

STANDARDISATION GUIDELINES

by
Adalberto Vallega

1 — Introduction

In recent times the need to make uniform the IGU materials, whatever source they come from, has increased. In particular, this need was emphasised during the 2004 Glasgow International Geographical Congress and some associated events. This persuasion has diffused that the more standardisation is operated the more efficiency of IGU, as well as its visibility, is strengthened. In order to meet this need, the following criteria are formulated. They are concerned with the activity of the:

- Executive Committee (EC)
- National Committees (NCs)
- Regional Networks (of National Committees)
- Commissions (Cs)
- Task Forces (TFs)
- Organising Committees of International Geographical Congresses (IGCs)
- Organising Committees of IGU Regional Conferences (RCs)
- any other IGU body which was established by an official decision by the Executive Committee and General Assembly (GA).

2 — The liaison person and reviewing

Vice president Markku Löytönen is serving as the liaison member of the IGU Executive Committee for Standardisation. Any query, suggestions, proposals concerning this matter should be conveyed to:

Professor Markku Löytönen
Vice-president, International Geographical Union
Department of Geography
University of Helsinki
PO Box 4
00014 Helsinki, Finland
Phone ++358 9 1912 2433
Fax ++358 9 1912 2641
E-mail: markku.loytonen@helsinki.fi

These *Standardisation guidelines* will be periodically reviewed. In this perspective, the chairpersons of IGU body, as well as any other person concerned with IGU roles and activity, are

cordially invited to convey their comments and implementation proposals to Vice-president Markku Löytönen.

Part I — **Hard materials**

3 — **Letterhead**

The letterhead used by the IGU bodies listed in should conform the letterhead in use by the Executive Committee (*Annex 1*, IGU Executive Committee letterhead). In practical terms:

- the *top level* of the letterhead should include: i) the name of the Union (International Geographical Union — Union Géographique Internationale); ii) the name of the body in two languages (e.g., Commission on Mapping, Commission on Cartographie); iii) the IGU logo (see section 5); iv) the name and co-ordinates of the President;
- the *bottom level* of the letterhead should include: i) the full co-ordinates of the body's secretary; ii) the names and e-mail addresses of the body's steering committee; iii) other useful information.

4 — **Name of the Union and the IGU bodies**

Name of the Union

It is recommended that the Union is mentioned with its two names:

International Geographical Union (IGU)
Union Géographique Internationale (UGI)

Associated names

When the name of the Union is associated with that of an IGU body, such as that of a C or a TF, also the latter name should be mentioned in the two official languages of the Union. For example, in the case of the Commission on Applied Geography:

International Geographical Union (IGU)
Commission on Applied Geography

Union Géographique Internationale
Commission de Géographie Appliquée

Name of the National Committee

The names of the National Committees must be written according to the following format:

IGU National Committee of [name of the country]
Example: IGU National Committee of Albania

Comité Nationale de l'UGI pour [name of the country]

Example:

Comité Nationale de l'UGI pour l'Albanie

Both names must be associated in the individual IGU documents:

Example:

IGU National Committee of Albania
Comité Nationale de l'UGI pour l'Albanie

Commission and Task Force

The names of the Commissions and Task Forces must be written according to the following format:

IGU Commission on [subject area of the Commission]

Example:

Commission on Applied Geography
Commission de Géographie Appliquée

The list of the official, (British) English and French, names of the Commissions and Task Forces may be found in the IGU website (www.igu-net.org).

5 — Logo

The National Committees, Commissions and Task Forces are allowed to use the IGU logo in their letterhead, as well as in other documents, such as books and leaflets.

As regards scientific events, the IGU logo may be used in the relevant documents, such as programmes and proceedings, when:

- the event is convened by the IGU body (National Committee, Regional Network National Committees, Commission, Task Force);
- the event is convened jointly by the IGU body and other external body;
- the event is convened by a body external to the IGU which benefited from the official sponsorship of the IGU body.

The Home of Geography has to use the IGU logo in association of the logo of Società Geografica Italiana.

The IGU logo may be found in *Annex 2* (The IGU logo).

6 — IGU book covers

The Home of Geography book series has its own cover formats. Therefore any book from Commissions, Task Forces and other IGU bodies included in this series should follow the HG cover format. See *Annex 3* (Home of Geography book cover).

Those books that are included in series of commercial publishers must include the following information note in the initial page where the editorial data are presented:

- *This book contains the outcomes of investigations carried by the Commission ... [or Task Force....] of the International Geographical Union (IGU)*
- *This book contains the papers presented in the [references of the event], convened by [name of the Commission or task Force] of the International Geographical Union (IGU)*
- *Ce livre présent les résultats des recherches développées dans le cadre de la Commission [ou de la Task Force] de l'Union Géographique Internationale (UGI)*
- *Ce livre présent les contributions présentées dans le cadre de [préciser les références de l'évènement], organisé par la [nom de la Commission ou de la Task Force] de l'Union Géographique Internationale (UGI).*

Those IGU bodies, which do not expect to publish their scientific products in commercial series, are cordially invited to explore whether and how these products could be included in the HG book series. In this respect they could contact Professor Giuliano Bellezza, Director of the HG (g.bellezza@homeofgeography.org).

7 — Articles in journals

The articles from the IGU research bodies activity, or from IGU scientific events, should be complemented with a note specifying that they are the result of IGU activity. The note could conform to this format:

- *This article contains outcomes of investigations carried by the Commission ... [or Task Force....] of the International Geographical Union (IGU)*
- *This articles mirrors [or presents, or...] the paper [title of the paper] presented in the [references of the event], convened by [name of the Commission or task Force] of the International Geographical Union (IGU)*
- *Cet article présent les résultats des recherches développés dans le cadre de la Commission [ou de la Task Force] de l'Union Géographique Internationale (UGI)*
- *Cet article reflète la communication présentée dans le cadre de [préciser les références de l'évènement], organisé par la [nom de la Commission ou de la Task Force] de l'Union Géographique Internationale (UGI).*

8 — Papers in edited books

The papers from research bodies, or from IGU scientific events, which are included in edited books should be complemented with a note specifying that they are the result of IGU activity. Tentatively, the note could conform to this format:

- *This papers presents outcomes of investigations carried by the Commission ... [or Task Force....] of the International Geographical Union (IGU)*
- *This paper was presented in the [include references of the event], convened by [name of the Commission or task Force] of the International Geographical Union (IGU)*
 - *Ce contribution présent les résultats de recherches développés dans le cadre de la Commission [ou de la Task Force] de l'Union Géographique Internationale (UGI)*
- *Cet contribution a été présentée dans le cadre de [préciser les références de l'évènement], organisé par la [nom de la Commission ou de la Task Force] de l'Union Géographique Internationale (UGI).*

9 — Leaflets

An increasing number of IGU bodies (Cs, TFs, NCs, and others) need to design and circulate leaflets describing their organisation and activity, usually for promotion purposes. It is suggested that the covers of the relevant leaflets are as uniform as possible in order to optimise the international visibility of IGU. In this respect the bi-lingual cover template sketched in *Annex 4* (IGU leaflet) is suggested as a reference design. In order to conform to the IGU Statutes, it is recommended to design the leaflets into (British) English and French.

10 — Programmes of IGU events

According the IGU Statutes, programmes, together with any complementing materials (such as the registration form and abstracts of papers), should be presented in (British) English and French. Also the language of the country where the event is held may be used in these documents. Apart from that, each IGU body should feel free to design the programme and complementary materials according its needs and inclinations.

Part II — E-materials

11 — Websites

The initial webpage of the Commissions, Task Forces and other IGU research bodies should be bi-lingual: the IGU and the research body should be mentioned in (British) English and French. Sentences and messages in the domestic languages may be also included. The IGU logo should mark the page. Links with the IGU website (www.igu-net.org) and the Home of Geography website (<http://www.homeofgeography.org>) should be included.

12 — Software of e-materials

It is recommended that the text materials are provided in .word, .pdf or .html formats.

Excel is recommended for tables and graphics.

Annex 1

IGU Executive Committee letterhead
which may be used as a sample for designing the letterhead of other IGU bodies

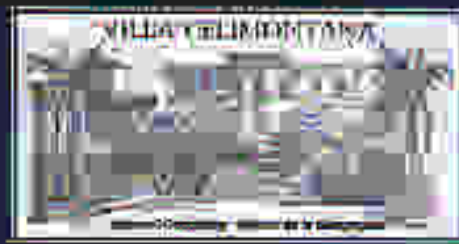
Annex 2

The IGU logo



Annex 3

Home of Geography book cover
which may be used as a sample for designing the letterhead of other IGU bodies



GENDERED CITIES: IDENTITIES, ACTIVITIES, NETWORKS A life-course approach

EDITED BY
Elișabeta Ciomara, Flavia Constantin and Ioana Draguleasa-Fortușiu



Annex 4

IGU Leaflet
Cover front side (sample)



International Geographical Union 2000-2004

Objectives

The International Geographical Union (IGU) was established in 1922 to:

- promote the study of geographical problems
- initiate and coordinate geographical research, teaching, publications, cooperation
- assume the dissemination of geographical knowledge
- provide technical participation of geographical international organizations
- initiate the education and diffusion of geographical knowledge among member countries

IGU Leaflet
Cover back side (sample)

