

   • libraries, museums and art galleries

   • independent research institutes not direct recipients of public funds

   will be included as official bodies according to the practice of the individual country.

3. Political parties will not normally be considered as official bodies unless in the practice or constitution of a particular country there is reason to do so.

4. Nationalised enterprises and banks, public corporations and other statutory bodies set up to carry out industrial or other productive activity will be considered as official bodies according to the practice of the individual country. However, state majority ownership of capital and heavy direct subsidy in enterprises that are otherwise nominally independent will not cause those enterprises to be considered as official bodies.

5. Publications originating in official bodies but published by or with the cooperation of commercial firms, universities or independent research institutes, or any other non-official bodies, will normally be considered as official publications.

Source: International Federation of Library Associations and Institutions

6.2 Publication Scheme Development and Maintenance Initiative

The objective of the Development and Maintenance Initiative is to encourage and help public authorities to improve and expand publication schemes through:

• proactively disseminating information

• consistently making information available

• providing uncomplicated and swift access to the information they routinely make available.

The aims are to:

• develop a list of core classes for all public sector bodies

• produce a comprehensive guide specific to each public authority sector

• progress all sectors towards a culture of maximum release and a form of model scheme to enable a consistency of core classes across public authorities

• identify and disseminate good practice, in relation to maintaining publication schemes

• direct and support public authorities to creatively consider how to promote and publish the information they make readily available.

Source: Information Commissioner's Office

6.3 Code of practice on records management

Part 1 of the code, relating to records management, affects all public authorities equally. Part II only applies to public record bodies and refers to the review and transfer of public records to the appropriate Public Record office.

A public record body is an organisation required by the Public Records Act to transfer public records to the National Archives 30 years after their creation. Broadly speaking, public record bodies are central government departments, non-departmental public bodies, the courts, the armed services and the National Health Service. (The National Archives has produced detailed model action

plans to help different sectors meet the requirements of the code and is also developing a series of practical and easy to use toolkits.)

It is good practice to send one copy of each publication to your local records office. Information on how to implement the code of practice is available from the National Archives.

Source: National Archives

6.4 Integrated Public Sector Vocabulary

The IPSV complies with the International and British Standards for monolingual thesauri (ISO 2788 and BS 8723). The IPSV was developed with the backing of Communities and Local Government (CLG) (formerly the Office of the Deputy Prime Minister) and the e-Government Unit (e-GU) of the Cabinet Office. The electronic service delivery (esd)-toolkit is the official home of the IPSV, where each new release is displayed online and vocabulary outputs may be downloaded in a variety of formats and styles. Linked to it is a discussion forum, with advice on implementation and the opportunity to post suggestions for updating or improvement.

The full version supports detailed indexing of the subjects it covers in depth. Community information resources can be retrieved more effectively by most portals and search engines if they carry subject metadata at this level of detail. To support Priority Outcome R3 as required by DCLG, local authorities will need to use the full IPSV. In contrast, the abridged IPSV supports broad categorisation rather than detailed indexing.

The IPSV is available free to users at their website.

Source: electronic service delivery website

7 Checklist of information for inclusion in publications

Essential information	Additional information
Title	Extent/size of document
Series name	Document type
Author(s) or editor(s)	Subject area
Date of publication	Audience/accessibility
Place of publication	Closing date (for consultation
Publisher	documents)
ISBN, ISSN or DOI	Date of issue and issuing authority
Availability statement	(for statutory instruments)
Price	Format
Edition	
Copyright statement	
Page numbers	

Please refer to sections 2.1 and 2.2 of these *Guidelines* for further detail.

8 References

British Standards Institution (2001). *Information and Documentation: Records Management. General* (ISO 15489-1: 2001). London: BSI.

British Standards Institution (2005). *Structured Vocabularies for Information Retrieval: Guide. Part 2: Thesauri* (BS 8723-2: 2005). London: BSI.

Butcher, J. (1992). *Copy-editing*, 3rd edn. Cambridge: CUP.

Cabinet Office (2005). *e-Government Interoperability Framework Version 6.1* [online]. Available: www.govtalk.gov.uk/documents/eGIF%20v6_1(1).pdf [4 December, 2006].

Cabinet Office (2006). *e-Government Metadata Standard Version 3.1* [online]. Available: www.govtalk.gov.uk/documents/eGMS%20version%203_1.pdf [6 December, 2006].

CILIP ISG Publications (2004). *Loose-leaf publications guidance for publishers on issue formats and updating*. London: ISG, CILIP.

Communities and Local Government (2006). *Code of recommended practice on local authority publicity* [online]. Available: www.communities.gov.uk/index.asp?id=1133861 [8 December 2006].

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Great Britain. Statutes (1988). *Copyright, Designs and Patents Act 1988. Chapter 48*. London: HMSO.

Great Britain. Statutes (1998). *Data Protection Act 1998. Chapter 29*. London: The Stationery Office.

Great Britain. Statutes (2004). *Environmental Information Regulations*. London: The Stationery Office.

Great Britain. Statutes (2000). *Freedom of Information Act 2000. Chapter 36*. London: The Stationery Office.

Great Britain. Statutes (2006). *Legal Deposit Libraries Act 2006. Section 6*. London: The Stationery Office.

Great Britain. Statutes (2003). *Legal Deposit Libraries Act 2003. Chapter 28*. London: The Stationery Office.

Great Britain. Statutes (1985). *Local Government (Access to Information) Act 1985*. London: HMSO.

Information Commissioner's Office (2006). *Publication Schemes* [online]. Available: www.ico.gov.uk/Home/what_we_cover/freedom_of_information/publication_schemes.aspx [4 December, 2006].

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The National Archives (2006). *Implementation Guides* [online]. Available: www.nationalarchives.gov.uk/recordsmanagement/code/implementation.htm [6 December, 2006].

The National Archives (2007). *Records Management Code* [online]. Available: www.nationalarchives.gov.uk/recordsmanagement/code/assessing.htm [14 June, 2007].

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Office of Public Sector Information (2005). *The Re-Use of Public Sector Information: a Guide to the Regulations and Best Practice* [online]. Available: www.opsi.gov.uk/advice/psi-regulations/advice-and-guidance/guide-to-psi-regulations-and-best-practice.doc [4 December, 2006].

Plain English Campaign (2007). *Plain English Campaign* [online]. Available: www.plainenglish.co.uk [2 March, 2007].

Standing Committee on Official Publications (2005). *Code of practice for government department or agency documents issued to the public*. Winsford, Cheshire: SCOOP Publications [online]. Available: www.cilip.org.uk/specialinterest groups/bysubject/informationservices/publications/list/official.htm.

9 List of URLs cited

Agency for the Legal Deposit Libraries
What is Legal Deposit?
www.llgc.org.uk/aldl

Algis in Laria
www.algis.org.uk

British Library
Integrated Catalogue
http://catalogue.bl.uk/F/?func=file&file_name=login-bl-list

Chartered Institute of Library and Information Professionals
Information Services Group
www.cilip.org.uk/specialinterestgroups/bysubject/informationservices/publications/list
/official.htm

Chartered Institute of Library and Information Professionals
Information Services Group: Standing Committee on Official Publications (SCOOP)
www.cilip.org.uk/specialinterestgroups/bysubject/informationservices/scoop

Communities and Local Government
www.communities.gov.uk/index.asp?id=1133861

Copyright Licensing Agency Ltd
www.cla.co.uk

E-government (Cabinet Office)
Archiving websites
http://archive.cabinetoffice.gov.uk/e-government/resources/handbook/html/annexl.asp

Electronic Service Delivery
www.esd.org.uk

Electronic Service Delivery
Esd-toolkit
www.esd.org.uk/esdtoolkit/

Electronic Service Delivery
IPSV-Integrated Public Sector Vocabulary
www.esd.org.uk/standards/ipsv

Electronic Service Delivery
IPSV (Integrated Public Sector Vocabulary) Version 2.00
www.esd.org.uk/standards/ipsv/ipsv.pdf

Exeter University
Referencing – The Harvard System
www.education.ex.ac.uk/dll/studyskills/harvard_referencing.htm

GovTalk (Cabinet Office)
e-Government Interoperability Framework
www.govtalk.gov.uk/schemasstandards/egif.asp

GovTalk (Cabinet Office)
e-Government Metadata Standard Version 3.1
www.govtalk.gov.uk/schemasstandards/metadata_document.asp?docnum=1017

GovTalk (Cabinet Office)
Layman's Guide to Metadata
www.govtalk.gov.uk/schemasstandards/metadata_document.asp?docnum=669

GovTalk (Cabinet Office)
Metadata
www.govtalk.gov.uk/schemasstandards/metadata.asp

Improvement and Development Agency's guide to plain English
www.idea.gov.uk/idk/core/page.do?pageId=1536729

Information Commissioner's Office
www.ico.gov.uk

Information Commissioner's Office
Environmental Information Regulation
www.ico.gov.uk/tools_and_resources/document_library/environmental_information_
regulation.aspx

Information Commissioner's Office
Freedom of Information Act Awareness Guidance No. 8
www.ico.gov.uk/upload/documents/library/freedom_of_information/detailed_specialist
_guides/awareness_guidance_8_records_management_faqs_v2.pdf

Information Commissioner's Office
*Freedom of Information Act 2000: Preparing for Implementation. Publication
Schemes: a Practical Guide. Part 1 'Classes'*
www.ico.gov.uk/upload/documents/library/freedom_of_information/practical_application/
publication_schemes_practical_guide_-_preparing_for_implementation.pdf

Information Commissioner's Office
*Freedom of Information Act 2000: Preparing for Implementation. Publication
Schemes: Guidance and Methodology*
www.ico.gov.uk/upload/documents/library/freedom_of_information/practical_application/
publication_schemes_-_guidance_and_methodology.pdf

Information Commissioner's Office
Proactive Publication of Official Information: the Publication Scheme Development and Maintenance Initiative (DMI)
www.ico.gov.uk/upload/documents/library/freedom_of_information/practical_application/publication_scheme_development_maintenance_initiative.pdf

Intellectual Property Office
www.ipo.gov.uk/home.htm

International DOI Foundation (IDF)
The DOI® System
www.doi.org

International ISBN Agency
International Standard Book Number System
www.isbn-international.org

International ISBN Agency
ISBN-13 Converter
www.isbn-international.org/converter/converter.html

ISSN International Centre
www.issn.org

Legal deposit leaflet from the British Library
www.bl.uk/about/policies/pdf/legaldepositleaflet.pdf

Local Government Association
www.lga.gov.uk

National Archives
www.nationalarchives.gov.uk

National Archives
Guidelines for management, appraisal and preservation of electronic records
www.nationalarchives.gov.uk/electronicrecords/advice/guidelines.htm

National Archives
Records Management
www.nationalarchives.gov.uk/recordsmanagement

National Archives
The National Archives Records Management Guide: 4. Active Records Management: Records Creation
www.nationalarchives.gov.uk/documents/active_rec_man_guide4.pdf

National Archives
Implementation Guides
www.nationalarchives.gov.uk/recordsmanagement/code/implementation.htm

National Foundation for Educational Research
www.nfer.ac.uk

Nielsen Bookdata Registration Services
ISBN Agency
www.nbdrs.com/isbn_agency.htm

NRA, Office of Public Sector Information
www.opsi.gov.uk

Office of Public Sector Information
Guidance – Copyright and Publishing
www.opsi.gov.uk/advice/crown-copyright/copyright-guidance/copyright-and-
publishing.htm

Office of Public Sector Information
Guidance – Notices on Government Websites
www.opsi.gov.uk/official-publications/publishing-guidance/notices-on-government-
websites.htm

Office of Public Sector Information
Public Sector Information
www.opsi.gov.uk/advice/psi-regulations/index.htm

Office of Public Sector Information
The Re-Use of Public Sector Information: a Guide to the Regulations and Best Practice
www.opsi.gov.uk/advice/psi-regulations/advice-and-guidance/guide-to-psi-regulations
-and-best-practice.doc

Plain English Campaign
www.plainenglish.co.uk

Policy Dialogue International
ISO 15489: a Practical Guide
www.egovmonitor.com/node/1401

UK Copyright Service
www.copyrightservice.co.uk

UK Web Archiving Consortium
www.webarchive.org.uk

Web Accessibility Initiative
www.w3.org/WAI