

## Sample Resolution

The following is an example of a correctly formatted resolution:

**FORUM:** The General Assembly

**QUESTION OF:** Establishment of permanent peace on the Korean Peninsula

**SUBMITTED BY:** Republic of Korea

Abbreviations after the term is first used, thereafter only the abbreviation is used

THE GENERAL ASSEMBLY,

Commas separate each preambulatory clause.

*Recognizing* the proliferation of nuclear weapons in the Korean Peninsula,

*Noting* that emergency aid needs to be combined with long terms developmental assistance in order to stabilize the Democratic People's Republic of Korea (DPRK),

Single line spacing between clauses

*Welcoming* recent developments as a means to establish a permanent solution,

Semi-colons separate each operative clause

1. Encourages DPRK to rejoin the Six Party Talks, for the continuation of dialogue leading to:
  - a) Dismantling of its nuclear weapons
  - b) continued building of community in international diplomacy;
2. Calls upon the United Nations member states and other non-governmental organizations (NGOs) to provide humanitarian assistance, food aid support and agricultural rehabilitation to alleviate humanitarian consequences of the economic crises in the DPRK;
3. Strongly recommends that the two Koreas continue to participate in an active cultural exchange through ways such as, but not limited to:
  - a) reunions
  - b) sporting events
  - c) development of tourism industries such as but not limited to:
    - i. ecotourism
    - ii. cultural tourism
  - d) media
  - e) education.

Colons separate operative clauses from sub clauses and sub clauses from sub-sub clauses

Period comes only at the end of the resolution

First letters of sub-clauses and sub-sub-clauses are not capitalized

Indent spaces by using tab



## Resolutions

- Times New Roman size 12 is used throughout the entire resolution
- The heading is at the top of the resolution, with three components, **bolded**, in the following order: **FORUM:**, **QUESTION OF:**, and **SUBMITTED BY:**
- After the title of the resolution, a single line spacing is placed, followed by the full name of the forum written in capital letters with a comma at the end
- Acronyms and abbreviations are spelled out the first time they are mentioned, in the following manner: United Nations Educational, Scientific and Cultural Organization (UNESCO)
- Single line spacing between all preambulatory/operative clauses
- The entire resolution is one sentence; thus a period comes only at the end of the resolution

## Preambulatory Clauses

- The introductory word/phrase of each preambulatory clause is *italicized*
- Only a selected set of phrases can be used as the introductory word/phrase
- The first letter of the introductory word/phrase is capitalized
- No introductory word/phrase can be repeated in a resolution
- Commas separate the preambulatory clauses from each other

## Operative Clauses

- Each operative clause is numbered: 1., 2., 3., 4., ...
- The numbers of the operative clauses align with the first words of the preambulatory clauses
- The introductory word/phrase of each operative clause is underlined
- Only a selected set of phrases could be used as introductory word/phrase
- The first letter of the introductory word/phrase is capitalized
- No introductory word/phrase can be repeated in a resolution
- Semi-colons separate operative clauses from each other
- Sub-clauses are lettered: a), b), c), d), ...
- Sub-sub-clauses are numbered with Roman numerals: i., ii., iii., iv., ...
- The Roman numerals of sub-sub-clauses are right justified
- Sub-clauses and sub-sub-clauses are indented by using tabs, **not** by using individual spaces (sub-clauses are tabbed once and sub-sub-clauses are tabbed twice)
- First letters of sub-clauses and sub-sub-clauses are not capitalized