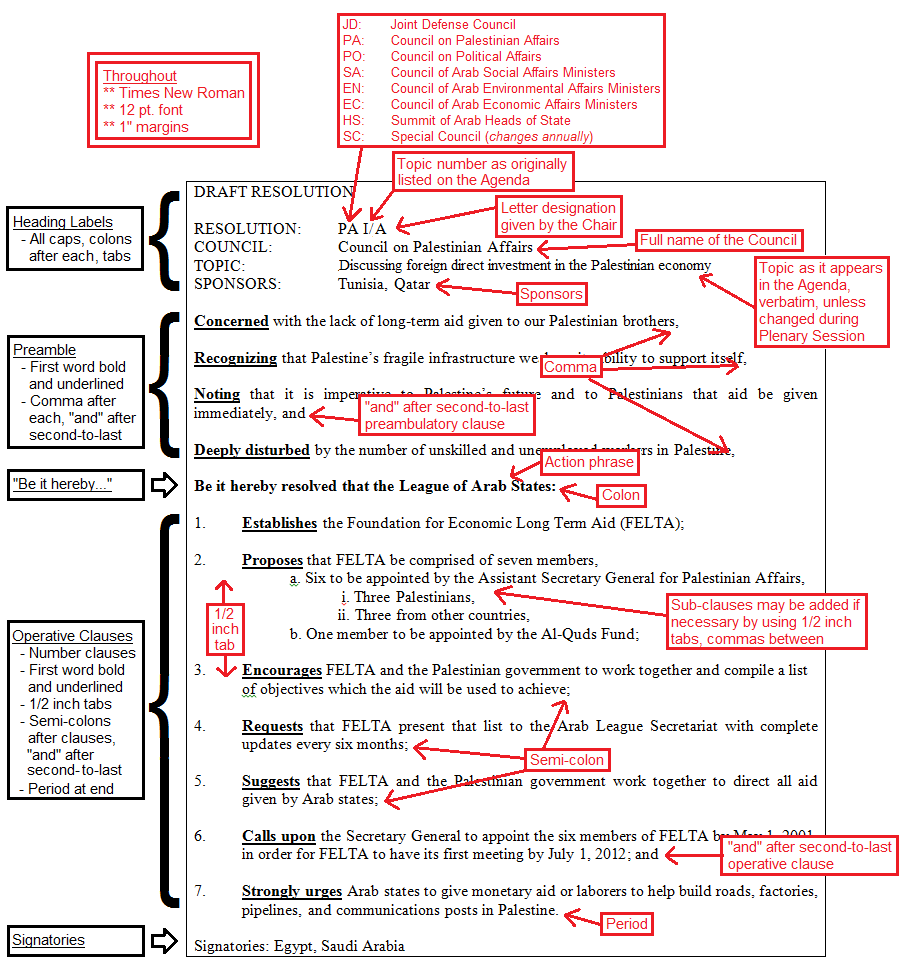
# Resolution Format Checklist



### 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*

