

ANNEX A

How to number oecd publications

Please refer to the section on structuring your publication. Contact your PAC Editor very early on in the drafting stage when deciding on the structure of your manuscript.

Two typical scenarios:

1. **Chapters, no parts.** Chapters are numbered from 1 to *n*.
2. **Chapters grouped by parts.** The chapters all have an equal role in the publication and are numbered from 1 to *n*. The chapter numbering system does not restart at each new part.

NOTE > There are very few exceptions to these structures. If you think they are not applicable to your publication, please contact the PAC editorial team early in your drafting process.

An OECD publication is composed of three main segments: front matter (preliminary pages), body (main text) and back matter (end pages).

- The front matter should not be numbered and should never contain figures or tables.
- Chapters within the body text should be numbered using Arabic numbers (1, 2, 3, 4, etc.), not Roman numerals (I, II, III, IV, etc.).
- The first substantive chapter is always numbered Chapter 1 (there is no such thing as Chapter 0).
- Parts should be numbered using Roman numerals (I, II, III, etc.) and should contain at least two chapters or components.
- Tables, figures and annexes within chapters are numbered according to their chapter number (Table 1.1, Annex 1.A1, etc.).

See also: *Structuring your publication*, pp. 24-27.

▼ Table A.1. Chapters, no parts

STRUCTURE	NUMBERING	ELEMENT	STRUCTURE (EXAMPLE)	RUNNING HEADERS (EXAMPLE)
FRONT MATTER (PRELIMINARY PAGES)	<i>n.a.</i>	Foreword	Foreword	Foreword
	<i>n.a.</i>	Table of contents	Table of contents	Table of contents
	<i>n.a.</i>	Abbreviations and acronyms	Abbreviations and acronyms	Abbreviations and acronyms
	<i>n.a.</i>	Executive summary		Executive summary
BODY	Arabic numbers	Chapter 1 Table 1.1 Table 1.2... Figure 1.1 Figure 1.2... Box 1.1... Notes : 1 to <i>n</i> References	Chapter 1 Assessment and recommendations	1. Assessment and recommendations
		Chapter 2 Table 2.1 Table 2.2... Figure 2.1 Figure 2.2... Annex 2.A1 Annex 2.A2 Table 2.A2.1 Notes : 1 to <i>n</i> References	Chapter 2 Main economic factors concerning...	2. Main economic factors concerning...
		Chapter 3 Table 3.1 Table 3.2... Figure 3.1 Figure 3.2... Annex 3.A1 Table 3.A1.1 Notes : 1 to <i>n</i> References	Chapter 3 Private annuity markets	3. Private annuity markets
BACK MATTER	Letters	Annex A Table A.1 Table A.2 Figure A.1 Figure A.2	Annex A Decision of the Council on the exchange...	Annex A
		Annex B Table B.1 Table B.2... Figure B.1	Annex B Programme of the OECD workshop	Annex B

▼ Table A.2. Chapters grouped by parts

STRUCTURE	NUMBERING	ELEMENT	STRUCTURE (EXAMPLE)	RUNNING HEADERS (EXAMPLE)
FRONT MATTER (PRELIMINARY PAGES)	<i>n.a.</i>	Foreword	Foreword	Foreword
	<i>n.a.</i>	Table of contents	Table of contents	Table of contents
	<i>n.a.</i>	Abbreviations and acronyms	Abbreviations and acronyms	Abbreviations and acronyms
	<i>n.a.</i>	Executive summary	Executive summary	Executive summary
BODY	Roman numerals	Part I	Part I. Overview and recent trends	
	Arabic numbers	Chapter 1 Table 1.1 Table 1.2... Figure 1.1 Figure 1.2... Box 1.1... Notes : 1 to <i>n</i> References	Chapter 1 Assessment and recommendations	I.1. Assessment and recommendations
		Chapter 2 Table 2.1 Table 2.2... Figure 2.1 Figure 2.2... Box 2.1... Annex 2.A1 Annex 2.A2 Table 2.A2.1 Notes : 1 to <i>n</i> References	Chapter 2 Main economic factors concerning...	I.2. Main economic factors concerning...
	Roman numerals	Part II	Part II. Country profiles	
Arabic numbers	Chapter 3 Table 3.1 Table 3.2... Figure 3.1 Figure 3.2... Annex 3.A1 Table 3.A1.1 Notes : 1 to <i>n</i> References	Chapter 3 Canada	II.3. Canada	

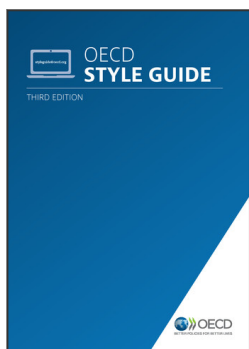
	Arabic numbers	Chapter 4 Table 4.1 Table 4.2... Figure 4.1 Figure 4.2... Box 4.1... Annex 4.A1 Table 4.A1.1 Notes : 1 to <i>n</i> References	Chapter 4 France	II.4. France
		Chapter 5 Table 5.1 Table 5.2... Figure 5.1 Figure 5.2... Annex 5.A1 Annex 5.A2 Table 5.A2.1 Notes : 1 to <i>n</i> References	Chapter 5 United States	II.5. United States
BACK MATTER	Letters	Annex A Table A.1 Table A.2 Figure A.1 Figure A.2	Annex A Decision of the Council on the exchange...	Annex A
		Annex B Table B.1 Table B.2... Figure B.1	Annex B Programme of the OECD workshop	Annex B

NOTE › About the annexes related to parts

If the book contains some annexes that relate to chapters and others that relate to the whole book (as in the above example), it should not contain annexes that are related to parts.

However, if the book contains annexes related to parts instead of chapters, they should be numbered like this (for Part I):

	Roman + arabic numerals	Annex I.A1 Table I.A1.1 Table I.A1. 2 Figure I.A1.1	Annex I.A1 List of Participants	Annex I.A1
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