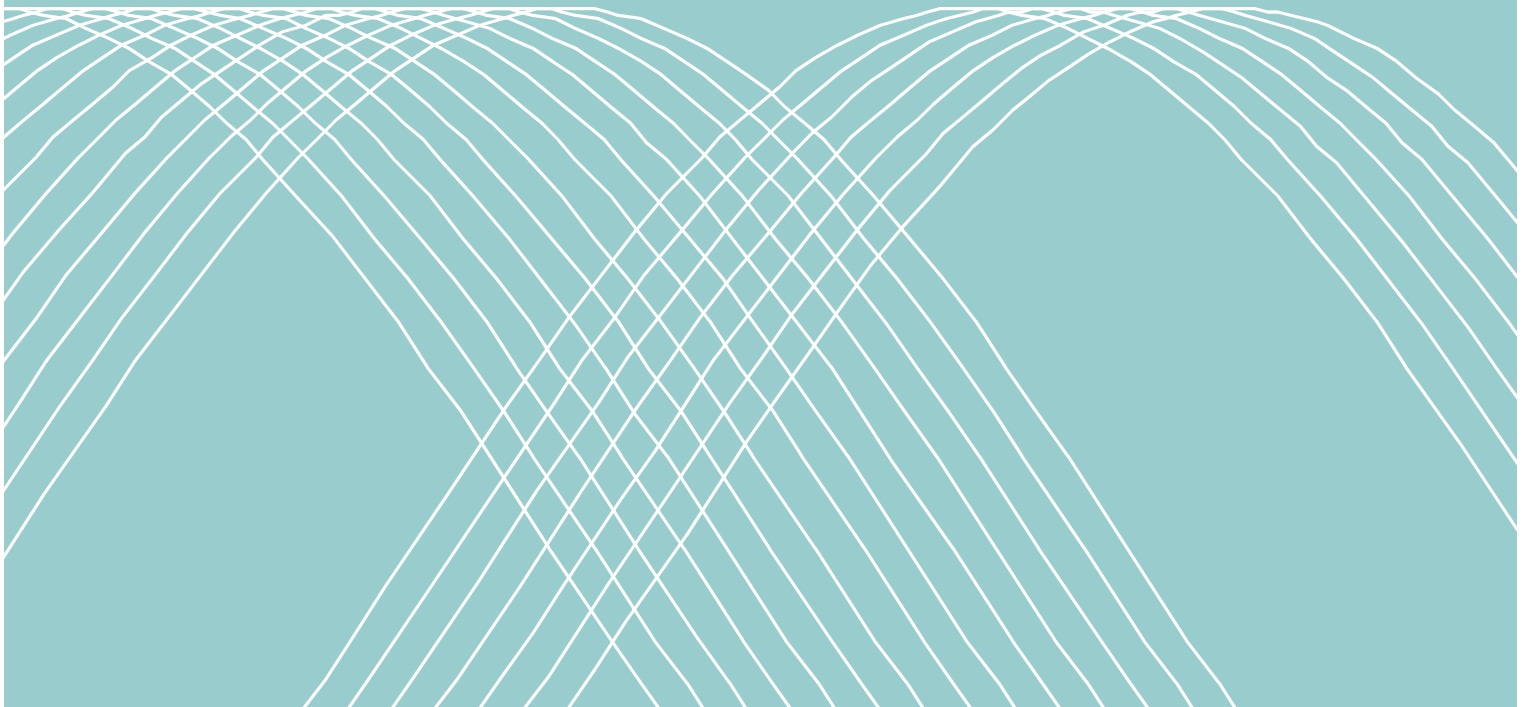




# How to Publish a Command Paper

A guide to what is a Command Paper and the procedures for printing, publishing and presentation to Parliament

September 2006



A companion guide has been produced about the arrangements for printing, publishing and presentation to Parliament of Annual Reports and Accounts and other papers which are ordered to be printed by the House of Commons and published in the House of Commons Papers series. The Guide can be found on the OPSI website at the following address:  
[www.opsi.gov.uk/advice/publishing-guidance/house-of-commons-papers.pdf](http://www.opsi.gov.uk/advice/publishing-guidance/house-of-commons-papers.pdf)

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The text of this Guidance can also be found on the OPSI website at the following address:  
[www.opsi.gov.uk/advice/publishing-guidance/how-to-publish-a-command-paper.pdf](http://www.opsi.gov.uk/advice/publishing-guidance/how-to-publish-a-command-paper.pdf)

This document may be downloaded, copied and circulated for official use within Government departments and Agencies.

Copies of this Guidance can be obtained from:

HMSO Publishing  
Office of Public Sector Information  
St Clements House  
2-16 Colegate  
Norwich NR3 1BQ

Tel: 01603 723020  
Fax: 01603 723018  
e-mail: [HMSOpublishing@cabinet-office.x.gsi.gov.uk](mailto:HMSOpublishing@cabinet-office.x.gsi.gov.uk)

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# Section 1

## What is a Command Paper?

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### Definition

- 1.1 Command Papers are Parliamentary Papers presented to the United Kingdom Parliament nominally by command of the Sovereign, but in practice by a Government Minister. The title derives from the formula originally carried on papers “Presented to Parliament by Command of Her (or His) Majesty”. In recent years the approach has been to use the phrase: “Presented to Parliament by the Secretary of State for ..... (or other title as appropriate) by Command of Her (or His) Majesty”. Sometimes more than one Minister will present the Paper in which case all Ministers are listed, appearing in order of Cabinet precedence. In certain circumstances, e.g. reports produced by Royal Commissions, the original formula still applies.

### Subjects covered

- 1.2 Command Papers are papers of interest to Parliament where presentation to Parliament is not required by statute. The subjects may be, e.g.: major policy proposals and consultation documents (White and Green Papers), diplomatic documents such as treaties, Government responses to Select Committee reports (though these may be dealt with in correspondence with and subsequently published by the Committee), reports of major committees of inquiry or certain departmental reports or reviews and Draft Bills. There should, however, be a presumption that any Paper which will cause a statement to be made by a Minister or lead to a debate in Parliament should be published as a Command Paper.
- 1.3 In deciding whether a paper should be published as a Command Paper it is helpful if departments asked themselves a number of questions:
- a. Is it going to prompt an Oral Statement in the House?
  - b. Is it of constitutional importance?
  - c. Is it a consultation paper on proposed policies which might lead to future primary legislation (e.g. a Draft Bill) or a significant piece of delegated legislation? and
  - d. Does the document set out policies which might form the basis for a subsequent debate by either House?
  - e. Will there be future interest in finding the document and where archiving as part of the sets of Parliamentary Papers will therefore be useful?

If the answer to any one of these is “Yes” then the document ought to be published as a Command Paper.

It should also be remembered that a Command Paper does not necessarily have to be in full glossy “White Paper” style but can be produced as quite modest documents.

- 1.4 Command Papers are usually part of a numbered series up to 9999, and the current abbreviation is Cm (previous references were: C., Cd., Cmd., and Cmnd.). This guidance relates to those papers forming part of the numbered series. It is also possible to lay unnumbered Command Papers, e.g. Explanatory Notes to treaties, but all published Government documents should form part of the numbered series.

### **White and Green Papers**

- 1.5 The terms “White” and “Green” Paper have no formal definition. White Papers generally contain proposals and statements of Government policy while Green Papers put forward ideas and options for consideration, public discussion and consultation. The commonly used terms “White” and “Green” Paper are informal definitions and should not be used as part of the official title of the Command Paper.
- 1.6 The procedure for publishing a Command Paper is the same, regardless of whether it is referred to as a White Paper, a Green Paper or a Command Paper. This Guide, therefore, refers generically to Command Papers.

## Section 2

# Procedures for publishing

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### Introduction

2.1 The process of publishing a Command Paper consists of three stages:

- drafting the Paper, obtaining official and Ministerial clearance;
- liaison with the Ministerial Private Office, Information and Parliamentary sections on publicity and presentation of the Paper to Parliament;
- liaison via the Departmental Publications Unit, Departmental Print Procurement Unit or directly with The Stationery Office Ltd. (TSO) on the printing and publication arrangements for the Paper.

Annex A provides an illustrative example of what has to be done at the various stages of producing a Command Paper.

2.2 This advice takes the form of guidance and not set procedures as there is no one way to publish a Command Paper. There will be occasions where departments have to exercise judgment when assessing the significance of a Paper. This Guide aims to help departments to manage the publication of their Papers in the context of such decisions.

2.3 This Guide is produced on the basis that departments use TSO as their publisher for Command Papers under the contract let and managed on behalf of Government by Her Majesty's Stationery Office (HMSO). Information about the contract is summarised at Annex B.

2.4 In deciding the publisher of their choice, departments should note the requirements to ensure that papers are available to Members of Parliament, UK Members of the European Parliament and for issue to the general public throughout the UK. The contract with TSO requires that TSO maintains systems and arrangements which ensure that the major public libraries and others can set up Standing Orders which ensure that they will receive copies of all Command Papers. TSO will also meet requests from Parliament for provision of additional copies and also looks after the arrangements for ensuring copies are available for binding into the Sessional sets of Parliamentary Papers which are produced for both House Libraries.

2.5 In the recent past where there have been problems over publication it has been where a department has chosen not to publish a Command Paper via TSO. In such cases users have encountered difficulties in obtaining copies and the Government's aim of ensuring full availability across the UK has not been achieved. To minimise the risks of project failure, and to ensure that the needs of Parliament and other users are met, HMSO strongly recommends that departments should choose TSO as the official publisher. Where a

department chooses to use an alternative publisher then all references within this Guide to TSO shall be taken to refer to that publisher. Departments must ensure that all of the requirements which are currently placed on TSO are capable of being carried out by that alternative publisher.

- 2.6 Departments should consult with HMSO (Tel: 01603 723017 or e-mail: [HMSOPublishing@cabinet-office.xgssi.gov.uk](mailto:HMSOPublishing@cabinet-office.xgssi.gov.uk)) if they wish to publish any paper other than via TSO. It should be noted though that it is a mandatory requirement that papers published in the House of Commons Papers series are published by that company.

## Decision to publish

- 2.7 The decision to publish a Command Paper is generally taken by the Minister concerned who will often wish to be closely involved in the publication arrangements. Where the proposed Command Paper will take a high public profile, the principle of publication will need to be agreed by Ministers collectively. In such circumstances the Private Office and the Strategic Communications Unit (SCU) at No.10 Downing Street should be consulted as they will need to advise the Prime Minister on the case for publication.

## Checklist

- 2.8 When the decision to publish has been taken, the sponsoring division/branch should **first**:

2.8.1 contact your Departmental Publications Unit or Departmental Print Procurement Unit to inform them that publication is required and to discuss a provisional publication date, although this provisional date **must not be made public** until agreed by Ministers and by the SCU at No.10 and, in cases where a statement to Parliament is possible, with the Commons Business Managers (Leader of the House of Commons and Chief Whip);

2.8.2 Contact TSO, whether through your Publications Unit or direct, as appropriate, as soon as a decision to publish has been made in principle, to begin the project initiation process and negotiate a production timetable. TSO will maintain confidentiality throughout the production process (see Section 4).

2.8.3 clear the draft paper at official level with other departments as necessary;

2.8.4 clear the draft with departmental legal advisers if the paper concerns incidents where criticism is made of individuals. If it is possible that individuals might litigate if the document is published as a Command Paper, it may be better to publish as a Return to an Address or Order of the House to provide protection (see 2.12);

2.8.5 assess the policy significance of the Paper as this will affect decisions about publicity arrangements, and how to present the Paper to Parliament.

**As soon as possible** thereafter, it is necessary to:

2.8.6 obtain a Command Paper number from HMSO (see 4.6);

2.8.7 consider, with the Parliamentary Section, how to present the Paper to Parliament and whether the Command Paper is to be announced by a Written or Oral Ministerial Statement in the Commons (or written PQ in the Lords) ;

2.8.8 agree the publication date and other arrangements with the SCU and where necessary with the Commons Business Managers. If a decision has been reached to make an oral statement, you will need to discuss with the Business Managers the timing of the statement as there may be other statements planned for the day of publication. If you are announcing publication of a Command Paper by means of an oral statement, you should be aware that the Business Managers may not agree to your original date because of competing parliamentary business;

2.8.9 consider, for consultation documents, the consultation code of practice which can be found at:

[www.cabinetoffice.gov.uk/regulation/consultation/documents/pdf/code.pdf](http://www.cabinetoffice.gov.uk/regulation/consultation/documents/pdf/code.pdf);

2.8.10 clear publicity and presentation proposals with Ministers in the originating department;

2.8.11 give TSO sufficient notice to allow for printing. **Note:** The current contract with TSO does not provide for a fixed timetable for producing a Command Paper. Ideally though, the timetable for origination, printing and publishing a document of the usual Command Paper length is about two weeks for a 30-40 page document, i.e. 50-60 pages of typescript in double spacing. This allows two or three days for the sponsoring division/branch to check proofs. The contract allows for timetables to be reduced particularly if TSO can be provided with the final text as camera-ready copy or the material on computer disk or film. Where an accelerated production timetable is required, involving overtime or weekend working, then it should be noted that these additional costs will be charged to the department;

2.8.12 follow the conventions governing the publication of Command Papers which are the same as those covering "paid" publicity by the Government (advertising in the press, on radio and television, leaflet campaigns etc.). Advice on Government conventions on publicity can be obtained from Departmental Heads of Information. Command Papers are sold to the public at prices intended to defray the standard costs of printing, publication and distribution;

2.8.13 note that where Command Papers are laid before Parliament in the name of the Prime Minister, the lead department has responsibility for planning the publication, in consultation with the Parliamentary Clerk in the Prime Minister's Office;

2.8.14 bear in mind that planning for each stage is likely to overlap. Submissions to Ministers will need to include proposals for the timing of publication. Publication arrangements will influence the number of advance

copies required from TSO at various stages. The content of statements and Ministerial press briefings may need to be decided well in advance of publication day;

2.8.15 consider arrangements for internet publication (see Section 5);

2.8.16 ensure that the content of the paper is not disclosed publicly before it is announced in Parliament ;

2.8.17 ensure that there are sufficient funds budgeted to cover the cost of published copies for departmental use and any other charges which may be levied by TSO under the terms of the contract.

## **Ministerial clearance of Papers**

2.9 If the Paper is of strategic or sensitive policy significance note:

2.9.1 if full collective Ministerial consideration is necessary, clearance should be sought from the appropriate Cabinet Committee. If in doubt, the Cabinet Secretary's office will advise;

2.9.2 a Command Paper containing a major statement of Government policy must be circulated to the Cabinet before publication. This may happen as part of the drafting process or at the Confidential Final Revise (CFR) stage (though this is now rarely used) under cover of a letter from the Minister or their Private Secretary. This rule applies to Papers containing major statements even when no issue requiring collective consideration is required. The Cabinet Secretary's office will advise on the appropriate method of handling;

2.9.3 for major Papers, an Oral Statement to Parliament is usually the most appropriate method of announcing publication, followed by a press conference and radio and television interviews; and

2.9.4 when the subject matter is still of parliamentary interest but not so significant , clearance through departments may be on a smaller scale followed by a Written Statement in the House of Commons (and written answer to an arranged PQ in the House of Lords)and a press briefing at official level.

When the subject matter is of limited or specialised interest, e.g. international treaties on technical matters, no parliamentary announcement may be required (see para 3.4).

## **Reports of Major Public Inquiries**

2.10 The reports of major public inquiries are often published as Command Papers. The same general procedures all apply, but these reports have some special features. They are all drafted by, or the drafting is controlled by, someone outside the sponsor and publishing department. Also there is usually very great pressure to have the report published as quickly as possible once it has

been delivered to the department by the chairman of the inquiry, and the printing will usually have to be done at speed and under confidential conditions. Inquiry Secretaries are encouraged to discuss with the sponsor department the potential pressures for urgent publication and to obtain approval to liaise direct with TSO to ensure production is taken to an advanced stage prior to submission.

- 2.11 Parliament expects the reports of major inquiries to be presented as Command Papers or as Returns (see para 2.12 below) as it is likely that they will be subject to a debate in the House. As a Command Paper, the report is readily available to Members of Parliament and will feature in the Sessional Sets of Parliamentary Papers (see also 4.23).

### **Returns to an Address or Order of either House**

- 2.12 Where a report is published as a Return to an Address or Order of either House it is not a Command Paper. This normally occurs in the House of Commons. The paper is numbered in the sessional series of House of Commons Papers. This means that it is subject to House of Commons rules, which include a requirement for papers to be published by TSO. Consult the House of Commons Journal Office if more information is required. The advantage of publishing a paper as a Return is that it has the protection of the Parliamentary Papers Act 1840, under which legal proceedings, civil or criminal, are stayed on production of evidence that publication is by order of either House. Prior notice must be given to the House of Commons (Journal Office) of the intention to make an undebatable motion for an unopposed return and the report is laid before the House on the day the motion is agreed to. Command Papers do not enjoy the protection of the 1840 Act.

### **“Free” Command Papers**

- 2.13 There may be occasions, generally as a result of some statutory obligation or Government undertaking, that a Command Paper is to be published but provided at no cost to the end user. All of the procedures set out in this guidance continue to apply and TSO, as part of their commitment to providing a full production, publishing and dissemination service, will formally publish and distribute such copies. There is a charging structure set out in the contract which covers the provision of services for papers made available free of charge. Details of the charges can be obtained from HMSO or TSO.

## Section 3

# Timing and presentation to Parliament

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### Timing

#### Parliamentary Sessions

- 3.1 Command Papers are required to be laid before both Houses of Parliament. They can be presented at any time during the life of a Parliament, i.e. they may be presented during an adjournment, a recess or when Parliament has been prorogued but not when Parliament has been dissolved. Returns can only be ordered and published when the House is sitting. However, where possible, major Papers should be presented when Parliament is in session. Departments should liaise with their Information Division and through each department's media co-ordinator with the SCU on the most effective date for publication. This allows all Government business to be scheduled properly to avoid clashes and to maximise the impact of each individual announcement.

Departments should liaise with their Information Division on the most effective timing of publication. This should be designed to achieve awareness and publicity and to avoid clashes with other important Government publications or announcements.

Press conferences should be timed to coincide with publication. A press conference, press briefing or comment by a Minister must not precede an Oral Statement (including Oral Answer) or Written Statement or Written Answer informing Parliament of publication (see 3.13). Press briefings, under embargo arrangements can, however, be scheduled in advance.

#### Days of the week

- 3.2 **Mondays** publication on Mondays can create logistical difficulties, particularly if there is a need for the Command Paper to be published simultaneously throughout the UK (see 4.20) or have a short printing deadline. If copies are not available until Friday (or later) then they will be in transit during the weekend with the possibility that copies will be mislaid or accidentally broken open. Normal overnight carriers are often unavailable at weekends and if delivery requires Sunday collection then the use of expensive individual couriers may be required to ensure delivery to each regional centre. There is also the issue of providing early CFRs/Advance Copies (see Section 7).

**Tuesdays** no difficulties.

**Wednesdays** note the link to Prime Minister's Questions at 12 noon. Even if publication is at 12.30pm, after PMQs, advance publicity may still mean that the subject of the Paper is raised by Government or Opposition

supporters. The agreement of the SCU should be sought, and additional briefing for the Prime Minister may be appropriate.

**Thursdays** note the link to the weekly Business Statement by the Leader of the House, normally at 11.30am. Briefing will be required on the key messages on what might be regarded as a topical or contentious Command Paper. You will need to discuss this and the details of the briefing with your Parliamentary Clerk.

**Fridays** in cases where departments wish to secure wide media attention they normally avoid publication on Friday because the Saturday Press traditionally devotes less coverage to such issues.

### **On the day**

- 3.3 The SCU co-ordinates the timing of Government announcements, working with the communications planning units in each department's press office. They will need to be consulted as early as possible on the proposed date, and will need to be kept in touch with plans for publication and media handling. This includes announcing publicly the planned publication date. This ensures that all publications are properly scheduled both against each department's own programme of announcements and that of the Government as a whole. It ensures that all announcements have the best chance of the right level of media coverage.

All dates for publication have to remain provisional until the last moment as unforeseen circumstances can arise. The SCU will notify departments as soon as any difficulties are spotted: in return, the SCU needs to know if publication is likely to slip or media handling plans change.

- 3.4 If publication is to be accompanied by a Parliamentary announcement, the essential principle to be followed is that the House of Commons should be made aware **before** the Press are formally briefed. In practice, this means that:

- If there is to be an Oral Statement in the Commons, publication takes place at 3.30pm on Monday and Tuesday, 12.30pm on Wednesday, 11.30am on Thursday and 9.30am on Friday if there are no other announcements planned for that day. You should liaise with your Parliamentary Clerk on timing;
- If there is to be a Written Statement in the Commons, you should through your Parliamentary Clerk, make every effort to have the document published at 9.30 am. It should be recognised that in such circumstances this may reduce the time available for printing as copies will be required for distribution to the Vote Office and the Printed Papers Office, under embargo conditions, the previous afternoon;
- Press conferences should be scheduled for a time which ensures that MPs will be able to obtain copies from either the Library or Vote Office in the House of Commons (see also 3.1).

Where publication of a Command Paper is likely to attract a high level of Press or Parliamentary interest it will generally be accompanied by an Oral Statement. When the subject of a Command Paper is of limited or specialised interest (see 2.9.4) then publication is generally announced by means of a Written Statement. Many routine Command Papers (e.g. Papers published in the Treaty series or similar documents) may be published without the need for an accompanying Written Statement, Parliamentary Answer or Oral Statement. In such cases publication normally takes place at 9.30am (11am on a Monday or non-sitting Friday), in other words as soon as the paper can be laid before Parliament.(see 3.2 and 3.14). It should be noted though that where papers are being produced with tight production schedules that deliveries to both Houses for a 9.30am publication will need to be made during the morning rush-hour when delays can occur.

In no circumstances should a Command Paper be published before it has been laid before Parliament.

### **Announcement of publication by Oral Statement**

- 3.5 Oral Statements are statements made by Ministers to the House. They are not replies to oral PQs.
- 3.6 When it is proposed that the publication of a Command Paper should be announced by means of an Oral Statement, a department's Private Office or Parliamentary Clerk must, as soon as possible, consult by telephone the Private Secretary to the Leader of the House of Commons and also the SCU about the proposed date of the announcement. Where possible, the Minister's office in the originating department should offer alternative dates for publication in case the proposed date is unsuitable.
- 3.7 The Leader of the House of Commons and the Chief Whip meet once a week, usually on Monday morning, to plan the Business in the House of Commons. E-mail and telephone bids for Oral Statements should be received by the Private Secretary to the Leader of the House of Commons as early as possible with a range of dates on which the statement could be made.
- 3.8 You should provide the private secretary with the following details:
  - 3.8.1 the broad content or, where possible, the latest draft of the statement;
  - 3.8.2 the reasons why an oral statement is felt to be appropriate; and
  - 3.8.3 an explanation of why any particular date has been requested for the statement and, where possible, an indication of alternative dates.
- 3.9 As soon as a bid has been approved, the Leader of the House of Commons' Private Office will inform the relevant Minister's office.
- 3.10 The Minister's office in the lead department must also consult the Private Secretary to the Leader of the House of Lords about the desirability of

repeating the announcement in the Upper Chamber. When there is an oral statement in the Lords, departments should ensure that copies of the Command Paper are supplied to the Printed Paper Office in advance.

- 3.11 The final version of the draft statement should be circulated after any necessary collective agreement has been secured and, at the very latest, by 10.00am on the morning of the day the statement is to be made. Ministers should make every effort to keep their oral statement brief, but in general terms no more than 10 minutes. The Leader of the House of Commons, the Chief Whip and the Chief Press Officer at No.10 will read the statement quickly and may offer advice on points which might concern the House, such as its tone, language and likely media impact. It should be emphasised that circulation of the statement is not a substitute for the proper procedures for collective agreement as set out in the "*Guide to Cabinet Committee Business*"<sup>1</sup>. Any references in the statement to future debates should be cleared in advance with the Leader of the House of Commons and the Chief Whip.
- 3.12 On the day of the statement the Opposition will be informed through the usual channels by the Whip's office, usually between 10.00 am and 11.00 am on the day of the statement. Copies of the statement and the Command Paper must be made available to the Opposition by 2.45 pm Monday to Tuesday, 11.45am Wednesday, 10.45am Thursday and 9.45am Friday at the latest. To arrange this the Government Whips' office need 15 copies of both the Command Paper and statement in advance. A further 300 copies of the statement must be delivered to the House of Commons Vote Office at least 45 minutes before delivery, for distribution in the Chamber.

### **Announcement of publication by Written Statement in the Commons**

- 3.13 When publication is to be announced by a Written Statement there is not the same need to consult with the Leader of the House of Commons and the Chief Whip. This does not absolve departments of the need to agree a publication date with the SCU to ensure that publication does not clash with other important Government publications or announcements. As a courtesy, the Private Secretary to the Leader of the House should be informed about all Papers, even those expected to be of limited interest, and provided with a copy of the proposed Written Statement. Briefing will be required on the key messages of what might be regarded as a topical or contentious Command Paper if you are publishing on a Thursday for the Business Statement and on Wednesday for PMQs (see 3.2).

### **Presentation to Parliament - role of the Parliamentary Clerk**

- 3.14 The departmental Parliamentary Clerk is responsible for arranging the formal presentation of the Command Paper to Parliament. In exceptional cases, the Government may decide that a Command Paper conveys information or decisions which need to be drawn to the attention of only one House, but such

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<sup>1</sup> [www.cabinetoffice.gov.uk/secretariats/cabinet\\_committee\\_business/index.asp](http://www.cabinetoffice.gov.uk/secretariats/cabinet_committee_business/index.asp)

decisions are rare. Command Papers will normally be presented to both Houses. Copies are laid on the Table in the Journal Office (Commons) and in the Printed Paper Office (Lords). They should normally be presented on the day of publication (as soon as the offices open at 9.30 am (11 am on Mondays and non-sitting Fridays). (For full details of hours for laying papers, see Annex C) The Parliamentary Clerk is also responsible for circulating copies of the Paper to the various Parliamentary Offices mentioned at 4.22. These official copies are paid for by the sponsoring Directorate.

- 3.15 The text of the standard covering letters which Parliamentary Clerks should use when presenting Papers to both Houses of Parliament is reproduced at Annexes D and E. The Journal Office in the House of Commons (Tel: 020 7219 3310 or 3317; Fax 020 7219 2269) will be happy to provide advice on returns and the text of covering letters.

### **Arranging an announcement**

- 3.16 The normal procedures for arranging an announcement by Written Statement or Oral Statement, as appropriate, should be followed. Departments should bear in mind the need:
- to allow ample time for the text and any supporting media briefing to be cleared with all Ministers with a substantial interest in the Paper;
  - to clear any Oral Statement in sufficient time to enable Lords and Commons Whips to show it to the Opposition in advance of it being made;
  - to consider whether a courtesy letter should be sent by the Minister's Office to any relevant Commons or Lords Select Committees, Opposition Spokesmen, Backbench Committee Chairmen and former Secretaries of State, drawing their attention to the announcement and, if appropriate, enclosing copies of Press briefing material. Other courtesy letters may be needed, e.g. to organisations which have contributed background material or advice.

### **Time of publication - liaison with TSO**

- 3.17 The exact time of publication must be confirmed with TSO. This will ensure that copies for MPs and Members of the House of Lords are provided in good time, and that copies go on sale at the exact time of publication. Where publication is to coincide with a Ministerial Statement, departments may wish to allow for possible delays by asking TSO to embargo the copies "Release on Instruction". In such cases the sponsor department is responsible for advising TSO and the recipients of advance copies when copies may be released. In all cases TSO will check with the Journal Office, House of Commons that the Command Paper has been laid (3.14) and will not release copies for sale until this has been confirmed. The "Release on Instruction" procedure should, however, only be used when it is really necessary, as once the department advises TSO that a Paper can be released it is sometimes

difficult to make contact with the appropriate Offices in Parliament, resulting in a delay between the release being given and Members actually being able to obtain copies, raising the risk of Members making complaints on the floor of the House..

### **Provision of copies to Peers and Members of Parliament**

- 3.18 Peers and Members of Parliament obtain copies of papers from the Printed Papers Office in the House of Lords and the Vote Office in the House of Commons. Apart from supplying specific copies to Chairmen of Select Committees (see also 3.16 above), departments and agencies should not undertake bulk mailings to Peers and MPs.

### **Presentation to the Scottish Parliament, the Northern Ireland Assembly and the National Assembly for Wales**

- 3.19 Although this Guide covers the production of Command Papers for presentation to the United Kingdom Parliament there will be occasions when the Command Paper should also be presented to the devolved Parliament and Assemblies. Examples may include the publication of a report of an inquiry for which the devolved Parliament or Assembly may have an interest or the publication of a joint policy statement (e.g. Cm 4548 – The Air Quality Strategy for England, Scotland, Wales and Northern Ireland). Such Command Papers will include additional presentation lines:

*Laid before the Scottish Parliament by the Scottish Ministers*

*Laid before the National Assembly for Wales by the [First Secretary]*

*Laid before the Northern Ireland Assembly by the [First and Deputy First Ministers]*

Subsidiary numbers will also be included for the Scottish Parliament and the Northern Ireland Assembly (e.g. SE 2005/3 or NIA 7). Details of these should be obtained by the appropriate policy contact within the devolved administration who would also be responsible for arranging the presentation and laying of the documents before the Parliament/Assembly. In case of query then please contact HMSO (01603 723020 or 01603 723017, or e-mail: [HMSOPublishing@cabinet-office.x.gsi.gov.uk](mailto:HMSOPublishing@cabinet-office.x.gsi.gov.uk))

## Section 4

# Scheduling, printing and distribution

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### Who liaises with TSO?

4.1 The sponsor of the Paper should consult their Departmental Publications Unit or Departmental Print Procurement Unit at an early stage during the preparation of the document. They will be responsible for liaising with TSO on the printing and distribution of the Command Paper. If the department has no such Unit the sponsor should consult the Parliamentary Section about the arrangements for liaison with TSO, as they may be willing to take on this task. If not, the division should deal direct with TSO's Parliamentary Publishing Section (Tel: 020 7394 4285 or e-mail: [parly.pubs@tso.co.uk](mailto:parly.pubs@tso.co.uk)). Alternative mailboxes are [pom@tso.co.uk](mailto:pom@tso.co.uk) for 'Publish Only' titles, [resac@tso.co.uk](mailto:resac@tso.co.uk) for Resource Accounts and [treaties@tso.co.uk](mailto:treaties@tso.co.uk) for Treaties. Close contact between the policy division, the Publications Unit and TSO is essential.

### Printing schedule

4.2 The sponsor department should contact TSO at an early stage to discuss the methods to be used for supplying material for printing, providing as much information as they can so that they can plan the production process.

4.3 The provision of camera ready copy can eliminate the need to check proofs, whilst provision of material in an electronic format on a computer disk or film can also save considerable time and save the costs of typesetting. These factors can affect the scheduling and the choice of contractor. TSO will, however, do their best to meet any reasonable timetable requirements of a department.

4.4 Where copy is provided in typescript the preferred timetable for printing and publishing a document of the average Command Paper length (up to 30-40 printed pages, i.e. about 50-60 pages of typescript in double spacing) is about two weeks, which would probably allow two or three days for the sponsor to check proofs. It is certainly possible for a paper of this length to be produced in one week or even less, but:

- as the printing programme contracts there is an increasing likelihood that Advance/CFR copies will be delayed until the day of publication or even cancelled entirely;
- proof reading may need to be undertaken at the printer's premises which need not necessarily be located in London and may have to be arranged during a weekend or in the evening;
- any additional expense involved in urgent printing programmes will be charged to the department rather than added to the selling price.

Accelerated printing programmes carry additional costs since they may require printers to cancel or sub-contract other work;

- they also allow no margin for unforeseen developments;
- in extreme cases the printer may still be unable to complete the work in part or completely by the department's deadline.

4.5 TSO need to know as early as possible:

- the likely number of pages of typescript, the extent of colour and whether any graphs, tables, diagrams, photographs or artwork are to be included;
- the security classification. Papers which need to retain a classification of "confidential" or higher until publication require special handling. Over-classification should be avoided; TSO's normal arrangements offer adequate security. Extra security costs will be charged back to the sponsor.

TSO will assess the number of copies to be printed, consulting departments as necessary, but relying largely on previous experience of similar papers. The selling price will be fixed according to the contract specifications (see 2.3) and at this stage it should be possible for an estimate of the cost of the department's copies to be provided.

## Numbering of Command Papers

4.6 Allocation of Command Paper numbers is undertaken by HMSO Publishing within the Office of Public Sector Information. It is the responsibility of sponsor departments to obtain the Command Paper number from OPSI prior to a Paper being sent to TSO for final printing. Command Paper numbers are obtained from:

HMSO Publishing  
Office of Public Sector Information  
St Clements House  
2-16 Colegate  
NORWICH NR3 1BQ

Tel: 01603 723020

Fax: 01603 723018

e-mail: [HMSOPublishing@cabinet-office.x.gsi.gov.uk](mailto:HMSOPublishing@cabinet-office.x.gsi.gov.uk)

4.7. When requesting the number, departments should provide details of:

- the sponsor department (or lead department for a joint Paper);
- the title of the Command Paper;
- expected date of publication;
- the publisher;

- internet publishing arrangements (see 5.6).
- 4.8 Once the Command Paper number has been obtained TSO will be able to advise an International Standard Book Number (ISBN) which can be included in briefing material, Press Releases, etc.

### **Style and use of the Royal Arms**

- 4.9 There is no standard design and styling for Command Papers. All Command Papers must, however, be printed A4 size and in portrait presentation. Tables etc may be in landscape presentation, but the whole document must not be printed in landscape, even if the paper is bound along the long edge. The document should be saddle stitched (stapled through the spine) or perfect bound (glued into a cover); comb or spiral binding should not be used. Larger documents should contain both a contents page and an index. TSO should be consulted at the earliest possible stage so that they can advise on the financial and scheduling implications. In these cases, it is helpful to provide TSO with a specimen document in a similar style which can be used as a guide. Essential information should generally be omitted from the inside of the front or back covers as these are detached when the Sessional Sets are assembled. The design of the back cover should also allow for the inclusion of the TSO bookshop list and the ISBN barcode.
- 4.10 There are strict conventions governing the format of title pages, i.e. the Royal Arms must appear at the head of the page followed by the title and the presentation line. The Command number and price must always appear at the foot of the page. The title page should not be printed on the inside front cover and must not be combined with a contents page or preface. An appropriate copyright notice must be included (see 4.13), generally on the reverse of the title page.
- 4.11 It should also be noted that when used on the cover or title page the Royal Arms should similarly appear at the head of the page (even when it is a part of a departmental logo) and should not be overprinted or used as a watermark.

### **Materials**

- 4.12 Paper to be used for printing has to comply with the Government's Sustainable Procurement "quick wins" agenda, which states that "coated papers must contain a minimum of 60% recycled fibre and uncoated papers 100% recycled fibre. Recycled papers can be selected from the list which comply with the terms of the Recycled Printed Papers Framework Arrangement (Contract PPAD 09/034/023) let by DfT and operated by OGC Buying Solutions. These papers comprise at least 75% recycled fibre for coated and 100% for uncoated.

TSO already make use of the Framework Arrangement and can obtain appropriate papers for use with Command Papers. For further details of which papers are available and how you can use the Framework Arrangement, contact the OGC Buying Solutions Customer Service Desk on 0845 410 2222.

## Copy to TSO and copyright notice

- 4.13 Once an agreed text is available, copy i.e. the manuscript of the text, including the title page and cover should be sent to TSO for production of printed proofs. On the basis that the text of the Command Paper will be Crown copyright then the reverse of the title page must include a copyright notice which should be in the following form:

© Crown copyright [Year of publication]

The text in this document (excluding the Royal Arms and departmental logos) may be reproduced free of charge in any format or medium provided that it is reproduced accurately and not used in a misleading context. The material must be acknowledged as Crown copyright and the title of the document specified.

Any enquiries relating to the copyright in this document should be addressed to The Information Policy Team, Office of Public Sector Information, St Clements House, 2-16 Colegate, Norwich, NR3 1BQ, Fax: 01603 723000 or e-mail: [OPSlicensing@cabinet-office.x.gsi.gov.uk](mailto:OPSlicensing@cabinet-office.x.gsi.gov.uk)

If, however, the material is not subject to Crown copyright protection, includes any third party copyright material or if there is doubt about the precise copyright status of the material, then departments should refer to the OPSI Guidance Note No.12: Copyright and Publishing<sup>2</sup> or consult the OPSI Information Policy Team on 01603 621000 or by e-mail: [OPSlicensing@cabinet-office.x.gsi.gov.uk](mailto:OPSlicensing@cabinet-office.x.gsi.gov.uk).

All security markings should be removed from the copy. TSO should at that stage be told the intended publication date and time, if known and how many proofs, CFR copies and final copies will be needed. Final copies will, when the printing programme allows, be supplied to departments up to 48 hours in advance of publication, if requested. These are usually referred to as advance copies (see 4.21). A purchase order/letter requesting publication should accompany the copy.

- 4.14 Where departments are to provide the text on disk then a test disk should be supplied to TSO at an early stage in the production programme.

## Artwork

- 4.15 If possible, artwork for all graphs, tables, diagrams and photographs should be provided with the copy or arrangements made for them to follow. One good, clean copy will be required for any letter, form or similar matter which is to be photographically reproduced in the text and specimen signatures for reports or forewords are to be provided in black on plain paper. The position of photographs must be clearly marked and departments should ensure that any individuals who appear in photographs have agreed for their images to be used in this way (e.g. by signing a release form). Departments should not rely on photographic agencies, and should be aware of the risk that identifiable individuals may be subject to press inquiries as to their views and circumstances. Departments should be aware that the design of the paper

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<sup>2</sup> Available on the internet at: [www.opsi.gov.uk/advice/crown-copyright/copyright-guidance/copyright-and-publishing.htm](http://www.opsi.gov.uk/advice/crown-copyright/copyright-guidance/copyright-and-publishing.htm)

will need to be considered at an early stage and cleared by the Departmental Minister and in certain circumstances with the SCU at No.10 Downing Street.

### **Use of colour**

- 4.16 Colour printing for text, diagrams or covers adds significantly to both costs and the time required for production and should only be used where the improvement in presentation can be justified. As an example a four colour cover could add at least £1 to the selling price of each individual Paper. If urgent printing programmes are required, the additional production time needed for colour processes may not allow the Department's wishes to be fully met.

### **Proof copies**

- 4.17 The number of proofs partly depends on how many Ministers and senior officials, including any other interested departments, wish to see copies. Although TSO will accept minor textual alterations at this stage, the proof stage should not be treated as a further stage in the drafting process. The costs of Authors corrections, additional sets of proofs and associated incremental costs involved in re-making plates, film, paper and the waste print will be charged to the Sponsor Department. The text must be finalised before it is sent for printing. Consult TSO if the majority of the text and/or tables have been finalised and only minor matters remain to be resolved; it may be possible to commence setting and proofing the material that is available to minimise both costs and last minute rushes. It is important to return the corrected proofs to TSO by the programme day or the balance of the schedule will be jeopardised and CFRs and final copies (including advances) may not be available on time. Departments must arrange for proofs to be returned by hand whenever possible to avoid delays in messenger or van services: proofs for classified material must be transmitted under cover in accordance with current security instructions.

### **Proof reading**

- 4.18 If at all possible, the proofs should be read at least twice, the first time by two people "calling over" to each other (to make sure all the words are there) and subsequently by one person who is thoroughly familiar with the text, picking up any errors missed the first time. If there is only time for one reading, it should be a "call-over" by two people preferably both (and certainly the one "read to") familiar with the text. To avoid any confusion, it is essential that standard printers' correction symbols are used, marked in red ink. Details of approved correction symbols are reproduced at Annex H.
- 4.19 In exceptional circumstances, the sponsor division responsible may wish to arrange for a read-at-press (i.e. final proof check at the printers) to take place after the proofs have been returned and the marked corrections incorporated. This is sometimes desirable when, for example, a passage in the text has been particularly heavily corrected or when a change in layout has been made. It may be possible for TSO to arrange for a limited number of

amended pages to be faxed so that corrections can be verified thereby avoiding the need for departments to travel to sometimes remote locations at inconvenient times. Fax “revises” may not be practicable when amendments involve colour. Occasionally it will be necessary for TSO to arrange a read-at-press rather than supply printed proofs for very urgent timetables. This means attending at the printer to check proofs, often out of hours. TSO must be given as much notice as possible if a read-at-press (rather than supply of printed proofs) is likely to be sought; a late request could necessitate delaying publication and will possibly incur additional costs.

## **Availability of published Papers in the regions**

- 4.20 Generally Command Papers are available in London only at the time of publication, reaching regional Bookshops and Agents early the next day. Papers which relate specifically to Northern Ireland, Scotland or Wales should be published simultaneously in Belfast, Edinburgh or Cardiff respectively. If it is decided that it would be preferable for the Paper to be published simultaneously in all parts of the country, this should be specified to TSO so that they can allow for this within the timetable and make the necessary arrangements for simultaneous publication to take place across the UK.

## **Copies of the published version**

- 4.21 The department needs to arrange for sufficient copies of the published version to be provided in advance for its own use and for that of other departments with a substantial interest in the Command Paper. These advance copies are versions of the final Paper which are to be used after publication. Advance copies are different from CFRs which do not have covers (see 7.1) and which can be used prior to publication subject to the restrictions set out in Section 7. Departments should ensure that advance copies are held in conditions of appropriate security. Where papers are of special interest to Scotland, Wales or Northern Ireland, copies should be sent to the Scotland Office, the Wales Office and/or to the Northern Ireland Office for transmission to Edinburgh, Cardiff or Belfast. Advance copies for other departments are usually provided by the sponsor department free of charge; but any additional copies need to be purchased in the normal way.
- 4.22 Copies required for departmental use (include those to be circulated to the main Parliamentary Offices and both House Libraries) as well as the four copies (two for each House) required for formal laying before Parliament must be ordered from TSO. A completed Purchase Order form should be sent to TSO when the proofs are returned for printing showing the quantity and delivery addresses of CFRs and final copies, including Advance Copies required, Customer Account Codes must be quoted as these will be used for charging purposes. TSO will make their own arrangements to provide the Printed Paper Office (Lords) and the Vote Office (Commons) with sufficient copies for the use of individual Peers or Members. Departments should not organise bulk mailing to Peers or Members. If TSO is not the publisher, the Vote Office of the House of Commons and the Printed Paper Office in the House of Lords should be consulted about their requirements in good time.

## **Sessional Sets of Parliamentary Papers**

4.23 Copies of all Command Papers are included in the Sessional Sets of Parliamentary Papers which are bound and retained for future reference in the archives of the House of Commons and House of Lords Libraries. TSO will automatically arrange for copies to be provided to meet this specific requirement. Where departments opt to publish other than via TSO they must ensure that three copies of each Command Paper, printed on archival quality paper, are delivered to:

HMSO Publishing Services (Sessional Sets)  
Office of Public Sector Information  
St Clements House  
2 - 16 Colegate  
NORWICH NR3 1BQ

HMSO will then ensure that these copies are bound into the Sessional sets.

## Section 5

### Publication on the internet

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- 5.1 Guidelines on the content of Government Websites<sup>3</sup> make it clear that departments must publish the text of Command Papers on the internet.
- 5.2 Under the terms of their contract TSO will undertake the task of loading all Command Papers on the Official Documents website (currently [www.official-documents.co.uk/](http://www.official-documents.co.uk/) but with effect from the start of the 2006-07 Session of Parliament will move to [www.official-documents.gov.uk/](http://www.official-documents.gov.uk/)) which is a website largely dedicated to Command and House of Commons papers. Publication on the website will take place simultaneously with the publication of the print version. Where TSO are provided with film then departments should provide a PDF file which has been prepared as a Web optimised document using Adobe Acrobat v.5 or higher and adhere to the specifications which are reproduced at Annex G, incorporating any amendments made at proof stage, for publication on the internet. TSO make no charge for the conversion and uploading on the internet. The PDF file should be sent to [official-documents@tso.co.uk](mailto:official-documents@tso.co.uk). The subject line of the e-mail should include the document class and paper number (i.e. Command Paper No. 5355 or House of Commons Paper No.52) Any queries should be raised with the TSO contact handling the production and publishing or via the [official-documents@tso.co.uk](mailto:official-documents@tso.co.uk) mailbox.
- 5.3 TSO also archives Command Papers and will include the URL (internet address) for all Command Papers in the Official Bibliographic Record (UKOP). Details of the URL should also be included in the printed version within the text, if appropriate, but also on the reverse of the title page.
- 5.4 To ensure effective archiving of Command Papers, TSO builds in pointers or links from the TSO site to departmental sites. In turn, departments are encouraged to put pointers from their site to the TSO site. This allows feedback and facilitates ordering of the print version direct from TSO.
- 5.5 Where TSO undertake the task of publication on the internet they have adopted the following convention for naming and locating Command Papers on the Official Documents Website:

Currently: [www.official-documents.co.uk/document/cmxx/nnnn/nnnn.pdf](http://www.official-documents.co.uk/document/cmxx/nnnn/nnnn.pdf)

From 2006-07 Session:

[www.official-documents.gov.uk/document/cmxx/nnnn/nnnn.pdf](http://www.official-documents.gov.uk/document/cmxx/nnnn/nnnn.pdf)

where xx is the first two digits of the Command Paper and nnnn is the full Command Paper number. The URL can then be added automatically to UKOP, and departments can quote the URL in the printed version (and elsewhere).

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<sup>3</sup> [www.cabinetoffice.gov.uk/e-government/resources/handbook/introduction.asp](http://www.cabinetoffice.gov.uk/e-government/resources/handbook/introduction.asp)

An example of a current URL is as follows:

Cm 6851 – The Government's response to the Deepcut Review

<http://www.official-documents.co.uk/document/cm68/6851/6851.pdf>

- 5.6 Although TSO will undertake the work required to enable a Command Paper to be published on the internet, departments retain the right themselves or through a third party to license a Paper for free distribution via the internet. Departments should, however, remember that the TSO contracted printer may be the only source of the final electronic version of the Command Paper. Appropriate arrangements will need to be made with TSO to ensure that this is available in good time for the necessary work to be undertaken to enable simultaneous internet publication. A web-optimised PDF version will generally be provided free of charge though a charge may be levied for the supply of any other formatted electronic version for mounting on a departmental website.
- 5.7 HMSO provides a full index of Command Papers on the OPSI website ([www.opsi.gov.uk/official-publications/command-papers/index.htm](http://www.opsi.gov.uk/official-publications/command-papers/index.htm)). Hypertext links are included to the text of individual Command Papers whether published on the Official Documents or a Departmental Website. To ensure that a link can be established to the full text it is essential that HMSO is advised of the URL prior to publication.
- 5.8 When departments do opt to use alternative means for publication on the internet and the print version of the Paper is published by TSO they should:
- include a statement on the title page that TSO is the publisher of the printed version and give the Command Paper Number, ISBN, price and, to facilitate orders being placed for the print version, a link to TSO's Parliamentary and Legal Bookshop:  
  
[www.tso.co.uk/parliament/bookstore.asp](http://www.tso.co.uk/parliament/bookstore.asp)
  - ensure that the copyright notice in the print version is also included within the internet edition (see 4.13);
  - notify TSO and HMSO of the URL the department assigns before the Paper goes on the Web;
  - notify TSO and HMSO of any change in the URL over time;
  - adhere to the same standards described above for keeping links live and monitoring them;
  - provide TSO with corrections to changed hyperlinks; and
  - if the Paper is moved ensure re-direction of users to the new location.

- 5.9 When publication on the internet is arranged on the departmental website, care must be taken to ensure that the text cannot be accessed before the Paper has been laid before Parliament and published in its printed format. Where TSO are undertaking publication on the internet they will, unless otherwise advised by the department, assume that access to the internet version is to be allowed at the same time the Paper is formally published.
- 5.10 All Command Papers published as a response to a Select Committee Report should be published on the internet and the URL advised to the Clerk of the relevant Committee. This enables the Committee's web page to link to responses, and track the complete history of a Committee inquiry.

## Section 6

### Publication in alternative formats and languages

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#### Accessibility

- 6.1 The Disability Discrimination Act 1995 prohibits discrimination against disabled people in the provision of goods and services. This includes information and communication services provided by the public sector. It is important, therefore, when considering the arrangements for publishing a Command Paper that the information is accessible to people who might otherwise not be able to receive it in printed form. The combination of access via the internet and, e.g. developments in computer voice programs will often help meet the requirements. Consideration also needs to be given to individuals who communicate in other languages or who may have disabilities and are affected by the information and effects of the Command Paper.
- 6.2 Making information available in accessible formats will help expand the audience and increase the effectiveness of the information contained in the Command Paper. Further guidance can be obtained from the OPSI Guidance Note No.16 – Extending Availability for Disabled People, which can be found on the HMSO website at:  
[www.opsi.gov.uk/advice/publishing-guidance/official-publications-for-disabled.htm](http://www.opsi.gov.uk/advice/publishing-guidance/official-publications-for-disabled.htm)

#### Publication in Welsh and Ethnic languages

- 6.3 Generally all consultation documents and major policy statements with a wide public interest and which apply to the people of Wales are likely to need to be published bilingually in English and Welsh in line with the requirements of the Welsh Language Act. Every effort should be made to ensure that the Welsh translation is available at the time of publishing the English language version. In practice, additional time will need to be allowed for the Paper, once agreed, to be translated.

Further information and advice on the requirements of the Welsh Language Act can be obtained from:

The Welsh Language Board  
Market Chambers  
5-7 St Mary's St  
Cardiff CF10 1AT  
Website: [www.bwrdd-yr-iaith.org.uk/en/index.php#](http://www.bwrdd-yr-iaith.org.uk/en/index.php#)  
e-mail: [post@bwrdd-yr-iaith.org.uk](mailto:post@bwrdd-yr-iaith.org.uk)  
Tel: 029 2087 8000  
Fax: 029 2087 8001

- 6.4 Consideration should also be given to meeting the needs of Ethnic Groups by making the text or summaries available in their languages. The Central Office

of Information can arrange translation into any ethnic language. For further information contact:

Catherine Robinson  
Translations Unit  
Central Office of Information  
Hercules Road  
London SE1 7DU

Tel: 020 7261 8452  
e-mail: [catherine.robinson@coi.gsi.gov.uk](mailto:catherine.robinson@coi.gsi.gov.uk)

## **Publication for those with sight impairment and reading difficulties**

6.5 Millions of people in the UK have sight impairment and millions more have literacy problems. Somebody with below average reading ability, a limited understanding of English, or poor eyesight, may not find printed information very useful. The requirements of individuals with special needs must also be given careful consideration. Options might include making the Command Paper available in a suitable alternative format, for example in braille, large print and audio formats. Further advice on these matters can be obtained from:

Wendy Gregory  
Head of Informability  
COI Communications  
Hercules Road  
London SE1 7DU

Tel: 020 7261 8336  
e-mail: [wendy.gregory@coi.gsi.gov.uk](mailto:wendy.gregory@coi.gsi.gov.uk)

Specific queries about publication for the blind can also be addressed to:

The Royal National Institute for the Blind  
224 Great Portland Street  
London  
W1N 6AA  
Tel: 020 7388 1266  
Fax: 020 7388 2034

The Central Office of Information has also produced a book on the subject, *The Informability Manual*<sup>4</sup>.

6.6 Should a sponsor wish to co-ordinate all printing, publication and distribution through TSO, they are able to provide all the services mentioned in this section (e.g. translation, Braille production etc.).

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<sup>4</sup> *The Informability Manual* by Wendy Gregory, Head of Diversity Consultancy, COI Communications: published by The Stationery Office Limited 1996 (ISBN 0 11 702038 9) price £25

## **British Sign Language**

- 6.7 COI Communications produce a British Sign Language magazine under the title Open-I, and summaries of Command Papers can be included within this. Departments requiring this service should contact Cassie Sims at COI, e-mail: [cassie.sims@coi.gsi.gov.uk](mailto:cassie.sims@coi.gsi.gov.uk).

## **Section 7**

### **Advance/ Confidential Final Revise (CFR) copies**

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#### **Advance/CFR copies**

- 7.1 As a general principle no copies of Parliamentary papers may be delivered to any department, placed on sale to the public or made generally available to the Press without restriction until they have been made available to Members of Parliament. Over the years, however, the practice has developed of providing Confidential Final Revise (CFR) or Advance copies of Command Papers to lobby correspondents and, with discretion, other specialist correspondents a short time (see 7.2) in advance of publication. Advance/CFR copies are also supplied to Select Committees, for ministerial and administrative use and, exceptionally, to individuals or authorities (see 7.4). CFRs are the final version without covers and with differentiated title pages. The Royal Arms and title are dropped lower on the page and all detail below the title is omitted. In addition the words:

CONFIDENTIAL FINAL REVISE  
(to be published as Command Paper XXXX by  
The Stationery Office Ltd. Price £XX.)

are printed above the (repositioned) Royal Arms.

Plain white covers will be provided for papers that are perfect bound.

No corrections can be accepted at this stage. A limited number of CFRs or Advance copies are supplied by TSO to, and at the request of, the sponsoring department normally not more than 48 hours in advance of publication of the Command Paper. In addition TSO have instructions to supply two copies of all CFRs to 10 Downing Street and a further copy is required by TSO themselves – these copies are charged to the department. Requests for Advance/CFR copies to be supplied more than 48 hours before publication must be sanctioned by the Chief Press Secretary at No.10.

#### **Press Advance/CFR Copies**

- 7.2 The procedure for issuing Advance/CFR copies to the Press should be used with caution and discretion. They are issued subject to a strict embargo, in the following terms:

“NOT FOR PUBLICATION, BROADCAST OR USE ON CLUB TAPES BEFORE - [HOURS AND DATE]. This document is issued in advance on the strict understanding that no approach is made to any organisation or person about its contents before the time of publication.”

It is desirable that specialist group correspondents should sign for receipt of Advance/CFR copies. The Parliamentary Lobby Correspondents (and

sometimes other organised groups of organised correspondents) are chosen as the channel partly because as an organised group with internal disciplines they are able to give assurances against leakage (though leaks do happen). In some cases, for example where commercially sensitive information is involved or where the disadvantages of any breach of an embargo are thought to outweigh the benefits of making advance copies available, no advance copies should be issued to the media. Where the balance of advantage does favour issue, the interval between the issue of Advance/CFR copies under embargo and publication should not normally exceed a few hours: for instance, where a Command Paper is to be published in the afternoon, Advance/CFR copies should be issued under embargo during the morning of the same day. Only in special circumstances - for instance, if a Command Paper is particularly long or technical - should Advance/CFR copies be issued under embargo overnight. Any proposal to issue Advance/CFR copies under an embargo of longer than 24 hours must be cleared with the Chief Press Secretary at No. 10.

- 7.3 The Information Division will need to inform the Chief Press Secretary at No. 10 about arrangements for Advance/CFR copies for the Press. The general policy is to limit the number of Advance/CFR copies in circulation, as far as possible, to reduce the chances of a leak or of complaints by MPs. The normal maximum for the Press is 200 copies, which includes 50 for the Foreign and Commonwealth Press. If more are needed - perhaps because a department wishes copies to be given to a specialist group of correspondents - the approval of the Chief Press Secretary at No. 10 must be obtained.

### **Special provision for early sight of Advance/CFR copies**

- 7.4 Special arrangements may **exceptionally** be authorised by the relevant Departmental Minister to allow people or authorities an early sight of a Command Paper to avoid the situation where they learn of criticism of themselves from the media. These circumstances are most likely to arise when the report of a major Committee of Inquiry is published as a Command Paper. In these cases, the Advance/CFR copy may, with Ministerial approval, be made available as a courtesy to the people or authorities concerned a short time in advance of publication. Normally, arrangements would be made for them to receive a copy at the time that Advance/CFR copies are issued to the media. Departments should ensure that such recipients clearly understand that they should on no account disclose the contents of the Advance/CFR copy to third parties and should make no public comment on the Command Paper until after its publication.

### **Select Committee Advance/CFR copies**

- 7.5 In the case of Government responses to Select Committee reports it is particularly important to remember the requirement to provide the Select Committee with Advance/CFR copies of the report. This may be done up to 48 hours in advance. It should be made clear on the face of those Advance/CFR copies of Command Papers sent to Select Committees that

they are for Select Committee use only and not for onward transmission to the media or to any other interested party.

**Advance/CFR copies for Ministerial and administrative use**

- 7.6 Advance/CFR copies are also supplied for ministerial and administrative use. (“Administrative use” includes the use of policy divisions, Press Offices and Information Officers in British Embassies and High Commissions abroad; also circulation to the Cabinet (80 copies) and to Select Committees in the case of replies to Select Committee reports.) Until publication, Advance/CFR copies are, unless market sensitive when a higher classification is appropriate, classified as RESTRICTED and must be held in conditions of appropriate security.
- 7.7 It is worth bearing in mind that, under the new contract, CFRs now only attract a discount if counted towards the media copy allowance or as part of the standard discount matrix. (Please also see Annex B)

## Section 8

### After publication

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#### Amendments

- 8.1 Should any mistakes be found in the Command Paper after publication which the department feels should be amended, an application in writing should be made to TSO, requesting the issue of a correction slip and providing the wording to be used. Correction slips are usually produced and published within three working days. If a proof reading stage is required this should be made clear; otherwise the slip will simply appear in published form. Copies will be supplied to the department, inserted in all unsold stock and issued by post to all known customers: inevitably some purchasers, particularly counter customers at bookshops, will not be traced. TSO may also require a revised electronic version for the Internet version.
- 8.2 It should be noted that where a correction slip is issued as a result of an error by the department, rather than the printer, then the department will be required to meet the costs of printing the correction slip, its insertion into unsold stock and despatch to known customers as well as the cost of any amendment to the Internet version.
- 8.3 Both Houses should be informed of any substantive errors in Command Papers. If the mistake is sufficiently serious, advice should be sought on whether the paper should be withdrawn and re-laid.

#### PQs

- 8.4 Under the terms of the contract, TSO are obliged to provide statistical information regarding Command Papers. TSO should therefore be consulted if PQs are received asking for cost or sales statistics for Command Papers. TSO should be able to provide accurate figures for sales, issues to Government departments, etc. The costs of printing and publication to be disclosed in answer to any PQ will be those for which TSO have invoiced the department. Should any difficulties arise regarding information from TSO, please contact HMSO (Telephone 01603 723020 or 723017, Fax 01603 723000 or e-mail [HMSOPublishing@cabinet-office.x.gsi.gov.uk](mailto:HMSOPublishing@cabinet-office.x.gsi.gov.uk)).

## OUTLINE PROGRAMME FOR PUBLISHING A COMMAND PAPER<sup>5</sup>

### Notes:

- 1: this programme assumes a Command Paper of average length (30-40 printed pages) with modest artwork, requiring no special handling arrangements and where typescript copy is provided to TSO. For anything longer or more elaborate, more time may be required.
- 2: the stages are illustrative only and circumstances may suggest a different order in particular cases.

<b>Time before publication</b>	<b>Clearing Text</b>	<b>Printing and Publishing</b>	<b>Presentation and Publicity</b>
As early as possible	<p>Inform Departmental Publications Unit and seek clearance for publication from Ministers and Strategic Communications Unit at No.10 (2.8.1)</p> <p>clear drafts with interested depts (2.8.3)</p> <p>evaluate need for collective Ministerial consideration (2.7, 2.9)</p> <p>seek collective Ministerial views if necessary (2.9)</p>	<p>establish contact through publication unit with TSO (4.1)</p> <p>make arrangements for internet publication (5.1 and 5.2)</p>	<p>consider with Information Division publicity arrangements and clear with own Ministers and No.10 (2.8.1 and 2.8.10)</p> <p><b>for Command Papers to be announced by written or oral statement</b></p> <p>consider with Parliamentary section presentation to Parliament (2.8.7)</p> <p>clear presentation proposals with own Ministers (2.8.10)</p> <p>seek clearance of proposed publication dates from PS/Leader of the House of Commons and SCU, consulting PS/Leader of the Lords about repeating the announcement there (3.6, 3.10)</p>
At least 2 weeks		<p>send text, artwork to TSO (4.13-4.15)</p> <p>Obtain Command Paper Number from HMSO (4.6)</p> <p>order proofs, CFR and final copies (including advance copies) (4.13, 4.17, 4.21)</p> <p>check proofs received from TSO (4.18 - 4.19)</p>	

<sup>5</sup> See 2.1

At least 7 days		<p>return proofs received (4.19)</p> <p>confirm requirements for CFR and final (including advance) copies (4.13, 4.22)</p> <p>advise TSO of timing of publication (3.17, 4.13, 4.20)</p>	
Up to 48 hours		<p>Advance/CFR copies received (7.1)</p> <p>Advise HMSO of URL (internet address) at which the full text is to be published on the Internet (5.7)</p>	<p>circulate copies for information to the Cabinet if appropriate (2.9.2)</p> <p>send CFR copy to Chairman of Select Committee if appropriate (7.5)</p>
Up to 48 hours		<p>final copies received (4.21)</p>	<p>send final copies of Statement to PS/Leader of the House and PS/Chief Whip (3.10)</p>
Day of publication			<p>issue Advance/CFR copies to Press Lobby (7.2 - 7.3)</p> <p>provide copies to the Opposition (3.12)</p> <p>presentation to Parliament/publication (and press conference) (3.1 - 3.4, 3.13-15)</p> <p>Departments to advise TSO when "Release on Instruction" papers may be released (3.17)</p>

## THE CONTRACT FOR THE PRINTING AND PUBLICATION OF COMMAND PAPERS

1. Under the terms of the contract TSO will provide:
  - A full Project Management service under which they will provide appropriate staff who will be responsible for managing the production process through each stage and who will keep the sponsor department advised at all times of progress;
  - A portfolio of typesetting, printing and design services based on use of exclusive contractor frameworks with specially negotiated rates from experienced contractors with annual benchmarking of print costs to ensure that best prices are being obtained;
  - A range of publishing and distribution services which will ensure delivery to and the replenishment of copies for use by Parliament, the widespread availability of copies across the UK; provision of a range of bibliographic, marketing and publicity activities based on plans to be discussed and agreed with departments; and
  - The publication of all papers in PDF format on the Official Documents website ([www.official-documents.gov.uk](http://www.official-documents.gov.uk)).
  - Introduction of an electronic Project Initiation Document to be used to record key information and agreed details of a Project with provision of online access to an information portal for Sponsor departments to be able to track progress throughout the life of a project and offer a vehicle for feedback and two way communication.
  - Production of Post Publication Reports for major titles, 4 to 6 weeks after publication.
2. Cover prices will be set on the basis of two pricing scales for Monochrome and those with additional interior colours, special bindings, throw-outs, maps etc.
3. A single royalty payment to departments for titles generating more than £10,000 downstream net sales revenue in the first month after publication equivalent to 10% of the incremental net sales revenue – to be paid within 60 days of publication.
4. Departments will be charged only for the services which they use. Sponsors will be charged all costs to first copy, plus the production run-on cost of their own use copies.

A service charge will also be applied per title based on use of the service which they utilise. Guidelines to each category are outlined below:

### Utility service

Covering only a handful of publications each year, titles will tend to be low key procedural reports, with equal constitutional importance to other Command and House Papers (in terms of protocol), but produced to more standardised processes and specifications, thus significantly reducing the project management compared with those produced under the standard service (the Home Office's Statements of Changes on Immigration Rules are a good example).

### Standard service

Titles which form an integral part of the parliamentary process, whilst not as challenging as a White Paper, Departmental Report or Budget statement, but still demanding individual and tailored attention throughout the specification and production process – this covers the vast proportion of the portfolio, including most Executive Agency Annual Reports and Accounts and the NAO Value for Money Series.

### Enhanced service

For titles requiring high intensity project management; often coupled with substantial pre-planning advice and support. Generally time-critical titles, with volatile content and frequent / substantial author's amendments throughout the production schedule. Often politically sensitive and which may require specialist security services. The annual Budget, high profile white papers reports of Inquiries and some annual Departmental Reports would all be included under this heading.

An initial categorisation for a title will be made at the project initiation stage, which may be subject to change, after discussion and agreement with the Sponsor Department and as the project progresses. Factors which may impact the initial service categorisation or a subsequent change may include, but are not limited to:

- Authors amendments made after copy / files have been submitted
- Overtime, notably weekend working
- Accelerated production requirements, for example overnight printing
- Bank holiday production arrangements
- Titles with sophisticated initial distribution arrangements (for example multiple sites and / or multiple cities).

5. Special per page processing rates up to a maximum charge of £1,000 will be charged in relation to series publications (e.g. FCO Treaties, HM Treasury Minutes, Government Responses, Resource Accounts and White Paper Accounts).

6. TSO will determine the number of copies required for publishing and distribution, notify the printer and arrange to pay for the sale copies at run-on rate.

7. Where departments arrange and pay for the printing then TSO should be provided with an agreed number of copies to meet downstream sales demand free of charge and a flat publishing fee of £500 will be charged.

8. Where for policy reasons the Sponsor Department requires that copies should be made available free of charge then the following charges will apply:

Where production is arranged through TSO

The Sponsor will pay:

(Number of copies supplied for resale x the contract cover price) – 30%

Where production is arranged by the Sponsor

The Sponsor will pay:

(Copies supplied for resale x the cover price) – 10% + £500 publishing service charge



## House of Commons and House of Lords laying times

From the commencement of the 2005-2006 Session, the House of Commons introduced new sitting times which has led to changes in the times at which they will accept papers for laying.

In the House of Commons, the office will be open during the following hours:

**Mondays and Tuesdays** (or other days when the House meets at 2.30 pm):  
11.00 am to 8.30 pm.

**Wednesdays and Thursdays:** 9.30 am to 5.30 pm

**Sitting Fridays:** 9.30 am to 3.00 pm

**Non-sitting Fridays:** 11.00am to 3.00 pm

In exceptional circumstances, papers may be received after the cut-off time by prior arrangement with the Head of Night or Votewriter in the Journal Office (020 7219 3320) as long as the House is still sitting. Departments should note that papers will not be accepted after the rise of the House in any circumstance and the relevant staff should therefore monitor progress (and if necessary consult the Journal Office) if they expect to lay papers towards the end of the day.

In the House of Lords, the following office hours will apply:

**Mondays:** 11.00 am to 5.00 pm or the rise of the House, whichever is the later

**Tuesdays, Wednesdays, Thursdays and Sitting Fridays:** 9.30 am to 5.00 pm or the rise of the House, whichever is the later

**Non-sitting Fridays:** 11.00 am to 5.00 pm

The House of Lords Printed Papers Office (Tel: 020 7219 1246) can answer any questions about receipt of papers in the House of Lords



**STANDARD COVERING LETTER FOR COMMAND PAPERS PRESENTED TO THE HOUSE OF COMMONS<sup>6</sup>**

The Clerk in Charge  
Votes and Proceedings Office  
House of Commons  
LONDON  
SW1A 0AA

Dear Sir/Madam

I enclose herewith two identical copies of the undermentioned paper, each with covering letter.

Title of paper

---

Date of laying

---

To be laid in the name of

---

The paper is complete and not in dummy form.

This paper is being presented to [the House of Commons/both Houses of Parliament] by Command of Her Majesty.

Does it have a number in the Command series?

Yes, it is: Cm                      No

EITHER

This paper is not subject to any Parliamentary Procedure.<sup>7</sup>

OR

This paper is subject to the following Parliamentary Procedure:

Yours faithfully

[Name]

[Telephone Number]

---

<sup>6</sup> See 3.13

<sup>7</sup> Though this will be true of most Command papers it will not apply to all, e.g. statements to changes in Immigration Rules laid in the adjournment, and especially if publishing something which would otherwise be laid as an Act Paper when the House was sitting.

**EXAMPLE OF COVERING LETTER FOR COMMAND PAPERS PRESENTED TO THE HOUSE OF COMMONS**

The Clerk in Charge  
Votes and Proceedings Office  
House of Commons  
LONDON  
SW1A 0AA

Dear Sir/Madam

I enclose herewith two identical copies of the undermentioned paper, each with covering letter.

Title of paper           Secure Borders, Safe Haven – Integration with Diversity in  
Modern                       Britain

To be laid in the name of   Mr Secretary Blunkett

The paper is complete and not in dummy form.

This paper is being presented to [~~the House of Commons~~/both Houses of Parliament]  
by Command of Her Majesty.

Does it have a number in the Command series?

Yes, it is: Cm 5387           No

EITHER

This paper is not subject to any Parliamentary Procedure.

OR

~~This paper is subject to the following Parliamentary Procedure:~~

Yours faithfully

Sarah Adams (020 7287 4456)

**STANDARD COVERING LETTER FOR COMMAND PAPERS PRESENTED TO THE HOUSE OF LORDS<sup>8</sup>**

The Clerk in Charge  
Printed Paper Office  
House of Lords  
LONDON  
SW1A 0PW

Dear Sir/Madam

I enclose herewith two identical copies of the undermentioned paper, each with covering letter.

Title of paper

---

Date of laying

---

---

The paper is complete and not in dummy form.

This paper is being presented to the House of Lords by Command of Her Majesty.

Does it have a number in the Command series?

Yes, it is: Cm \_\_\_\_\_ No

EITHER

This paper is not subject to any Parliamentary Procedure.

OR

This paper is subject to the following Parliamentary Procedure:

Yours faithfully

[Name]

[Telephone Number]

---

<sup>8</sup> See 3.13

**EXAMPLE OF COVERING LETTER FOR COMMAND PAPERS PRESENTED TO THE HOUSE OF LORDS**

The Clerk in Charge  
Printed Paper Office  
House of Lords  
LONDON  
SW1A 0PW

Dear Sir/Madam

I enclose herewith two identical copies of the undermentioned paper, each with covering letter.

Title of paper           Secure Borders, Safe Haven – Integration with Diversity in  
Modern                    Britain

Date of laying           7 February 2002

To be laid in the name of   Mr Secretary Blunkett

The paper is complete and not in dummy form.

This paper is being presented to the House of Lords by Command of Her Majesty.

Does it have a number in the Command series?

Yes, it is: Cm 5387 ~~No~~

This paper is not subject to any Parliamentary Procedure.



Yours faithfully

Sarah Adams (020 7287 4456)

# Proof correction marks

The following is a selection of marks recommended by the British Standards Institution. The full range can be obtained from BS 5261C:1976

<i>Marginal mark</i>	<i>Meaning</i>	<i>Corresponding mark in text</i>
	Delete (take out)	/ Cross through
	Delete and close-up	
	Leave as printed (when matter has been crossed out by mistake)	..... Under characters to remain
	Change to capital letters	
	Change to small capitals	
	Change capitals to lower case	Encircle letters to be altered
	Change small capitals to lower case	Encircle letters to be altered
	Change to bold type	
	Change to bold italic type	
	Change to italics	
	Change to roman type	Encircle words to be altered
	(Wrong fount.) Replace by letter of correct fount	Encircle letter to be altered
	Invert type	Encircle letter to be altered
	Replace by similar but undamaged character or remove extraneous marks	Encircle letter to be altered
	Insert (or substitute) superior figure or sign	/ or $\lambda$
	Insert (or substitute) inferior figure or sign	/ or $\lambda$
	Insert (or substitute) hyphen	/ or $\lambda$
	Insert (or substitute) rule	/ or $\lambda$ (en or em etc.)
	Insert (or substitute) solidus	/ or $\lambda$
	Insert (or substitute) ellipsis	/ or $\lambda$
	Insert (or substitute) leader dots	/ or $\lambda$
	Close-up—delete space	
	Insert space	or $\Upsilon$ Between characters/words
	Make spacing equal	Between characters or words
	Reduce space	or $\Upsilon$ Between characters/words
	Insert space between lines or paragraphs	
	Reduce space between lines or paragraphs	

<i>Marginal mark</i>	<i>Meaning</i>	<i>Corresponding mark in text</i>
	Transpose	Between letters or words, numbered when necessary
	Transpose lines	
	Place in centre of line	Around matter to be centred
	Move to (a) the left, (b) the right	(a)  (b)
	Begin a new paragraph	Before first word of new para.
	No fresh paragraph here	Between paragraphs
	(Caret mark.) Insert matter indicated in margin	
	Insert single/double quotes	
	Correct horizontal alignment	Single line above and below misaligned matter
	Lower matter	over matter to be lowered  under matter to be lowered
	Raise matter	over matter to be raised  under matter to be raised
	Correct vertical alignment	
	Change damaged character(s)	Encircle character(s) to be changed
	Indent	
	Cancel Indent	
	Take over character(s) word(s) or line to next line, column or page	
	Take back character(s)	

The full range of proof correction marks can be found in the British Standard BS 5161-2: 1976.

British Standards are available from BSI Customer Services.  
Tel: 020 8996 9001,  
e-mail: [cservices@bsi-global.com](mailto:cservices@bsi-global.com)

## Official Documents Website – Specification of PDF files to be supplied by departments

The PDF should be prepared as a web optimised document using Adobe Acrobat version 5.0 or higher and adhere to the following specifications. See figure 1 below.

- Printing Allowed – High Resolution
- Changes Disallowed
- Accessible for screen reader devices

Please set the Permissions Password to be: xsupply

Please refer to section 4.4 of the Guidelines for UK Government websites for further information:

[www.cabinetoffice.gov.uk/e-government/resources/handbook/html/4-4.asp](http://www.cabinetoffice.gov.uk/e-government/resources/handbook/html/4-4.asp)

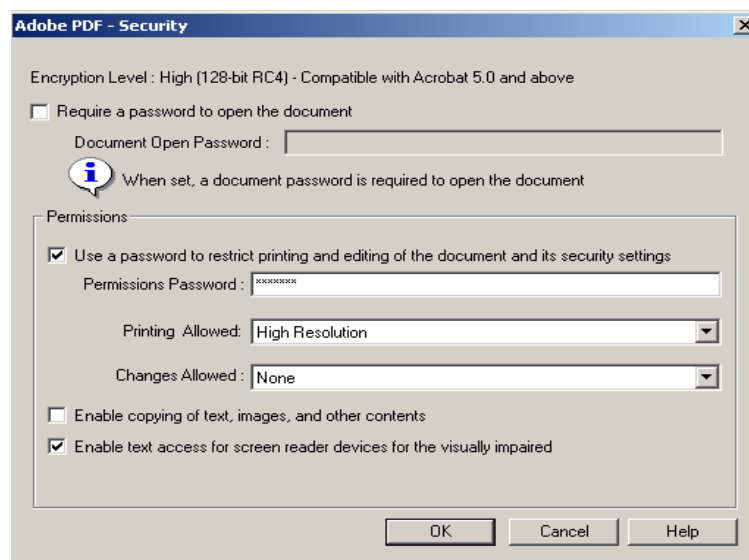


Figure 1 – the PDF settings required for Official Documents

The PDF documents should be saved using a standardised filename, an example of which is detailed below:

	Filename Example	Comments
Command Paper No. 5355	5355.pdf	Pad to 4 numbers by using a 0 prefix where necessary
House of Commons Paper No. 52	0052.pdf	Pad to 4 numbers by using a 0 prefix where necessary



## GLOSSARY OF TERMS

### **Binding**

the process of gathering up printed pages, stitching, gluing and collating the sheets and placing them in a paper case.

### **Camera ready copy [CRC]**

typescript or computer printout which is photographed to produce printing plates.

### **Cast off**

assessment from typescript or disk of estimated final page content.

### **Colour printing**

printing colours are made up of tiny dots, the deeper the colour, the more dots. Four colour printing uses the four colours yellow, cyan [blue], magenta [red] and black which combine to make all other colours. Where a high quality image is required (especially for covers then use of more than four colours may be appropriate. Cost often dictates how many colours are used for example in a jacket design. One colour and tint is much cheaper than two colours.

### **Copy preparation**

the process whereby the author's text is converted into a consistent style and design by an in house editor often called a desk or copy editor.

### **Copyright**

the legal protection of an author or creator to control the copying of their work. Contrary to popular opinion, most of what is found on the internet has copyright protection unless explicitly stated otherwise.

### **Corrections**

corrections incur significant additional costs and, in extreme cases, may jeopardise timetables. Corrections should be made prior to provision of copy and the proofing stage should not be regarded as part of the drafting process. To avoid any confusion, it is essential that standard printers' correction symbols are used, marked in red ink.

### **Cover**

jacket or binding for product. Can be **four or more colours, graphic or typographic**. See also **binding**.

### **Database**

a computer application that supports storage of structured information for retrieval.

### **Disk**

a computer storage device in which data are recorded on concentric circular tracks on magnetic disks, any part of which can be reached directly.

**Domain**

a region of the internet. People sometimes refer to them loosely as “sites”. Generally, a domain corresponds to an IP address or an area on a host. Short for Internet domain, or domain name, a specified set of internet addresses or computer host names (e.g. “hms0.gov.uk”). Domains are used to break the internet into manageable parts, either in groups of computer hosts or in IP addresses. Internet domains include .com [commercial], .gov [government], .edu [educational], .mil[military], .net[network] and .org [non profit making organisation].

**Dummy**

a mock up of the finished product be it book, disk or packaging.

**Electronic publishing**

distribution and dissemination of information using electronic digital technology.

**Film**

the finished work exposed onto film. Can be either positive or negative.

**Font**

the typeface to be used as part of the design, look and feel of the Command Paper.

**Footer**

information at the foot of a page either cross references, page numbers or footnotes.

**Footnotes**

detailed references and comment which would clutter the text and distract the reader are placed at foot of each page or paragraph; alternatively they can be listed at the end of each chapter or even the book for reasons of cost control and design. Being in a smaller typeface and often more complicated typesetting with lists of references these add to the costs and are often tightly controlled to budget.

**Format**

Command Papers must be printed A4 size (297mm x 210mm).

**Graphic**

a design based on image or photography.

**Gutter**

the inside margin of the page at the centre of the book close to the binding.

**Header**

see running heads.

**Home page**

a spot on a WWW server that is specific to a person, business or subject. It is usually the starting point for more information in that area. An individual’s home page might include a photo of that person, a short biography, some favourite quotes, and links to favourite internet sites.

**Hosts**

a computer that is attached to a network or the internet. Hosts allow users on client machines to connect and share files or transfer information. Individual users communicate with hosts by using client application programs.

**Hypertext**

is material which is intended to be read on screen and is commonly arranged in chunks of information which are connected by links. Clicking on or selecting a hypertext link displays another document or section of a document.

**HTML**

HyperText Markup Language is the standard for marking texts for publishing on the **World Wide Web**. HTML uses tags surrounded by brackets.

**HTP**

HyperText Transfer Protocol is the method used by a Web browser such as Microsoft Internet Explorer or Netscape to transfer a user from one page on the Internet to another page containing the appropriate information.

**Intellectual property**

creative content that can be protected by copyright, database right, patent, trade marks and design law.

**Internet**

the worldwide collection of computer networks sharing common standards and protocols of communication, in particular a common addressing scheme. E-mail and the World Wide Web (WWW) are now the main internet applications, but there are other facilities on it, such as, the file transfer facility, user groups and discussion forums.

**Manuscript**

the text of the Command Paper as provided in typescript, on disk or as camera-ready copy.

**Margin**

outside space at the edge of each page.

**Offset**

an abbreviation of Offset Lithography and most often used to refer to sheet-fed litho printing. Employs a rubber blanket to 'offset' the ink from the plate to the paper.

**Offline**

equipment, devices and systems that are accessed remotely from a desktop, e.g. CD-ROM.

**Online**

equipment, devices and systems that are in direct communication with a computer through telephone networks or local area networks.

## **PDF**

Adobe Portable Document Format. A proprietary document format which requires the Adobe Acrobat software to read the files. PDF files retain the exact look and feel of the original documents — with formatting, graphics, and fonts intact.

## **Perfect binding**

a method of binding books without wire stitching or thread sewing. When the sections of the book have been gathered and collated, the back edge is trimmed off and roughened. An adhesive is then applied and a cover glued on.

## **Platform**

the technology used for the presentation of an electronic product. The most common are CD-ROM, CD-I, floppy disks, hand-held books, the Internet, games machines, virtually reality readers.

## **Prelims**

the preliminary pages of a book usually comprising:

- title page
- copyright page
- half title page
- dedication
- acknowledgements
- foreword
- preface
- contents page

these are usually numbered in roman numerals to differentiate them from the text as they are prepared towards the end of the production process and collated at printing stage.

## **Press**

final approval to send the material for printing.

## **Print run**

total number of copies estimated for first printing.

## **Proof**

sample pages in font, typeface and design to allow accurate checking by the author so **corrections** or amendments can be made. Proofs are generally provided as page, i.e. as they will look as printed.

## **Recto**

a right-hand page of a book or pamphlet.

## **Reprint**

second and subsequent printing of existing title as part of sound **stock control** policy to ensure a title in demand is always in stock without carrying a large warehousing overhead in storing unnecessary quantities of stock not immediately saleable.

**Running heads**

the chapter and title information that is set out at the head of each printed page to allow the reader to see where they are in a title.

**Saddle stitching**

the securing of pages of a book by means of wire stitches inserted through the centre folds. This is done on a special machine using a coil of thin wire. The book lies across a 'saddle' on the machine in an open position, and the stitches are inserted from the outside.

**Schedule**

the formal timetable for production of a product detailing all the stages through which it must pass before the finished product is complete.

**SGML**

Standard Generalised Markup Language is a text markup system for print and online publication. **HTML** is an application of SGML for the special purpose of hypertext publishing on the WWW.

**Stock**

copies of the printed Command Paper held for re-sale.

**Stock control**

policy for maintaining all titles and products available for sale so that stock is always available.

**Text**

the main body of the work.

**Title page**

part of the **prelims** it lists the title and author of the work. The **verso** lists the copyright notice, publishing details and any assertion of moral rights (see 4.12).

**Typeface**

see **font**.

**Typographic**

a design based on text characters usually just the title and author with no **graphic** element.

**Universal Resource Locator [URL]**

more commonly referred to as the URL, the Universal Resource Locator refers to the entire address that is recognised "universally" as the address for an internet resource. Each resource on the internet has a unique URL. URLs begin with letters that identify the resource type, such as http, ftp, gopher, etc. These types are followed by a colon and two slashes. Next, the computer's name is listed, followed by the directory and filename of the remote resource.

**User**

once called a reader, viewer or listener, the person receiving an electronic product has now moved from passive to active and is called a 'user'.

**Verso**

a left-hand or reverse page of a book or pamphlet, the back of a page.

**World Wide Web**

originally created by Tim Berners-Lee at CERN as a **hypertext** method for physicists to share research documents. The Web is a collection of online documents housed in internet servers around the world. Web documents are written or “coded” in **HTML**. To access these documents, a Web browser such as Netscape or Mosaic is used. When these browsers access or hit a page, the server uses the **Hypertext Transfer Protocol [HTTP]** to send the document to your computer. See **Internet**.

**XML**

**Extensible Markup Language**, a specification developed by the World Wide Web Consortium. XML is a pared-down version of SGML, designed especially for Web documents. It will slowly replace HTML for creating web pages, and is the UK Government mark-up language of choice. It allows, among many other enhancements, the use of defined metadata tags, providing improved information retrieval.

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