

WORLD REPORT 2000 GUIDELINES

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WORLD REPORT 2000 GUIDELINES

1. Length and Word Limits

Each division and project is given a word limit for its section of the World Report. This is based on the countries or issues covered and the overall limitations we face in producing a book of manageable size. The length of regional and thematic division entries is subject to discussion with directors, but there can be only limited flexibility on this.

The 1999 World Report was 506 pages long and totaled about 270,000 words. Regional sections averaged 40,000 words, with from nine to twenty-three countries covered in five regional sections. The maximum word length in general for country sections for the 1999 report was 3,000 words (with sections such as Russia and China among the few exceptions); many country sections were between 1,000 and 2,000 words in length. In the 1999 report the entries of the CRD, WRD, and Arms Divisions ranged from 7,500 to 10,000 words in length. We will aim for the World Report 2000 to be about the same overall length as the previous report, with some modification of the word limits for each section.

As for the 1999 report, each regional director will determine the word count for the individual countries to be covered in their areas, within the overall word count allocated to each region. But these allocations should reflect the overall norms for the report, with only major country entries reaching the 3,000 word limit.

Directors will be given the overall word limits for their areas, and will agree on word limits for each of the report writers in their divisions. These agreed limits will be the basis for final text going for review as well as what goes to the printer. In the review process, authors must indicate the *actual* and *agreed* length at the top of each draft going for review (the *actual* length should be less than or the same as the agreed draft!).

2. Introduction

The report begins with an *introduction* that explores major themes and developments in human rights during the year under review. This section is drafted by the executive director late in the writing process so that it can draw upon the first drafts of country and thematic sections. Ideas and information to contribute to this are solicited early in the process and should be channeled straight to Ken.

3. Regional Sections

The largest section of the report is dedicated to the five regions. These sections, the content of which is discussed further below, each begin with an overview, followed by *country chapters*.

3.1 The Regional Overview Each regional section begins with a *regional overview* that is drafted by the respective directors.

- The overviews are intended to give a strategic and analytical view of human rights issues in the regions, identifying broad concerns across the regions, such as refugee issues,

armed conflict and humanitarian law violations, measures to fight impunity, or efforts to build civil society.

- Directors may choose in a given year to give special attention to a particular theme which cuts across the region, and can be illustrated with a range of country examples.
- Human rights issues in countries which are not the subject of separate chapters should be covered in the overview.
- Directors should not forget to reflect developments in their regions concerning such issues as women's rights or corporate responsibility which may have been addressed primarily during the year by other parts of Human Rights Watch.
- Similarly, important issues or developments, even if they have not been addressed through major initiatives, should be reflected in overviews if they do not fit into country chapters. Examples could include cases, legislation, or trends regarding the violation of the rights of gays and lesbians; religious discrimination; hate speech; or academic freedom.
- While we will avoid repetition between the regional and thematic overviews, keep in mind that the regional overviews represent major statements on human rights in the regions each year. These overviews are widely reproduced in full; they should reflect the overall issues of each region.
- The ***regional overviews*** have the following outline (subheads on the role of the international community will vary):
 - Human Rights Developments
 - Defending Human Rights
 - The Role of the International Community
 - [Use this heading only if you have more than one subdivision under the international community. Do not use if you only have a U.S. Policy section.]
 - United Nations
 - Russian Federation
 - Council of Europe
 - Regional Bodies, for example, OSCE, OAS, OAU, ASEAN, etc.
 - United States
 - The Work of Human Rights Watch/ _____ Division
- The outline and headings of the country chapters follow the same general format as the overview, but do not include a section on the work of Human Rights Watch.

3.2 The ***Defending Human Rights*** section should review the situation of human rights organizations in the region, including their initiatives, the measures taken by governments to restrict or suppress them, and other obstacles they have faced or overcome. Regional interaction of nongovernmental rights groups should be highlighted. The role of government-sponsored human rights commissions should be addressed where relevant. This section, and its counterpart in the country chapters, reflects the longstanding Human Rights Watch focus on the promotion and protection of human rights defenders.

3.3 Sections on ***The Role of the International Community*** are an important advocacy dimension

of the regional reports (as well as in the sections concerning major thematic work). This text should describe major developments in the international arena, including lost or potential new opportunities to bring about improvement in regional or country situations. For most regions, the first subhead will be *United Nations*; the second the relevant regional intergovernmental organization, such as the *Organization of American States* or *Organization of African Unity*. The *European Union*, like the *United States*, can play both positive and negative roles vis a vis national and regional human rights situations, and will require a subhead and section in most regional overviews; these should identify relevant aid packages and advocacy issues. When other states, such as *Japan*, or regional groupings, such as the *OSCE*, exercise similar influence or have the potential to do so, they should also be set off with subheads. The *United States* should normally be the last in the section on the international role. International funding bodies may be of a particular significance in a region to merit a further subsection: in the 1999 report, the Asia overview included *International Financial Institutions* and *Donors and Investors* subsections.

3.4 The regional overviews' *Work of Human Rights Watch* sections should build upon the strategic framework of the human rights developments section of each overview. The section should emphasize initiatives that were of particular importance during the year, and to cluster them in a manner reflecting the strategic approach of the overall text, for example:

- ✓ Major campaign initiatives, lobbying efforts, and joint initiatives with other NGOs should be highlighted. The section should report on country-work involving collaborative ventures, both in fact-finding and in advocacy, as well as special efforts made for outreach to new constituencies, such as business.
- ✓ Major publications should be reported in the overviews, preferably in a thematic framework clustering country references around related issues. Names of reports should be omitted, as a complete list of relevant reports and missions will appear in the appendix; partial listings of relevant reports also follow each chapter.
- ✓ Reporting on work with regional and global IGOs should cover major country initiatives involving IGO human rights mechanisms, major demarches before IGO political bodies, and other major advocacy initiatives. Reporting should cover work with financial institutions and other relevant multilateral fora.
- ✓ Special attention should be given to legal initiatives taken in international fora, such as the Inter-American Court or the special tribunals on Rwanda and the former Yugoslavia, as well as litigation before national courts.
- ✓ Lobbying and briefings involving single governments, such as initiatives aimed at influencing the U.S. State Department or members of the E.U. on foreign policy issues, may require treatment in separate paragraphs but should not be unduly detailed.
- ✓ Missions conducted should also be reported in the overview, preferably in the framework of the thematic discussions of our concerns in various countries. For example, a series of trial observations in different parts of the region might merit a separate paragraph, or be reported in the context of the overview's reference to fair trial issues or political imprisonment. A complete list of missions will also be included as an appendix to the World Report.

4. Country Chapters

The overview of the regional sections is followed by *country entries*, organized alphabetically. These chapters follow a standard format similar to that of the overviews, but without the subsections on what Human Rights Watch did. That information must be incorporated into the overviews (an exception to this general rule is outlined below in point 6, on *The Role of the International Community*).

4.1 Human Rights Developments. The beginning (and major part) of each country chapter, *human rights developments*, should cover both important political developments (changes of government; coups; armed conflicts) and major human rights issues. Try to approach your countries or other subjects with a strategic argument that is developed throughout the presentation, as if you were writing an article. Trace through what you write an analysis of the most important issues and make clear why we believe them to be so.

The first paragraph(s) should sum up the principal human rights concerns while describing political developments and the context in which they occur. Subsequent text should explore specific human rights concerns in more depth; this may be done within the framework of a chronicle of the year's events or through strictly thematic paragraphs.

4.2 What to Cover and How. The best guide for new World Report writers can be found in some of the entries in last year's report; we are still aiming for a similar structure, content, and readable style. Country situations vary dramatically, and we have tried to avoid a "checklist" approach that could make World Report writing more formulaic—and less readable. That said, examples of coverage include:

- Patterns of abuse connected to the political process (for example, in relation to pro-democracy movements, elections, or coups), or other related developments (as in new legislation, states of emergency, new security services, government reorganization, or the role of opposition groups).
- Violations of civil and political rights through imprisonment, torture and cruel, inhuman, or degrading treatment or punishment, "disappearance," extrajudicial execution or the death penalty, and unfair trials. These are essential parts of the human rights record.
- Treatment of particularly vulnerable groups, such as children, indigenous peoples in some countries, or some minority groups that may require particular mention with regard to patterns of abuse.
- Discriminatory treatment. This may relate to the persecution of or lack of protection accorded members of particularly vulnerable groups. It may relate to discrimination against minority or majority populations. Discrimination based on gender, religion, ethnicity, or language and abuses of gays and lesbians requires particular attention.

- The human rights dimensions of conflict situations. These situations may range from intercommunal tensions and clashes to open armed conflict and wars with international dimensions. The reader will want to know such things as who is fighting whom, what violations of international norms are committed, who the victims are, what protection is accorded civilians, and what consequences the conflict has on internal displacement and refugee flows.
- Where internal armed conflict is reported, it is essential to address the actions of opposition groups as well as government forces; what the armed opposition did may be an important part of the overall human rights picture. International involvement, through arms or aid, should also be addressed (although this might be detailed under the section on the role of the international community).
- Developments related to accountability and impunity for violations of human rights and humanitarian law (such as amnesties, prosecutions, trials, protests, commissions of inquiry).
- Treatment of refugees. Country sections should, where relevant, include references to government immigration policy and practice. The *refoulement* of refugees should be identified as a human rights violation in the chapter concerning the country from which the refugee is expelled.

4.3 Reference to Human Rights Watch in country chapters

The country chapters' sections on *The Role of the International Community* may include references to initiatives in which Human Rights Watch took part where the organization's work was a significant part of an international effort. Similarly, if Human Rights Watch staff or initiatives were themselves part of *Human Rights Developments*, this might be reported in the country chapter: examples could include the arrest of staff members, the prosecution of those involved in translating or publishing our reports, or the disruption of conferences Human Rights Watch is attending.

5. Back of Book Materials

In addition to the other sections covered so far, there are also important lists of information in the back (and front) of the World Report. These are the Acknowledgments, Awards, Missions, Publications, and Staff and Committees sections.

- Every division needs to compile a list of all the advocacy and research **missions** taken since December 1999. Please arrange these **alphabetically by country**, include a very brief description of the mission's purpose, and the month it was taken. (See last year's WR for examples.) Finished lists should be passed to the Program Office through Gail Yamauchi.
- Each division and special issues researcher should also pass to Gail a list of everyone who should be acknowledged as contributing to writing, editing, and producing your section of

- the World Report.
- **Maria Pignataro Nielsen** will be compiling a list of all **staff** members who worked for HRW during the 1999 calendar year (including those who will have left before publication of the WR 2000.) **Veronica Matushaj** has compiled lists of **advisory board** members, which should include those who will be active members on the date of publication. Please make sure that you send in correct and updated information to them early in the process.

6. Ready I:/ Drive References

For easy reference on our work of the past year, many subdirectories on the I-drive can be helpful in preparing your drafts. These include:

I:/MISC/COUPONS/1999.wpd -- contains the publication list for 1999.

I:/PUBLIC/PRESS -- contains all press releases (in subdirectories by division of origin).

7. Basic Style References

The *Human Rights Watch Publications Manual*, available on I:/MISC/publicat/manual.wpd, is the authoritative manual for Human Rights Watch writing style and publications. The *Manual* should be used in conjunction with the *Chicago Manual of Style*, which all division and project directors should have on their desks during World Report season, and *Merriam Webster's Collegiate Dictionary, Tenth Edition* (an electronic version of the dictionary has been installed on the computer network and is very user friendly). Please remember that there are no footnotes in the World Report!

8. World Report-Specific Writing Guidelines

- 8.1 Write in the past tense; the report will be dated next year and will be read all next year.
 ✂ NEVER say "this year" or "last month" or "recently," for this same reason.
- 8.2 Use "at this writing" or "as of October" or "as of late October" to indicate the most recent state of affairs; don't use "at year's end" unless you are absolutely sure that the state of affairs won't change till then.
- 8.3 ✂ Don't promise a report or an action we haven't taken yet. Please do not include information regarding forthcoming advocacy work, even if you're sure the mission, meeting, or conference will take place before the end of the year. If it hasn't happened by October 22 (the final update deadline), you can't use it.
- 8.4 Related to #3: if we've investigated something but haven't published or otherwise gone public on it yet, you may be able to give a summary of what we found, but only if doing so won't undermine the strategy for publishing the material; since the World Report is not

an advocacy document, and not time-sensitive, it isn't much of a showcase for new material.

- 8.5** Related to #3 and 4: don't explore new policy issues for the first time in the World Report; we have too little time to work them through, and everyone is too busy with other things. This report is supposed to examine issues on which we already know a lot and explain them, not launch us into new territory.
- 8.6** Remember that this is a truly *international* document (produced by an *international* organization that happens to be U.S.-based!). That means that all sections of it may be read by people who are not from the region or country being written about. Therefore:
- ▶ All references to the U.S. should be carefully worded to eliminate over-familiarity. For example, "lower Manhattan" won't mean much to some of the report's readers.... Nor will endless references to various levels of officials in various offices of the State Department. Keep the foreign reader in mind, always.
 - ▶ Americanisms should be kept to a minimum: phrases like "cop a plea" or "play second fiddle" will be hard for the reader who uses English as a second language to understand.
 - ▶ Don't assume that all readers find the U.S. the most interesting country in policy terms; we should be covering the role of all the relevant international players to the extent possible. This is, of course, something we have to be aware of all year, not just as we are drafting the country sections, so that research can be done ahead of time.
 - ▶ U.S. currency is the main one to be used throughout, but at your first mention of the dollar in a figure, precede the dollar sign with U.S. That is, it should read: U.S. \$45 million. After the first mention, use the dollar sign by itself. If you want to use a national currency, or the European Union's ecu, when discussing the allotment of aid or for some other reason, always give the dollar equivalent in parentheses.
- 8.7** The names of institutions, parties, ministries, NGOs, etc., should all be presented first in English translation, followed, in parentheses, by: the name in the original language (where appropriate), comma, acronym. For example, Technical Investigation Unit (Cuerpo Técnico de Investigación, CTI); Popular Liberation Army (Ejército de Liberación Nacional, ELN). Note that names of organizations in foreign languages are not italicized.

Some organizations are best known, internationally as well as in their own countries, by their names or initials from the native language, and in such a case you should present the English translated name, then give the original name and acronym in parenthesis making clear which of these is the preferred usage. For example: the Hindu-nationalist Indian People's Party (Bharatiya Janata Party, best known by its initials, BJP)... Then for the rest of the text, the most usual reference can be used, in this case BJP.

- 8.8** Where a human rights monitor has been honored by Human Rights Watch, the respective region or thematic division should find a way to mention this in the text relating to the relevant country or theme. A single sentence can suffice.
- 8.9** Where you refer to another section of the report, do so this way: (see Children's Rights Project)... And the "see" should be italicized. Don't over-cross-reference.
- 8.10** Some tips for all our reports, but especially this one:
- ▶ No seasons; only months (our "summer" is someone else's winter).
 - ▶ No "recently" (be precise on times; this report will be a document of record).
 - ▶ No "terrorists," "tyrants," "dictators," or "regimes" (avoid emotive, politically loaded, or imprecise terminology; it is all right to refer to a legal regime in the sense of a body of laws!);
- 8.11** Use live language! Avoid the passive, bureaucratic locution (by which a locution is avoided due to its passivity and bureaucratic nature). Avoid long, dull words when you could be using lively ones.
- 8.12** Don't forget European events and advocacy. Talk with the Brussels office early in your drafting process, so that you can incorporate this information yourself wherever possible and so that Lotte knows well in advance what you'll need her to insert/investigate when she does her review.

9. Formatting

- Start every draft with a date and your name to help editors keep latest drafts straight.
- Drafts should indicate the word count, below the date and name. (Use "File," "Document Information" to determine this).
- Use page numbers.
- Use only bold and italic. No underline.
- Headlines and subheading should be in bold.
- Remember to indent paragraphs, and to set tab for indentations correctly. This means indenting every paragraph, *including* the first line after headings and subheads. Set your tabs to the equivalent of five spaces (as now reflected in the general formatting instructions in the publications manual) In WordPerfect, click on Format\Line\Tab Set, and in the Settings box set the tab to repeat every .3, instead of the default .5.
- All drafts for review by Program and other reviewers should be double spaced and in Times New Roman 12 point font.

10. Maintaining Electronic Files of Drafts

- All final drafts should be saved as I:\misc\00world_____ (your division/unit)_____ (country, if appropriate).fin. Please use the I:\misc\00world folder only for **final** versions.
- Please do not save revised versions of drafts over older versions. Each new draft should

be saved on your H:\ drive, duly identified (for example, as cuba1.wpd, cuba2.wpd), for reference later in the review process and as a *backup*, and so that final texts can be compared with previous drafts using file/compare document. For those unfamiliar with this WordPerfect tool: with your revised draft open on the screen, click on File\Compare Document\Add Markings, and type in the name of the previous draft. New text in your revised draft will then be highlighted in redline and things deleted from the old draft will appear in ~~strikeout~~ ~~[like this]~~. To remove markings, click on File\Compare Document\Remove Markings.

- Except for the final version, remember to use .wpd as a suffix, so the chapters can be easily opened when sent as email attachments.
- Division directors/associates should ensure that all final manuscripts are stored in the division group directory in the form sent to the Program Office for final review. These should be not be over-written: this is necessary to enable a comparison of final edited copy with previous drafts.

11. The Review Process

11.1 First Review

- Send sections of drafts **early** in the writing process to our experts on special issues such as women's rights, children's' rights, arms, prisons, drugs, or business, to ensure consistency and the best possible product. Thematic sections should be drafted in close consultation with the country and regional experts of the areas addressed.
- **September 17** is the deadline for *all* drafts to go for *obligatory* specialist review to **Reed Brody** and **Lotte Leicht** (for advocacy input), **Joanna Weschler** (for U.N. review), **Rachael Reilly** (refugee policy), and other specialists before Program review. These drafts should go to specialist reviewers simultaneously and as soon as texts are available.
- Specialist reviews and resulting revisions must be *completed* before the Program deadline—**September 24**.
- Drafts, including regional overviews, should be submitted to the Program Office in **hard copy** when possible and **also in electronic form**. Both should go to **Gail Yamauchi**, the program associate, who will be logging them in, routing them, keeping the editors on track, and ultimately doing the bulk of the formatting and the proofing of the text before it goes to press. Keep Gail informed of any delays or other developments in the writing and production process.
- All drafts must be initialed by each reviewer, with the date at which the review was completed.
- Writers or directors should keep copies of all marked up hard-copy drafts and/or email comments from the various reviewers throughout the World Report process.

- And to repeat, writers should retain drafts as submitted for review on your H: drive so you will be able to use the “File, Compare Document, Add Marking” function to confirm changes during the review process.

11.2 Second Review

- Please hand in a hard copy and electronic copy of all revised drafts showing additions/deletions with [redline](#) and ~~strikeout~~ by using the “Compare Document” function (see 11, above.) If major revisions have been made, submit a clean copy without markings (use “remove markings”) *as well as* the redline/strikeout hard copy. This will expedite the review process by all concerned.
- Please remember to give the word count at the top.

11.3 Final Version (No changes)

- Please save all files of final text in I:/misc/00world/ in the relevant subdirectory—and email Gail Yamauchi that you’ve done so!
- All chapters should be single spaced in Times New Roman 12 point and without any redline and strikeout.

11.4 Urgent Update Week

- The week of October 18-22 is reserved for crucial updates. Ordinary reviews and revisions should be finished by October 15. Only changes due to *major* developments should be submitted during this week.

June 22, 1999

WORLD REPORT 2000 SCHEDULE

August 23 - September 24: Writing of sections and staggered editing by division directors.

- Please copy all chapters for review to Reed, Lotte, Joanna, Rachael (and relevant chapters to other expert readers as appropriate) no later than **September 17**;
- Text passed to Program as completed and approved by directors;
- Deadline for all copy to Program: **September 24**.

September 27 - October 15: Program Office returns reviewed/edited copy to directors, who arrange follow-up with staff. During this time Program reviews second and, if needed, third drafts as well.

October 18 - October 22: One week for urgent last-minute updates.

October 22 - October 29: Ken's introduction circulates for comments. Program Office does final review of updated copy and front and back matter.

October 25 - November 2: Formatting and proofreading.

November 8 - 10: Proofreading of galleys.

November 11: Galleys sent back to publishers. Report printed and back by **November 22**.

November 22/23: Report mailed to Brussels and London.

December 9: Publication. (This is the Thursday before December 10, which is the preferred date for press purposes.)

This schedule can also be found at I:\misc\00world\wrsch.wpd