

Standard Publications Guidelines

for

“SUMERNET 4 All” Partners and Grantees

Version: 27 January 2023

These guidelines have been developed by the Secretariat of Sustainable Mekong Research Network (SUMERNET, www.sumernet.org) for the use by “SUMERNET 4 All” partners and grantees in their publications. These have been updated as of January 2023.

Publications include technical reports, policy briefs, booklets, working papers, powerpoint presentations and also multimedia (short films and graphic designs) resulting from the research projects supported by SUMERNET grants.

The guidelines include acknowledgement/attribution, disclaimer and the relevant logos for use in the partner and grantee publications.

I. Logo Usage

1.1 Technical reports, policy briefs, booklets, working papers

- The main logo on the publication will be the logo of your organization and following your standard publication guidelines. The SUMERNET logo **should always appear together with the logo of your organization** wherever it is (whether in the front or back cover, or other locations).
- Sida logos along with any other supporting donor agency logo **should not appear** on the front cover (or title page) of the publication.
- A small reproduction of either version of the SUMERNET, Sida and other funder logos may be placed just above the disclaimer on the inside cover or outside back cover (or on the last page of the publication).

1.2 PowerPoint presentation

- On the **title and last** slide, **SUMERNET logo** should be on the top left and followed by the logo of your organization. **Sida logo** and any other supporting donor agency logo **should appear on the top right or at other part of those slides with clear indication that they are financial supporters.**
- For the other content slides, it is not mandatory to include the logos.

1.3 Other publications for public events e.g., meeting agenda

- II. The main logo on the workshop agenda or flyer will be the logo of your organization and following your standard publication guidelines. The SUMERNET logo **should always appear together with the logo of your organization** wherever it is placed (whether in the top or bottom).

2.2 Multimedia

- This may include short films, graphic designs, posters and charts.
- For short films: SUMERNET logo **should always appear together with the logo of your organization** in two instances: before the title of the film; at the end of the film after the film credits.
- For graphic designs, posters and charts: SUMERNET logo **should always appear together with the logo of your organization** wherever it is placed (whether in the top or bottom of the graphic design product).

III. Attribution/Acknowledgment (for written publications only)

- SUMERNET and supporting donor agencies can be acknowledged or attributed using the following format of **‘attribution text’**.
- The text needs to be placed in the **inside cover** of the publication. The following is the suggested sample for attribution text for “SUMERNET 4 All” Partners and Grantees.

This publication was funded by the Swedish Government through the Swedish International Development Cooperation Agency (Sida) under the Sustainable Mekong Research Network (www.sumernet.org).

IV. Disclaimer (for written publications only)

- The disclaimer (see below) must be placed on the **inside cover or outside back cover**. It should not be placed on the front cover.
- The disclaimer should reference SUMERNET and any related supporting donor agency. The following is the suggested sample for disclaimer text for “SUMERNET 4 All” Partners and Grantees.

Disclaimer:

This document is an output from projects funded by the Swedish Government through Swedish International Development Cooperation Agency (Sida) under the Sustainable Mekong Research Network (www.sumernet.org) implemented by Stockholm Environment Institute (SEI). However, the views expressed, and information contained in it are not necessarily those of or endorsed by the Swedish Government, Sida, SEI, and other entities managing the delivery of the SUMERNET and its programmes, which can accept no responsibility or liability for such views, completeness, or accuracy of the information or for any reliance placed on them.



Note: This text can also be used for publications that partners may co-produce with SUMERNET Secretariat.

Relevant logos

SUMERNET logo



Sida logo

Please use the Sida logo along the text “Supported by:” as shown below

Supported by:

