**Helpful checklist for formatting your resolution**

*\*\* Use this in conjunction with “Anatomy of a Resolution” on the website*

* Do NOT use a font size less than 12in the body of your resolution! Use fewer words, not a smaller font!
* Underline all preambulatory and operative **clauses.**
* **Have ¾” to 1” margins** on all sides so that delegates can write notes on your resolution.
* Do NOT throw in the kitchen sink! Save information for your speech. Select the most important data for the resolution and use the speech to elaborate.
* Number each line.
* These items at the top of the page should be in size 14 and bold:
  + - * + Resolution # (do NOT put a line in there; leave the number blank)
        + Presented by (nation name) in **BOLD** and underlined,
        + Subject of Resolution (type the A RESOLUTION TO… in ALL CAPS)
* Skip a space after your perambulatory section.
* Indent and number your operative clauses. (You’ll have two sets of numbering at this point.)
* Five or six operative clauses should be plenty!
* Operative clauses describe WHAT your plan is
* WHO will be involved (agencies? Other nations? Etc.)
* HOW your plan will work
* HOW much time and money it will take
* WHAT you hope to accomplish with your plan
* The last clause “urges other member nations to vote for it…” AND restates the subject of the resolution. Estonia’s example on “Anatomy of a Resolution” is a beautiful example.
* ASSIGNED TO COMMITTEE # should be in size 14 and bold
* ACTION in Committee should be size 12 and bold