

Guidelines for Submission of Draft Proposals in the General Assembly

NOTE: Minio Assembly

Annex: Editing of Proposals at the United Nations

1. Introduction: The editing process

The **Editing Section** edits all United

Each subparagraph begins with a capital letter
The subparagraphs must have a similar structure

An example of proper parallel subparagraph structure (from resolution 66/167):

6. *Calls upon* all States:
 - *c+"Vq"vcmg"ghhgevkg"ogcuwtgu"vq"gpuwtg í
 - *d+"Vq"hqvtg"tgnikqwu"htggfqo"cpf"rnwtcnkuo í
 - *e+"Vq"gpeqwtci"vg"tgrtgugpvcvkqp"qh í
 - *f+"Vq"ocmg"c"vvtqpi"ghhqtv"vq í

Another good example of proper subparagraph structure (from resolution 66/94):

10. *Reaffirms* vjg"ko rqtvcpeg í qh"vjg"yqtm"qh"vjg"Eq o o kuukqp" í "cpf"kp"vjku"eqppgevkgp<
 - *c+"Y gneq o gu"vjg"kpkkcvkxgu"qh"vjg"Eq o o kuukqp í
 - *d+"Gzrtguugu"kvu"cr rtgekcvkqp"vq"vjg"Eq o o kuukqp í
 - *e+"Vcmgu"pqvg"ykvj"kpvtguv"qh"vjg"eq o rtgjgpukxg"cr rtqcej í
 - *f+"Gzrtguugu"kvu"cr rtgekcvkqp"vq"vjg" I qxgtp o gpvu í

5. Changes that editors make to resolutions

Editors will:

- Check and correct titles and facts
- Correct grammar and syntax
- Correct, add or delete footnotes
- Make minor adjustments to style to bring the text in line with UN editorial standards and to make the text translatable

6. Common corrections

Titles of bodies, meetings, conventions

- Titles will be checked and corrected
- The full title will be used at first mention in both the preamble and the operative part. Thereafter a shortened version may be used

Example from resolution 67/184:

2. *Notes* the progress made thus far in the preparations for the [Thirteenth United Nations Congress on Crime Prevention and Criminal Justice](#);
3. *Decides* that the duration of the [Thirteenth Congress](#) should not exceed eight days;

Acronyms

Source footnotes may be added or deleted at the concordance stage.

Seasons of the year

Since seasons of the year are different in different parts of the world, the following information is provided for your reference.

Including, inter alia

United Nations Editorial Manual Online (dd.dgacm.org/editorialmanual/)

7. Editorial helpdesk and other resources

Editors are available to offer assistance and advice:

editorialcontrol@un.org
(212)963-2528

Other resources

United Nations Editorial Manual Online (dd.dgacm.org/editorialmanual/)
UNTERM (untermportal.un.org)
Official Document System (ods.un.org)