# Resolution Format Checklist



### General

* + *Font*: Times New Roman
	+ *Size*: 12
	+ *Margins*: 1 inch

### Headings

* + DRAFT RESOLUTION – *typed in top left corner, all caps, empty line below*
	+ RESOLUTION: – *all caps with colon, tab to* [Council Abrev. Topic/Chair’s designation]
	+ COUNCIL: – *all caps with colon, tab to* [Full Name of Council]
	+ TOPIC: – *all caps with colon, tab to* [Full Language of Topic being Addressed]
	+ SPONSORS: – *all caps with colon, tab to* [List all Sponsors]

### Preamble

* + *First word of each clause* Bold *and* Underlined
	+ *Comma at end of each clause*
	+ *No line spacing within clauses; empty line between separate clauses*
	+ , and *after the second-to-last clause*

### Operative Clauses

* + Be it hereby resolved that the League of Arab States: – *bold, colon following*
	+ *Each line numbered, ½ inch tab between number and clause*
	+ *First word of each clause* Bold *and* Underlined
	+ *Semi-colon at end of each clause*
	+ *No line spacing within clauses; empty line between separate clauses*
	+ *Sub-clauses tabbed additional ½ inch, separated by commas, each line lettered*
	+ *Sub-sub-clauses tabbed additional 1 inch, separated by commas, roman numerals used*
	+ ; and *after the second-to-last clause*
	+ *Period after final clause*
	+ Signatories:– *typed in bottom left corner, colon following, list all Signatories*

