Dear Patrick,

It was a pleasure to meet with you and your colleagues, and to have an opportunity to convey in person our concerns about the editorial challenges posed by the E/C.16/2016 documents and to learn about your own contributions to making the reports more readable.

We appreciate your efforts in this regard, however, as we discussed, more has to be done to improve the quality of the documents so that the submissions are not only comprehensible in the language of submission (we have now also received complaints from the other language services) but also translatable.

We suggest that you provide a link to the Editorial Manual for the authors even though you indicated that they might find it overwhelming. Maybe they'll sift through it - you never know. In the event that they do not turn to it, however, it would be helpful if they at least observed the points set out below when preparing their reports:

- Strive for clarity and brevity for greater impact
- Use simple sentence structure
- Provide only relevant, pertinent information
- Avoid ambiguity
- Avoid quotations and acronyms
- Avoid bold font, italics, question marks or exclamation marks
- Avoid idiomatic expressions
- Limit footnotes
- If footnotes are used, the sources should be strictly relevant and necessary - commonly known or easily verifiable facts do not require footnotes; it would also be most helpful if they were cited in the correct format, the guidelines for which may be found in the Editorial Manual
- If tables and/or figures are used they must, like the footnotes, be relevant, necessary and understandable, and there needs to be a reference in the text to them (such as "see figure I", see table 1, etc.). We certainly are not encouraging the use of tables and/or figures, but if they are included they are not to be embedded in Excel format and must be editable (see below).

At your end, we would appreciate your agreeing to the following, which should help to ease the editing process:

- Ensuring that the consulting official on the D2 is accessible and can act as intermediary if the authors are not responding in a timely manner
- Providing the contact information of the author(s) on the D2, indicating which can serve as a focal point if there is more than one author
- As mentioned above, ensuring that any tables and/or figures are editable and in Word-only format - in this regard, please see the Guide to Document Submission, which is accessible on iSeek, and indicates the following:
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    " All submissions MUST be submitted as an MS Word-only document, be single-spaced, correctly paginated, and in Times New Roman size 10 font (smaller font is   permissible in tables and graphics). Tables, charts, graphs, statements and other material may NOT be embedded in Excel format; any file containing material   embedded in non-Word format will be returned to the author for re-submission in Word-only format. Native Excel files containing tables, charts, and graphs   represented within the Word document must be submitted along with the Word document."
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Please do not hesitate to contact us if you have any questions or suggestions.

Best regards,

Madeline

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