



CHECKLIST FOR RESOLUTION FORMATTING

The Checklist for Resolution Formatting details the common formatting and stylistic requirements for all draft resolutions at AMUN. Before submitting a draft resolution to the Dais staff for review, please confirm that the following criteria are met. If there are any formatting errors, the Dais staff will ask Representatives to correct the errors before approving the resolution.

DOCUMENT FORMAT:

- All preambular and operative clauses are italicized.
- All clauses are single-spaced internally with a hard return between clauses.
- The first line of all clauses and sub-clauses is indented.
- All lines in sub-sub-clauses are indented.
- All operative clauses are numbered; a period and one space follow each number.
- All sub-clauses are given lowercase letters in alphabetical order, set in parentheses, and followed by one space (e.g., (a) The nation).
- All sub-sub clauses are given small roman numerals, set in parentheses, and followed by one space (e.g., (i) All Member States).
- All preambular clauses end with a comma (,).
- All operative clauses except the last end with a semicolon (;).
- Phrases that introduce a set of sub-clauses end with a colon (:).
- All sub-clauses end with a semicolon (;).
- The sub-clause that introduces a set of sub-sub clauses ends in a colon (:).
- The final operative clause ends with a period (.

DOCUMENT STYLE:

- The first word of all clauses, sub-clauses and sub-sub-clauses are capitalized. Please note: In a clause with a two-word introductory phrase (e.g., *Further noting*) both words are italicized, but only the first is capitalized.
- All preambular clauses begin with an “ing” form verb (e.g., *Acknowledging, Recalling*).
- All operative clauses begin with a verb that demonstrates action (e.g., *Requests, Calls Upon*).
- All words should be spelled according to standard American usage, except in formal program or organization names or titles (e.g., World Food Programme).
- Acronyms and initialisms are appropriate in resolutions, except when referring to the United Nations and its principal organs (e.g., the General Assembly, the Economic and Social Council), which should always be spelled out in full.
- Acronyms and initialisms are written out in full the first time they are used within a resolution, followed by the abbreviation in parentheses (e.g., African Development Bank (ADB)).
- Full dates should always be used, including in reference to resolutions (e.g., 9 October 1977 or resolution 61/171 of 19 December 2006).
- In Security Council resolutions, the year the resolution was passed should be in parentheses along with the full date (e.g., resolution 1757 (2007) of 30 May 2007).
- When referencing a resolution use the short resolution number instead of the full document symbol (e.g., resolution 61/171 instead of resolution A/Res/61/171).
- Numbers under 10 are written out, except at the beginning of a sentence, in fractions, in lists or comparisons, in percentages, vote counts, ratios, etc.
- Numbers between 10 and 999,999 should be written in figures.
- Millions, billions and trillions: 1 million, 4.3 million, 3,543,000 (use figures if there are more than 2 digits are to the right of the decimal).
- Isolated references to weights and measurements are spelled out (e.g., ten kilometers).