**WASHINGTON MODEL OAS**

**Formatting Of Draft Resolutions:**

**General Formatting:**

* Submit on US Letter size paper: Go to “page set-up” and switch to US letter. Do not submit
* Resolutions formatted on A-4 paper.
* Use default 1” left and .7 right margins—do not change margin size from default.
* If you cut and paste from other documents, use “paste special” and “paste and match style” or “paste unformatted text.”

**Formatting Operative Clauses (Resolves):**

* ALL numbers are at the left-hand margin.
* Do not use tabs in resolves—or anywhere else when you can avoid it.
* Use the default outline function that appears when you type a number in, hitting tab key to go to numbered sub-clause (e.g. a,b,c, i, ii, iii.)
* If the outline function does not appear when you type a number, go to “Format,” then “Bullets and Numbering”—choose “Outlined Numbered” and then the appropriate outline number sequence.
* Do not type in numbers and letters and then indent or tab to where it looks right—use outline format always.

**Final Signatures**

* Do not allow signatures to be alone on final page, as there must be text with the signatures. Space down the last resolve to the next page, or insert a Page break before final resolves so at least one resolve appears on page with signatures.
* Copy and paste the signature segment below.

Approved for form and substance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Faculty Advisor)

Cosignatories: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Delegate) (Country Represented)

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** Check resolutions against attached model for punctuation and formatting, especially for punctuation in the sub-clauses in resolves. (You may want to print both and compare for final review.)

**TITLE BOLD AND CENTERED**

XXXX Committee Topic No. # of the Agenda

Draft Resolution Presented by the Delegation of your country

THE GENERAL ASSEMBLY, [followed by a comma]

SECTION HEADING: [followed by colon, then hard return]

[tab] This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble; " [ends in semi-colon, double return, space between clauses]

[tab] This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble; [ends in semi-colon, double return, space between clauses]

[tab] This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble; [ends in semi-colon, double return, space between clauses]

SECTION HEADING: [followed by colon, then hard return]

[tab] This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. [ends in semi-colon, followed by the word “and” when the next to the last section, double return, space between clauses]

SECTION HEADING: [followed by colon, then hard return]

[tab] This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble, [final clause ends in comma]

RESOLVES: [followed by colon, then hard return]

1. This is an operative clause that ends in a period. Each single operative clause always ends in period.
2. This is **one form** of operative clause that requires sub-clauses so this first part ends in a colon:
   1. This is a sub-clause within the operative clause ending with a period.
   2. This is a sub-clause within the operative clause that requires more sub-clauses and so ends with a colon:

i. These sub-clauses end in a period.

ii. These sub-clauses end in a period.

* 1. This is a sub-clause within the operative clause ending with a period.
  2. This is the last sub-clause within the operative clause that ends with a period.

3. This is a **second form** of operative clause that requires sub-clauses so this first part ends in a colon:

a. This is a sub-clause within the operative clause that ends with a semicolon;

b. This is a sub-clause that requires more sub-clauses so it ends in a colon:

* + 1. These sub-clauses end in a semi-colon;
    2. These sub-clauses end in semi-colon, and as the second to last so has an “and”, and
    3. This is the final sub-clause so ends in a semi-colon;

c. This is sub-clause ends with a semicolon, and as the next to last so requires an “and”; and

d. This is the last sub-clause that finishes this entire operative clause so ends with a period.

4. This is the final sub-clause.

Hit a hard return here and then insert “section break.” Cut and paste the signature segment below. Make sure it doesn’t end up alone on a page with no text.

Approved for form and substance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Faculty Advisor)

Cosignatories: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Delegate) (Country Represented)

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_