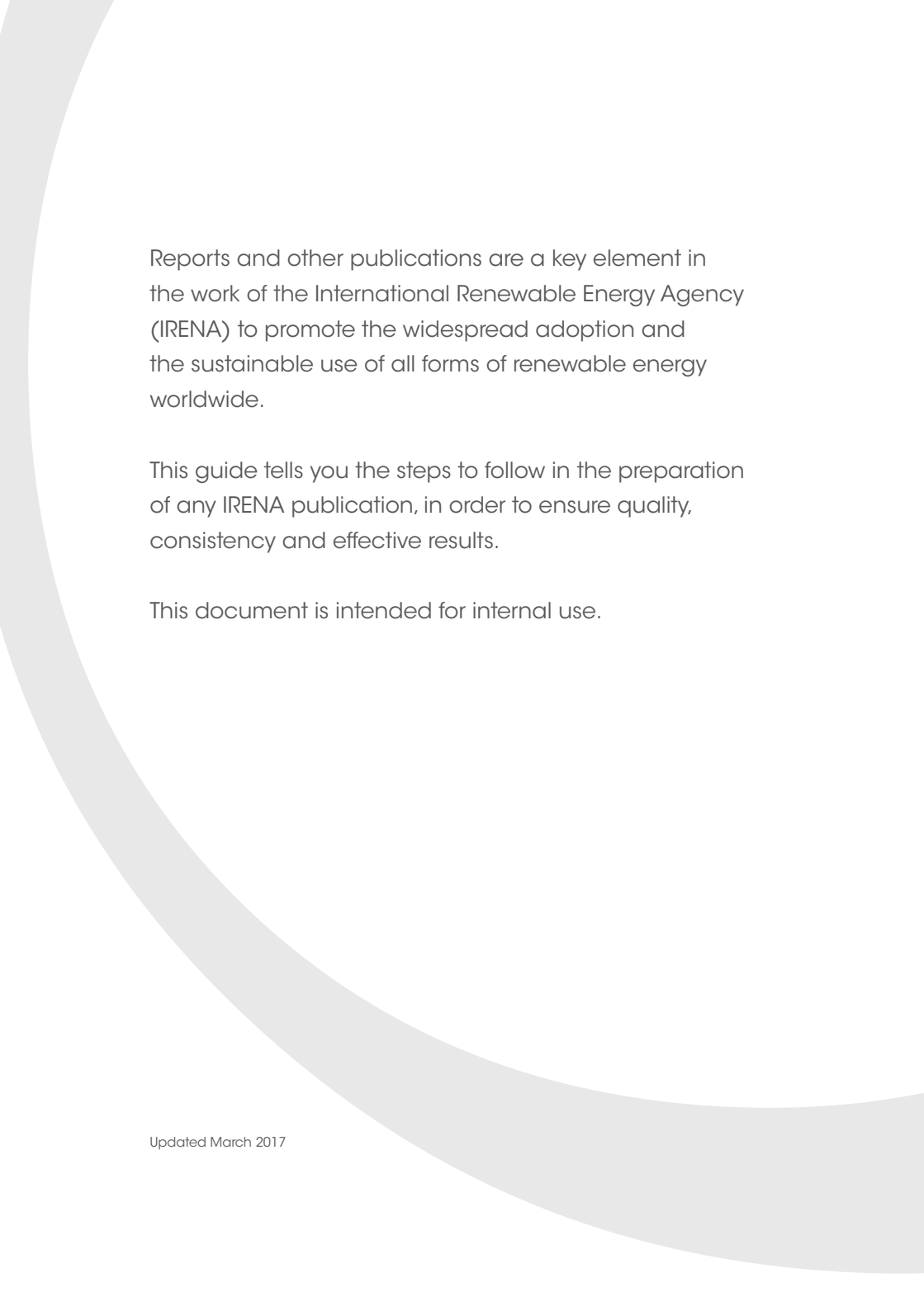


IRENA PUBLICATIONS: THE SHORT GUIDE

EVERYTHING YOU NEED TO KNOW
TO PRODUCE AN IRENA PUBLICATION



Reports and other publications are a key element in the work of the International Renewable Energy Agency (IRENA) to promote the widespread adoption and the sustainable use of all forms of renewable energy worldwide.

This guide tells you the steps to follow in the preparation of any IRENA publication, in order to ensure quality, consistency and effective results.

This document is intended for internal use.

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STANDARD FORMAT

The basic sections of an IRENA report should be arranged in the following order:

1. **Front cover**
2. **Inside-front** (a.k.a. “copyright page”)
3. **Foreword*** (if any) – Major IRENA publications may open with a foreword from the Director-General. They may also included a foreword from another high-level official.
4. **Contents** (required in documents over 12 pages)
5. **Figures, Tables and Boxes** (must be listed in publications over 20 pages)
6. **Abbreviations** (preferably not exceeding one page; required in publications over 20 pages)
7. **Executive Summary** – This should outline key messages and findings of the publication, providing a stand-alone document of no more than 5% of the main text length.

* A **foreword**, normally written by an authority in the field, adds credibility and places the publication in a broader context. A **preface**, usually written by the author, explains the purpose and scope of the publication. Forewords appear before the Table of Contents, whereas prefaces (if any) normally come later, just before the Executive Summary. IRENA publications staff can advise on these distinctions and which term is appropriate in any particular instance.



8. **Introduction** – This introduces the main themes of the report.
9. **Chapters** – Chapters after the introduction are numbered 1, 2, 3, etc. They are normally divided into sub-chapters, which also carry numerical designations, (e.g. 1.2). Small subdivisions can be indicated with distinct, lower order headings, without any normally without numerical designations (e.g. triple order numbering like 1.2.1 is discouraged).
10. **References or Bibliography** – A references section lists all sources used, all of which must be cited in the main text of the publication. A bibliography may also include further reading.
11. **Appendices** (if any) – An appendix presents additional material to further explain or clarify points in a report.
12. **Annexes** (if any) – An annex is a separate, stand-alone document containing supporting data, or additional research or arguments that may either support the main report or illustrate a dissenting view. It may contain its own reference section.

ANTI-PLAGIARISM POLICY

Plagiarism or the appearance of plagiarism cannot be tolerated. IRENA staff or consultants must refrain completely from copying, reproducing or distribution (including to IRENA's membership) any written material that substantially duplicates prior work, or that is derived from a non-IRENA source, without proper attribution.

PUBLISHING PROCESS

The process for producing an IRENA publication, from initial concept to finished product, is outlined in [*IRENA PUBLICATIONS: Process Guide*](#) (2017), available on the staff intranet, REsource.

STYLE

Publishing practices set by the Organisation for Economic Co-operation and Development (OECD) provide well-established precedents in energy reporting.

The [OECD style guide](#) remains the primary source of guidance for language and style in IRENA publications. The latest edition can be found on REsources, the staff intranet.

Language:

- » **UK English** is the default for publications in English. Set your spell-check function accordingly.
- » The suffix “-ise” is preferred over “-ize”. Hence, “organise” and “organisation”, rather than “organize” and “organization”. However, proper names retain their spelling, e.g. World Health Organization. Note that some words have “-ise” spelled with S in both UK and US English.

Abbreviations and Acronyms:[†]

- » Excessive use of abbreviations or acronyms should be avoided.
- » When they are used, the original term should be given in full the first time, followed by the abbreviated form in brackets.
- » For reports over 20 pages, frequently used terms should also be included in a list of abbreviations near the front.
- » To ensure clarity, “renewable energy” is preferable to “RE”. However, the abbreviation “RET” may be used for “renewable energy technology”.

[†] An acronym is an abbreviation formed from the initial or main letters of a longer name, usually with the aim of easier pronunciation. Examples include IRENA and many project names and technology terms.



Numbers, measurements and quantities:

- » Whole numbers from **one** to **ten** are normally expressed in words, not in numerals (e.g. **one**, **three**, **seven**, **ten**).
- » Whole numbers **above ten** (e.g. **11**, **12**, **135**), or numbers containing decimal fractions are written in numerals (e.g. **2.5**, **3.7**).
- » Numbers containing **four or more digits** may be broken either with commas or with non-breaking spaces (e.g. 5 000).[‡] In practice, commas are simpler for English-only publications. For documents likely to be translated into French or other European languages, non-breaking spaces are more versatile.
- » Decimal points are marked with a full stop (14.3), not a comma.
- » Rounded figures in **millions**, **billions** or **higher** orders of magnitude are expressed with a numeral followed by a non-breaking space and the word (e.g. **1 million**, **2.5 million**, **39 billion**, **2.6 trillion**).
- » **Percentages** are expressed with a numeral and the percentage sign (e.g. **5%**).
- » **Currencies** are expressed using ISO three-letter currency codes (e.g. **USD**, **EUR**).
- » **Units of measurement** should be spelled out the first time, with an abbreviation in brackets, as follows: **megawatts (MW)**, **kilowatt-hours (kWh)**, **exajoules (EJ)**.
- » **Latin abbreviations:**
 - » Abbreviations such as *i.e.*, *e.g.*, *et al.*, *ibid.* or *inter alia* should be in italics.[§]
 - » Do not italicise **etc**, **PS** and **NB**.

[‡] IRENA practice differs from the *OECD Style Guide*, 3rd edition, on this point.

[§] *ibid.*

MAPS

Maps showing national boundaries are frequently contentious. Where countries need to be shown, UN maps are recommended.

GRAPHICS

- » All figures and tables require explanatory titles, placed above the graphic.
- » All photographs require a suitable caption and credit, usually superimposed over the picture.
- » Electronic source files for maps or photographs must be of sufficiently high resolution for printing.
- » All maps require an explanatory title (above map), a source credit (below map), and the standard map disclaimer (in fine print along any edge).
- » No graphic may be reproduced from an external source without clear copyright permission.
- » Info-graphic figures or tables replicating work in other sources require a credit (e.g. [Source](#): World Bank).
- » Figures or tables adding new information should be described as “based on” their original sources (e.g. [Based on](#): OECD, World Bank).
- » Figures or tables based entirely on [IRENA internal work](#) should carry [no source citation](#).
- » The IRENA name or logo may be included (without ‘Source:’) on graphics expected to be cut and pasted by other users.

Figure 1. Distribution of projects in different cost ranges

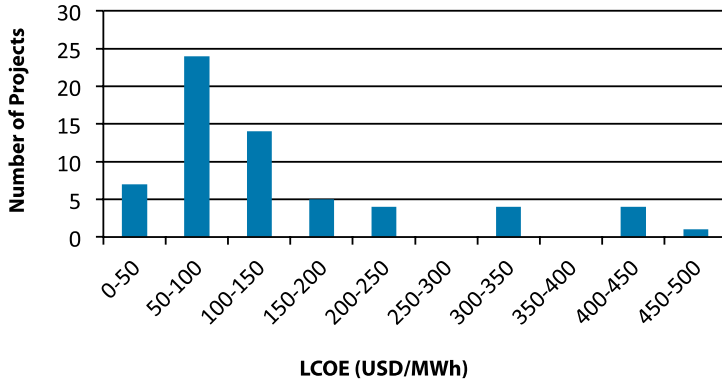


Table 1. Estimated losses in heavy industry and urban residential use

Cost (USD/kWh)		Average Losses		
		2010	2020	2030
Heavy Industry	0.015	7%	7%	5%
Urban Residential	0.05	20%	15%	13%

Example of photograph with caption and credit:



ESSENTIAL PUBLICATION DETAILS

The inside-front cover normally includes the following:

- » Copyright statement and date
- » ISBN (International Standard Book Number; assigned by the publications unit on receipt of key publication information)*
- » About IRENA
- » Acknowledgements (“This report benefited from review and comments by...” with key external reviewers listed alphabetically by surname)
- » Contributing authors (listed alphabetically by surname)
- » Disclaimers (see below)

COPYRIGHT STATEMENT

Publications should carry a copyright notice with the current year and, in most cases, a statement authorising further dissemination:

© IRENA [Year]

Unless otherwise stated, material in this publication may be freely used, shared, copied, reproduced, printed and/or stored, provided that appropriate acknowledgement is given of IRENA as the source and copyright holder. Material in this publication that is attributed to third parties may be subject to separate terms of use and restrictions, and appropriate permissions from these third parties may need to be secured before any use of such material.

PowerPoint presentations and other materials may include a similar authorisation.

ABOUT IRENA

The International Renewable Energy Agency (IRENA) is an intergovernmental organisation that supports countries in their transition to a sustainable energy future and serves as the principal platform for international co-operation, a centre of excellence and a repository of policy, technology, resource and financial knowledge on renewable energy. IRENA promotes the widespread adoption and sustainable use of all forms of renewable energy, including bioenergy, geothermal, hydropower, ocean, solar and wind energy, in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity.

* The publications unit provides a Publication Information Template (PIT), which must be completed and submitted with every draft publication prior to editing.



DISCLAIMERS

Publications should carry the following disclaimer, normally on the inside-front cover, unless IRENA's legal team advises otherwise:

This publication and the material herein are provided “as is”. All reasonable precautions have been taken by IRENA to verify the reliability of the material in this publication. However, neither IRENA nor any of its officials, agents, data or other third-party content providers provides a warranty of any kind, either expressed or implied, and they accept no responsibility or liability for any consequence of use of the publication or material herein.

The information contained herein does not necessarily represent the views of the Members of IRENA. The mention of specific companies or certain projects or products does not imply that they are endorsed or recommended by IRENA in preference to others of a similar nature that are not mentioned. The designations employed and the presentation of material herein do not imply the expression of any opinion on the part of IRENA concerning the legal status of any region, country, territory, city or area or of its authorities, or concerning the delimitation of frontiers or boundaries.

Copyrights statements and disclaimers may be adapted for joint publications, and additional disclaimers may be added in consultation with IRENA's legal, governance and publications units.

Maps should also include a short disclaimer:

The term “country” as used in this material also refers, as appropriate, to territories or areas.

REFERENCES

References are cited in accordance with the [Harvard system](#), which gives the author's surname and the year of publication within the text, between brackets: (Gifford, 2013). All references are listed in a section near the back, alphabetically by author surname or institution name. Web links should be included as appropriate. Web-based sources require a link and date of access.

Gifford, J. (2013), “Solar phone charging launched in Tanzania”, PV-Magazine, 19 February, www.pv-magazine.com/news/details/beitrag/solar--phone-chargind-launched-in-tanzania_100010263/#ixzz2iTiKC4g5, accessed November 2013.

IRENA (International Renewable Energy Agency) (2012), Financial Mechanisms and Investment Frameworks for Renewable in Developing Countries, IRENA, Abu Dhabi, pp.112.

See the OECD style guide for further details on reference citations.

NOTES ON PUBLICATION DESIGN

FONTS

Arial and **Calibri** are suitable fonts for draft publications, e.g. in MS Word.

In finished, laid-out publications, IRENA uses **ITC Avant Garde Gothic** and **Gotham Narrow** families:

- » **Main text:** Gotham Narrow Book (10-11pt)*
- » **Super-titles and titles:** ITC Avant Garde Gothic
- » **Subtitles:** ITC Avant Garde Gothic or Gotham Narrow
- » **Introductions (small paragraphs):** ITC Avant Garde Gothic or Gotham Narrow
- » **Quotes:** ITC Avant Garde Gothic or Gotham Narrow
- » **Figures description:** ITC Avant Garde Gothic or Gotham Narrow (8-10pt)
- » **Figures data:** Gotham Narrow (9-10pt)
- » **Tables:** Gotham Narrow (9-10pt)

RENEWABLE ENERGY ICONS

IRENA uses the following renewable energy icons, which should be placed in alphabetical order:



* Do not use Gotham Narrow Light

MAIN COLORS

IRENA BLUE ■

- » Pantone 307U
- » C100 M16 Y0 K27
- » R0 G115 B167
- » HEX #0073ab
- » H200 S100 B67

IRENA GREY ■

- » Pantone 433U
- » C0 M0 Y0 K80
- » R88 G89 B91
- » HEX #58585a
- » H240 S2 B35

RENEWABLE ENERGY COLORS (SECONDARY)

Solar PV/Solar ■

- » C13 M12 Y93 K0
- » R228 G208 B50
- » HEX #E4D03A2
- » H52 S78 B89

Other Blue if needed ■

- » C70 M24 Y0 K0
- » R59 G158 B216
- » HEX #3B9ED8
- » H201 S72 B84

Biofuels ■

- » C22 M0 Y31 K0
- » R199 G227 B190
- » HEX #C7E3BE
- » H104 S16 B89

Solar Heating & Cooling ■

- » C5 M25 Y93 K0
- » R241 G190 B46
- » HEX #F1BE2E
- » H43 S80 B94

Ocean ■

- » C81 M71 Y0 K0
- » R72 G92 B169
- » HEX #485CA9
- » H227 S57 B66

Wind ■

- » C35 M37 Y30 K0
- » R172 G157 B161
- » HEX #AC9DA1
- » H343 S8 B67

Concentrating Solar Power ■

- » C14 M42 Y96 K0
- » R218 G154 B47
- » HEX #DA9A2F
- » H36 S78 B85

Biogas ■

- » C43 M0 Y59 K25
- » R119 G164 B113
- » HEX #77A471
- » H112 S30 B64

Gas ■

- » C0 M0 Y0 K15
- » R220 G221 B222
- » HEX #DCDDDE
- » H208 S0 B87

Small Hydro / Hydro ■

- » C100 M16 Y0 K27
- » R0 G120 B174
- » HEX #0078AE
- » H197 S100 B68

Biomass / Bioenergy ■

- » C57 M0 Y78 K0
- » R118 G194 B106
- » HEX #76C26A
- » H111 S45 B76

Coal ■

- » C32 M24 Y24 K0
- » R177 G178 B180
- » HEX #B1B2B4
- » H218 S1 B70



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