



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

July 22, 2016

DEPARTMENT MEMORANDUM
No. 2016 0276

FOR : **ALL DIRECTORS OF CENTRAL OFFICE BUREAUS AND SERVICES**

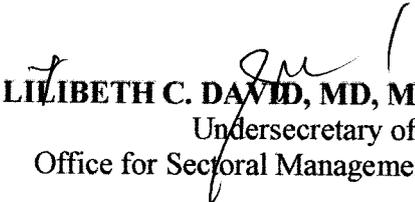
SUBJECT : **Guidelines for DOH Publications**

The Department of Health (DOH) develops and produces various types of information materials (e.g., manuals, annual and technical reports, etc.). Individual styles are currently practiced in DOH so much so that there is no organizational identity nor consistency of the information materials and knowledge products developed, printed and or published by the Department. In addition, some of our publications have no pertinent publication data such as author's name, publisher and publication date which are essential for proper citation and bibliographic purposes. Thus, it is difficult to make proper attributions and citations of certain DOH publications.

To ensure standard and consistent publication format, the attached Guidelines for DOH Publications should be followed.

For strict compliance.

By Authority of Secretary of Health:


LILIBETH C. DAVID, MD, MPH, MPM, CESO III
Undersecretary of Health
Office for Sectoral Management and Coordination

DOH PUBLICATION GUIDELINES

This guidelines will apply to manuals/handbooks, technical and annual reports, conference proceedings and other information materials to be published in book format and will not cover newsletters, journals, magazines, advisories, and other loose documents/information materials.

A. Use of DOH Logo

All DOH publications should have the DOH logo, positioned at any of the 4 corners of the cover and title page depending on the layout. In cases when there are partner organizations, the DOH logo should come first followed by the partner's logo. Size should be proportionate to the size of the publication. It should not be used as a background.

B. Preliminary Pages

Preliminary pages are materials or sections of a book that appears at the front of the book before the actual body content. Normally, a book has several preliminary pages. For consistency and uniformity of all DOH publications, they should include the following in the same order:

1. **Title page** – placed after the cover of the book, the title page should contain the full title, subtitle (if there's any), author's and/or editor's name, name and location of publisher, and year of publication. It may also include the following:
 - Translator's name, for works originally in a different language
 - Illustrator or photographer's name
 - Number of edition
 - Series notice, if part of a series
2. **Copyright page** or the verso of the title page (printed at the back of the title page) carries the copyright notices, edition information, publication information, cataloging data, legal notices and/or disclaimers and International Standard Book Number (ISBN) or the International Standard Serial Number (ISSN) if it is a serial publication. It may also include credits for design, production, editing and illustration on this page.

Note: Before submitting the publication for printing, the author should provide the Knowledge Management and Information Technology Service (KMITS) Library with a soft copy (in word format that is "print-ready") of the document for publication so that the cataloging data and the ISBN or ISSN number can be provided.

3. **Table of contents** – a list of all the major divisions of the book or document. A greater level of detail may be provided to help the reader navigate the book.

Optional inclusions:

Aside from the mandatory preliminary pages mentioned, the following can be included if deemed necessary in the subsequent sequence:

1. **Dedication** – after the copyright page.
2. **List of acronyms**
3. **List of figures or tables**
4. **Foreword or Messages** –an opening statement or message written by someone other than the author which may provide a context for the main work or document. Foreword is always signed, usually with the author's name, place, and date.
5. **Preface or introduction** –can be the author or editor's preface. It discusses the origin of the book, purpose/goal, context/scope of the work, and/or any related organization
6. **Epigraph or short quotation or saying** – indicates theme of the publication and may appear before the main text or body of the document.

B. Back Pages (optional)

The publication may also include the following notes/ supplementary materials at the end of the book or after the main portion of the publication in the following order:

1. **Appendix or Addendum** – a supplement to the main work and may consist of source documents and materials that arose too late to be included in the main body or other insertions.
2. **Glossary** – alphabetical list of terms and their definitions.
3. **Acknowledgment** – where the author expresses his/her gratitude to all those who provided help during the creation of the book. It may include extended permission credits.
4. **Bibliography** – systematic list of reference materials or sources used in writing the book.
5. **List of Contributors** – applicable when the publication has many authors. This should appear immediately before the index.

6. **Index** – Alphabetical list of significant terms found in the text and the pages they appear on.
7. **Erratum (plural : Errata)** – a notice of an error in the book.

C. Font and Point Size

1. Cover and Title Page

- 1.1. Use professional looking typeface or font. Do not use **Comics Sans** or **Papyrus**.
- 1.2. Suggested fonts for the title on the cover and title pages: **TRAJAN, Baskerville, Minion Pro, and Adobe Garamond.**
- 1.3. The font size should be big enough and proportionate to the size of the book.

2. Preliminary Pages, Back Pages and Main Body Text

- 2.1. Use serif fonts (letters with small lines tailing from its edges **d**)
- 2.2. Standard font size is between 10 to 12 point.
- 2.3. Suggested font types are: Century, Garamond, Palatino, Times New Roman

D. Margins

The suggested top-bottom-left-right margin is 0.8” or 0.75”. (Appropriate margins may vary depending on the layout and document size)

E. Line spacing and Text

Single space is discouraged as it is difficult to read. Spacing between 1.15 and 1.5 is recommended.

F. Headers and Footers

Headers and footers should appear within the margin. They should be at least 0.25” from the edge of the page. Their text should have fonts that complement the body text and size 2 points smaller than the body text.

G. Page numbers

1. Preliminary Pages

Preliminary pages are not integral to the book and are numbered using italicized lower-case Roman numerals (*i, ii, iii, iv* and so on).

2. Main Body of the Book or Publication

For the main body, use Arabic numerals. The font of the page numbers could be similar or complementary in the body text. Size can be equal or 2 point smaller that of the body text.