



Accessible versions of publications

The Economic Commission for Latin America and the Caribbean, in line with its Disability Inclusion Strategy 2021–2025 (CEPALDIS), is producing accessible versions of publications to meet the accessibility needs of persons with visual impairments.

With this in mind, documents that were not originally drafted in an accessible version should be assessed to determine the necessary adaptations, which could include adjustments to graphic elements and text to ensure compliance with accessibility criteria.

Some accessible publications are part of CEPALDIS and are included in the ECLAC programme of work. Extra-budgetary resources will be required for the production of publications that do not fall within the scope of this strategy.

You can learn more about the drafting requirements applicable to these texts in the [“Guidelines for preparing accessible documents of the Economic Commission for Latin America and the Caribbean \(ECLAC\): basic recommendations”](#).

Procedures and workflow



I. Author division

1. Request quotation from Robert Vielma, with a copy to Sergio Ferragut (only for publications not falling within CEPALDIS). The following must be included:
 - a. Referencing, editing and translation services for new text, alternative text and changes in body of text (provide consolidated word count):
 - i. Alternative text: number of words for the drafted text.
 - ii. Changes in body of text: total of text added to make the publication compliant with accessibility criteria.
 - b. Cover page adaptation.
 - c. Complex layout (US\$ 16 per page in final letter size format):
 - i. Accessible versions of publications are produced in letter size format only.
 - ii. If the layout of the original publication was in half letter format, calculate the same number of pages in letter size, plus 15% (layout pages in accessible version = half letter size pages x 1.15).
 - iii. If the layout of the original publication was in letter format, the number of pages increases by 115% (layout pages in accessible version = letter size pages x 2.15).
 - iv. If the text was not published previously, the number of pages in letter format increases by 120% (layout pages in accessible version = letter size pages x 2.20).
 - d. Accessibility check (US\$ 8 per page laid out in accessible version).
 - e. Press run (number of pages in accessible version).
2. Upload the request to gDoc. This must include:
 - a. Quotation and XB account to be charged (if the publication is not covered by CEPALDIS).
 - b. Word file:
 - i. Already published material: alternative text inserted in square brackets below each graphic element and new or modified text inserted in line, in the body of the published document, with track changes activated.
 - ii. New material: alternative text inserted in square brackets below each graphic element.
 - c. Graphic elements:
 - i. Already published material: if there are any changes in the presentation of graphic elements, new versions in editable format must be uploaded.
 - ii. New material: all graphic elements must be uploaded in editable format.

II. Documents and Publications Division

1. Documents Control Unit (UCD) checks that the request includes all the material needed for processing to begin.
2. UCD assigns the LC/A symbol.
3. Language units edit/translate new text.
4. Language units send editing/translation jobs to author for review.
5. Language units review any author changes and finalize their services.
6. Editorial Graphics Unit (UGE) produces the document.
 - a. Adapts graphic elements, applying accessibility criteria, and lays out the text using the appropriate template.
 - b. Incorporates alternative text for each graphic element as metadata.
 - c. Revises tags.
 - d. Reviews graphics and traditional text and checks that alternative texts are correctly applied to each graphic element.
 - e. Sends PDF file for author review.
7. UCD receives the reviewed file from author and transmits to language units, if necessary, and then to UGE.
8. UGE receives the author-reviewed file and:
 - a. Incorporates and revises changes.
 - b. Prepares pre-checklist.
 - c. Transmits to UCD for review and comments and, if necessary, generates a new PDF for subsequent clearance by UCD.
 - d. Sends PDF for accessibility check (reading order, colour contrast, alternative texts, tagging etc.) and then proceeds with layout to generate the final file.
 - e. Finalizes the job and uploads WEB and PRESS files to gDoc.
9. UCD sends files to be uploaded to web and to be printed.



For editorial matters, please consult the following resources:

- ECLAC editorial manual:

<https://www.cepal.org/es/publicaciones/81234-manual-estilo-publicaciones-espanol-la-comision-economica-america-latina-caribe>

- Guidelines for preparing accessible documents of the Economic Commission for Latin America and the Caribbean (ECLAC): basic recommendations:

<https://repositorio.cepal.org/server/api/core/bitstreams/b28d9162-b0ef-4535-96b5-f0d29c626498/content>

Please contact the following staff members in the Documents and Publications Division for any specific queries:

Procedures: Marcela Fernández and Maripaz Rojas

Quotations: Robert Vielma and Sergio Ferragut

gDoc: Robert Vielma

These and other guidelines are available on:

<https://iseek.un.org/es/sci/departament/unidad-de-control-de-documentos-y-publicaciones>