

Contract No.:

AUTHOR'S CONTRACT

**THE UNITED NATIONS EDUCATIONAL,
SCIENTIFIC AND CULTURAL ORGANIZATION**
(hereinafter called 'UNESCO')

7, Place de Fontenoy, 75352 Paris 07 SP – France

and

.....

(hereinafter called 'the Author')

Identification Card Number :

hereby agree as follows:

Within the framework of the on line courses' production (WP5) foreseen in the context of the AVICENNA Virtual Campus (532INT2000)

Article I

On or before the, the Author will prepare and deliver to UNESCO a work which for reference purposes is now entitled

.....

.....

complete with the numero(s) and the name of the discipline(s)

(hereinafter called "the Work") in the form specified below:

1.1. Description of the Work

The Work is in conformity with the following characteristics:

- *Title*
- *Name of the University*
- *Description of the Work in conformity with the validated program*

This Work is in conformity with the whole program such as it is described in the training courses validated by the AVICENNA's partner Institution or by UNESCO

1.2. Stages in the Realization of the Work

The Author shall realize the Work following, at a minimum, this process:

- *Defining of the set of specific obligations (cahier des charges) for the realization of the Work whose content is described at the art.1.3. including technical and pedagogical validation of such cahier des charges by the Scientific Council and UNESCO*
- *Technical and pedagogical validation of a representative model of the Work ;*
- *Technical and pedagogical validation of the results and technical evaluation of the Work.*
- *The monitoring and the technical validation of the different stages of the Work will be performed by UNESCO and by the AVICENNA Center or by the responsible of the UNESCO's Chair.*
- *The monitoring and the pedagogical validation of the work will be performed by the Avicenna Center or by the responsible of the UNESCO Chair (professor entitled to the discipline or his representative)*

1.3. Set of Specific Obligations (le cahier des charges)

The Author shall define the set of specific obligations (cahier des charges) by indicating the following elements:

- *Detailed description of the pedagogical organization of the course (presential / distance course, definition of the pedagogical scenarios and envisaged validation)*
- *In case of work composed of different modules, detailed description of such modules*
- *Realization of time table;*
- *The tool(s) envisaged for the development and the resources format (s) of the resources (digital document, digital transparencies, sound transparencies, didactical, QCM's base, software application,...) ;*
- *The human resources mobilized for the course development*
- *The above mentioned « cahier des charges » will be in the Annex of this contract and constitutes an its integral part.*
- *The Author shall submit the Work in conformity with the description of all points of the « cahier des charges ».*

1.4 Work Delivery

The Author shall :

- *Realize the Work in the language specified in the le cahier des charges ;*
- *Integrate the Work in the Avicenna Platform, (he/she will be informed by UNESCO or by the Avicenna Center on the specificities of such Platform)*
- *Deliver the Work on **date** to be exploited by the Avicenna Network on **date**.*

- *The Author shall provide a users' manual (for students and for tutors)*
- *The Author shall put at the disposal of UNESCO the source-code of the whole work and this for the duration of the exploitation.*
- *The Author shall keep a copy of the work submitted and agrees to hold UNESCO harmless against all loss, injury or damage of the Work.*

1.5 –Revision Clause

- *The Author agrees that the Work is exploited for the teaching for 2 years commencing on the date the Work is integrated in the Platform AVICENNA*
- *The Author shall revise the Work in order to keep the Work up to date at the following conditions:*
- *During the first experimental year, an assessment will be made by UNESCO and the Avicenna Center in order to decide the necessity and the conditions of a revision of the Work by the Author during this 2 year period. The frequency of revision will be fixed during the assessment, in particular with regard to the discipline.*
- *This evaluation has to be done on regular basis during the two following years and at least once a year in relation with the Avicenna Center pedagogical tutorship .*
- *Beyond these two years, the Author shall continue to update the Work or authorize UNESCO or the Avicenna Center to let third parties to perform the Work. An amendment to the present contract is needed in such a case.*

Article II

In preparing the work, the Author shall bear in mind the provisions contained in the “Guide for the preparation of manuscripts” annexed to this contract.

Article III

1. Subject to the terms of this contract, UNESCO shall pay the Author:

.....

- 2. All payments shall be made in the currency of the contract.**
- 3. UNESCO shall not make any payments which are due under this contract to anyone other than the contracting party(ies) hereto.**

Article IV

The completed Work shall be deemed acceptable to UNESCO unless it gives the Author written notice to the contrary or indicates changes that it may consider desirable. In the latter case, such notice will set a time limit for the delivery of the requested changes; if acceptable changes are not delivered to UNESCO within the prescribed time limit, UNESCO may terminate this contract by written notice to the Author.

Article V

If the completed Work is not delivered to UNESCO on or before the date specified in Article I or, in exceptional circumstances, by a later date mutually agreed upon by UNESCO and the Author, UNESCO may terminate the contract by written notice.

Article VI

Upon termination of this contract pursuant to the provisions of Article IV or V herein, the Author shall repay to UNESCO any sums paid under Article III of this contract.

Article VII

1. The Author hereby grants the copyright in the Work in all countries to UNESCO, which shall, during the whole term of the copyright therein, have the exclusive right to translate, adapt, reproduce, perform, broadcast, communicate to the public, print and publish in any language and in any form the whole or any part of the Work, and to authorize others to exercise any or all of its rights hereunder.
2. All property rights in any manuscript or other materials delivered to UNESCO pursuant to Article I shall become the sole property of UNESCO.

Article VIII

The Author shall submit to UNESCO, together with the completed Work, all illustrations, tables, charts or other materials essential to the Work. It is understood that such materials are considered a part of the work and that all rights granted by the Author to UNESCO hereunder apply to the use of such materials. If the Author is not the owner of the copyright or other rights in respect of any such illustrations, tables, charts or materials, he shall clearly identify them as such and shall obtain free of cost to UNESCO, written permission for UNESCO to reproduce or otherwise use the materials in the Work in whatsoever form or language it is published. The Author shall furnish UNESCO with evidence of such permission and shall indicate the form of acknowledgement, if any, stipulated by the owner of the rights as a condition for granting permission.

Article IX

1. The Author represents and warrants that:

- a. He is the sole Author of the Work, has the right to grant all rights referred to this contract, and has full power to execute this contract;
 - b. The Work is original and has not been published;
 - c. The work does not infringe any copyrights or other rights, and contains nothing libellous or otherwise unlawful.
2. The Author agrees to indemnify UNESCO and hold it harmless against all loss, injury or damage (including any legal costs and/or other expenses properly incurred) occasioned to UNESCO in consequence of any breach of the above warranty.

Article X

UNESCO shall, where it deems appropriate, furnish the Author with page proofs of the Work (or retyped manuscript where composition is done by computer or similar means) and the Author shall read, revise (if necessary) and return said proofs promptly. If revisions in the proofs, retyped manuscript or plates are made at the Author's request other than to correct printer's or editor's errors or additions (for which UNESCO shall pay) the cost of such revisions in excess of 5 % of the cost of composition shall be charged to the Author.

Article XI

- 1. UNESCO shall not be bound to publish the Work.
- 2. UNESCO may, upon request, authorize the Author to publish or use the Work in such form and under such conditions as UNESCO shall determine, subject to any obligations that UNESCO might have undertaken concerning the Work, and provided that UNESCO shall remain the copyright proprietor of the Work.

Article XII

Unless otherwise provided herein, the Author shall bear all expenses involved in preparing the Work in the form specified in Article I of this contract and shall purchase any insurance which may be necessary in respect to any loss, injury or damage occurring prior to its receipt by UNESCO.

Article XIII

The Author shall not be considered as an agent or a member of the staff of UNESCO, nor shall he be entitled, except as may otherwise be provided herein, to commit UNESCO to any expenditure or other obligations.

Signed on behalf of the Director-General of UNESCO

Name		Date	
Title		Signature

Author [please sign, return to UNESCO one copy of the contract and retain the original for yourself]:

Name		Date	
Title		Signature

GUIDE FOR THE PREPARATION OF MANUSCRIPTS

- 1. This Guide is intended for all - authors, program specialists, secretaries, et al. - who take part in the preparation of manuscripts to be published by Unesco. The aim is, on the one hand, to draw attention to the directives laid down by the Unesco General Conference regarding the content of the Organization's publications and, on the other hand, to facilitate the practical preparation and processing of manuscripts at all stages.**

CONTENT

- 2. Certain general considerations concerning Unison publications have been laid down by the General Conference:**
 - (a) Publications should serve the purposes of the Organization as defined in the Constitution and especially in its Preamble, particularly the promotion of international peace and common welfare of mankind and the strengthening of friendship and understanding among peoples. Their content should be determined mainly by the program adopted by the General Conference and the major themes selected by it.**
 - (b) Publications should be based on the principle of mutual respect between Member States and between the Organization and Member States. They should in no way impair the spirit of international understanding and co-operation or run counter to decisions adopted by Unison or any other organization of the United Nations system.**
 - (c) Care should be taken that the content of Unesco's publications covers the greatest possible number of countries and cultures. The publication of monographs either on the way in which a country has solved certain problems or on local situations may be justified when the subject dealt with has a direct bearing on the implementation of certain programs approved by the General Conference and when such monographs are part of a specific plan drawn up by the Secretariat and are published in an established series.**
- 3. Unesco publications are read in well over a hundred countries, i.e. by readers with very different backgrounds, cultures and traditions. If they are to reach their intended audience, the following general rules, other than those that normally characterize good writing, must be observed:**
 - (a) Only in a minority of cases will the language of publication be the reader's mother tongue. Reading other languages is always difficult. Authors can lessen the difficulty for Unesco readers by writing clearly,**

simply and unambiguously. Nor only will this widen the potential audience, but it will ease the work of translation, frequently into several languages, that is so often necessary in Unesco.

- (b) Ambiguity should be avoided. An author, for example, may know quite clearly what he means when he writes of "the west"; his reader may find it impossible to decide from the context whether the term is being used geographically, culturally or politically. Similarly, abbreviations should be spelled out the first time they are used; terms such as "billion" that are used differently in different countries should be avoided (monetary units should also be clearly specified).
- (c) Literary, historical or religious allusions and proverbs that might appear to be familiar to every schoolboy in the writer's own society may be unknown or meaningless to readers elsewhere. They also raise problems for translators.
- (d) Finally, technical subjects have their own technical language which can perfectly legitimately be used. Jargon, however, should not be mistaken for technical language, and used to express ideas that can be stated in a simple and straightforward way.

PRESENTATION

General

4. It is obviously desirable that the manuscript should be typed in such way that it will be as easy as possible to read; errors of interpretation will thus be avoided at the translation and printing stages. Space should also be left for editorial changes. It is, therefore, preferable to use a typewriter with characters that are not too small, to see that the text (including footnotes) is typed in double spacing, with reasonably wide left-hand and right-hand margins as well as sufficient space at the bottom of the page. Typing on both sides of the page should be avoided in all cases, because of the mistakes and omissions to which it may give rise.

5. On account of translation requirements and the need to keep a file copy in the responsible unit until the work has been published, at least four copies (1 original for the printer and 3 legible copies) should be made of each manuscript.

6. For the purposes of the estimates that have to be made for the various operations involved in the preparation of the manuscript, the Unesco Secretariat has adopted a standard page, which may be defined as a page containing 2,000 characters or spaces (about 325 words in English or 333 in French). To assist the staff members responsible for these operations and to avoid any inaccuracy or miscalculation in preparing and carrying out work plans and production schedules, the format adopted for the typing of manuscript should correspond as closely as possible to the specifications for the standard page.

7. The pages of the manuscript should, of course, be numbered consecutively, in a uniform manner (preferably at the top of each page, centered).

Titles and Subdivisions of Text

8. It is of the utmost importance in the preparation and printing of a manuscript, as well as from the reader's point of view, that the system of titles and sub-titles should be clear and should not lead to any misunderstanding. Care should be taken, therefore, to use the same characters (lower and upper case), the same layout (at the top of the page, in the center of the line, without indentation, or indented by a pre-arranged number of spaces) and the same distinctive characters (underlined or not) for the various titles or sub-titles which have an identical position in this system.

9. It should be borne in mind that manuscript presented in outline form (i.e. indicating divisions and subdivisions) are easier to follow than pages of solid text.

Table of Contents and "Description" for a Book

10. If it is destined to be published as a book, the manuscript should include a table of contents which should, as a general rule, be placed after the Unesco preface and before the author's introduction. To avoid burdening the publication, the table of contents should include only titles of parts and chapters and, if necessary, titles of sections when these are of particular importance in the structure of the work.

11. It is also useful to attach to the manuscript a separate detailed table of contents – which is not for inclusion in the printed work – giving not only the titles of parts, chapters and sections, but also those of all the subdivisions in the text, with their distinguishing numbers or letters (c.f. paras.8 and 9 above). This detailed table of contents is solely for the use of the production services, providing them with a guide to the typographical presentation of the system of titles and sub-titles, which is planned to give the reader a readier grasp of the author's intentions and the overall composition of the work.

12. In addition to the detailed table of contents, the manuscript of a book should be accompanied by a "description" consisting of not more than 200 words, giving a succinct and clear analysis of the subject dealt with, essential particulars concerning the author (unless the latter is a member of the Unesco Secretariat) and information on the purpose of the work and the public for which it is intended. This description enables the appropriate service of the Secretariat to take the necessary measures to ensure that the published work is distributed as widely as possible, in particular by preparing suitable publicity material.

Quotations, Illustrations, Transliterated Names and Footnotes

13. When the manuscript contains quotations translated from works written in another language it is essential to give an exact reference to their source and

useful to attach the original text of these quotations. This saves the translator from being faced with an awkward alternative: either to undertake long – and often unproductive – research in an effort to identify the original text, or to retranslate the translated quotation, in which case he will almost certainly depart further from the original or, if he is translating into the language of the original quotation, will fail to reproduce the authentic text, which is even more serious. References that are limited to a certain page of a certain volume in an edition of the "complete works" of an author are useless to anyone who does not have that edition in front of him. Consequently, exact details of the work and the chapter must always be given.

14. Illustrations – graphs, charts, diagrams, maps, photographs – form an integral part of the manuscript. Their purpose is, obviously, to clarify the text. Care should be taken to ensure that the titles, captions, lettering, etc., accompanying them are as explicit as possible and appear in the appropriate place. A list of these illustrations (numbered), with the page reference, is useful for two reasons: it makes it possible to check, before production of the work, that no illustration has been omitted and it provides the reader with a means of rapid reference to those which interest him. In regard to graphs and diagrams, any sketch supplied should clearly express the author's intentions.

15. When an author using the Cyrillic, Arabic or other alphabet quotes a proper name normally written in Latin characters, it is always advisable – to avoid risk of error and waste of time – to show, in parentheses, the original spelling of the name. The same applies in the opposite case (an Arabic or Russian name transliterated into Latin characters).

16. Footnotes are by no means a negligible factor in manuscripts, since their purpose is to provide a reference or explanation concerning certain details in the main text. But they can only fulfill this purpose if they are clearly indicated in the body of the text and if each note is distinctly separated from the others at the foot of the same page. Footnotes should therefore be numbered consecutively (beginning with (1) for each) and be well separated from the text.

17. If the footnotes are particularly long or numerous, it may be desirable, for ease in reading, to group them at the end of the chapter or part to which they refer. In this case they should, of course, be numbered consecutively throughout the chapter or part in question.

Bibliographies, Annexes and Indexes

18. Bibliographical references should contain, in clear, succinct and standardized form, the elements required to enable the reader to identify easily the works referred to. These elements should, therefore, be given in a uniform manner and a particular order. The usage adopted for this purpose in Unesco publications is as follows:

- For books the reference should show, successively: the name of the author (or corporate author); the complete title of the book (underlined); translation (if appropriate) of this title, or the original title

if the work quoted is a translation (in square brackets); edition or volume; editor (if necessary); place of publication; publisher; date of publication; number of pages; and, at the end, the title of the series, if any (in parentheses), to which the work belongs.

- For chapters in books, the title of the chapter should be inserted before the title of the book, and the page reference after the title of the book.
- For articles in periodicals, the reference should show, successively; the name of the author (or corporate author); the title of the article; the translation (if appropriate) of this title, or the original title if the title quoted is a translation (in square brackets); the editor (if necessary); the complete title of the periodical (underlined); place of publication; volume; number; date; and the page reference of the article in the periodical.

(See model bibliography at the end of this Guide.)

19. Needless to say, in a work published by an international organization, bibliographies should be as international in character as possible, and include titles issued in a large number of countries and representing a variety of cultures.

20. As a general rule, the bibliography should be placed, in the manuscript, after the text proper and before the annexes.

21. The purpose of the annexes is to provide the reader with elements of information or appreciation which, if inserted in their entirety in the place to which they refer, would have the effect of burdening the text or breaking the thread of the ideas. It is therefore reasonable, at that place, to have a footnote referring the reader to the appropriate annex.

22. There is no justification for an annex which has no direct bearing on one or several passages in the text of the manuscript.

23. The annexes are usually placed after the bibliography and before the indexes.

24. When a work covers a large number of subjects, or if it consists in a comparative study bearing on several countries, or again if the author frequently quotes scientists, specialists, etc., it is desirable that the manuscript should include an index of subjects, countries or proper names. Each item in the index should show, in numerical order, the numbers of all the pages in which there is a reference to the subject, country or individual concerned. An index greatly assists the use of a work by a varied reading public with different interests.

25. The indexes are usually placed at the end of the manuscript.

26. The last page of the manuscript should be marked by the notation: "END".

MODELS OF BIBLIOGRAPHICAL REFERENCES

BOOKS

Alkher, H. Det Danske Market [The Danish market]. Charlottenlund, Almqvist & Wiksell, 1960. ix, 98 p., bibliogr., maps.

Gernet, J. Les aspects économiques du bouddhisme dans la société chinoise du Ve au Xe siècle. 2nd ed. Saigon, École française d'Extrême-Orient, 1956. 331 p. (Race et société, 8.)

Kononov, A. N. Grammatika sovremennogo uzbekskogo literaturnogo jazyka [Grammar of the Contemporary Uzbek Literary Language]. Moskva, Leningrad, Izdatel'stvo Akademii Nauk SSSR, 1960. 446 p.

United States of America. Department of State. Office of Public Affairs. The United States Foreign Service: A Career for Young Americans. Washington, D.C., American Library Association, 1963. 655 p. (Reader Series in Library and Information Science, 6.)

CHAPTERS

Aron, Raymond; Lévi-Strauss, Claude. Dynamique culturelle et valeurs. In: Lengyel, Peter (ed.), Approches de la science du développement socio-économique, p. 257-291. Paris, Unesco, 1971. 422 p., illus., tabl.

Cole, J.A.; Green, M. J. Measuring Soil Moisture in the Brening Catchment Area. In: Rijtema, P. E.; Wassink, H. (eds.). Water in the Non-saturated Zone/L'eau dans la zone non saturée, Vol. I, p. 74-97. Gentbrugge, IASH-AIHS; Paris, Unesco, 1969. 2 vol.; 520 + 480 p. (Studies and Reports in Hydrology/Etudes et rapport d'hydrologie, 2.)

Penna, Carlos Víctor (ed.). **Library Services: Their Contribution to National Development and the Need for Planning.** The Planning of Library and Documentation Services, p. 19-41. Second edition revised by P. H. Sewell and Herman Liebaers. Paris, Unesco, 1969. 158 p. (Unesco Manuals for Libraries, 17.)

ARTICLES IN PERIODICALS

Bajalica, D. **Nove mere u privedi i zemljoradnicko zadruge** [New Economic Measures and Agricultural Co-operatives]. Nova administracija (Belgrade), Vol. 3, No. 6, November-December 1995, p. 585-590.

Gombocz, István. **Economic Aspects of the International Exchange of Publications.** Unesco Bulletin for Libraries (Paris), Vol. XXV, No. 5, September-October 1971, p. 267-281.

Hahnenfeld, G. **Das Recht der Kriegsdienstverweigerung** [The Right of Conscientious Objection]. Neue juristische Wochenschrift (Berlin), No. 9, 1956, p. 1860-1863.

Meyers, David W. **Organ transplantation and the law.** Impact of science on society (Paris, Unesco), Vol. XXI, No. 3, juillet-septembre 1971, p. 223-234.

STATEMENT OF AGREEMENT

Reference:

1. I, the undersigned, copyright-holder of the above mentioned text hereby grant to UNESCO free of charge / against a fee of US\$ the non exclusive/exclusive licence to reproduce, publish in a book/article/on a Web-site entitled
and licence further the said texts in any form for the legal term of copyright in all countries/ in the language(s) edition(s).

2. I certify that:

- a) I am the sole copyright holder of the text.**
- b) I have full power to make this Agreement.**
- c) The text is in no way whatever a violation or an infringement of any existing copyright or licence, and contains nothing obscene, libellous or defamatory.**

3) I agree to indemnify and keep UNESCO indemnified against all actions, suits, proceedings, claims, demands and legal costs occasioned to the Publisher in consequence of any breach of this warranty.

Date:

Name:

Address:

Signature: