

Guidelines for the submission of official documents to the Secretariat of the Conference on Disarmament

I. Introduction

A. Requesting the issuance of an official document

- Please send a mail containing a note verbale that clearly requests the issuance of an official document, together with the document in **Word Document format** to cd@un.org, cc brahim.benattia@un.org.
- Please send **one note verbale for each corresponding document.**
- Please also specify if your Mission requests that the original document or an advance copy be circulated to Members and Non-member States of the Conference on Disarmament. **Otherwise, documents are not separately circulated by email.**

B. Clearance, submission and circulation of official documents

- Upon receipt of the request, the Secretariat will acknowledge the request and confirm with the sender the document type, symbol and title;
- The sender will be subsequently contacted only in case the Secretariat has any substantive or editorial issue that require clarification;
- The Secretariat can **circulate via email an advance copy** of the submitted document to CD members and observers **upon request.**
- The issued versions of official documents will be made available in all UN official languages on the **Official Document System of the United Nations (ODS)** (<http://documents.un.org>) once translated in all official languages. Delegations can also access ODS through the webpage of the Conference on Disarmament.
- Delegations can also access official documents, including any advance copies, through the webpage of the Conference on Disarmament <https://meetings.unoda.org/cd/conference-disarmament-2026>.

II. Context

All documents submitted to the Secretariat of the Conference on Disarmament (CD) should follow the United Nations Editorial Manual. To facilitate the translation and formatting processes, Member States should follow the editorial directives below. Documents received from Member States are formatted by the CD Secretariat, which will insert the masthead and the document symbol.

III. Editorial tips from the UNOG Editing Section

The [United Nations Editorial Manual](#) is intended to serve as an authoritative statement of the style to be followed in drafting, editing and reproducing United Nations documents, publications and other written material.

[The United Nations Multilingual Terminology Database](#) (UNTERM) is a multilingual terminology database that provides terminology and nomenclature in subjects relevant to the work of the United Nations.

IV. Basic information

A. Note verbale

Member States are requested to submit a Note Verbale, containing the following information:

- The request to process the submitted text as an official United Nations document;
- The request to **circulate the original or an advance copy electronically ahead of issuance on ODS**, if so wished;
- An indication as to whether a similar document has already been submitted to another UN duty station;
- All abbreviations and acronyms used in the transmitted text must be spelled out.

B. Language

Documents must be drafted and submitted in one of the six official languages of the United Nations: Arabic, Chinese, English, French, Russian or Spanish.

C. Fonts, bold text and italics

Main headings and subheadings should be indicated in bold print.

Do not use italics or bold text for emphasis.

Italics may be used for words in languages other than the language of the document.

D. Headings and subheadings

All headings at a given level should have a similar grammatical structure and follow a logical hierarchy.

E. Paragraphs and subparagraphs

In United Nations documents, to ensure that references and cross-references are identical in all language versions, the paragraphs are normally numbered consecutively, with Arabic numerals. Subparagraphs should also be numbered in the following way:

- First degree: (a), (b), (c). etc.
(French and Spanish): a), b), c) etc.)
- Second degree: (i), (ii), (iii) etc.
(French and Spanish): i), ii), iii) etc.)
- Third degree: a., b., c. etc.
- Fourth degree: i., ii., iii. etc.

F. In the text

Only a single space should be inserted after closing punctuation, colons and semicolons.

Do not insert page breaks between headings and subheadings.

Use columns or tables to align words or characters, not the tab key or the spacebar.

The letters “I” and “O” should not be used as substitutes for the numerals 1 (one) and 0 (zero).

Use Arabic numerals.

G. Abbreviations and acronyms

Abbreviations and acronyms should be used sparingly. They are not to be used for names or titles that occur only once or twice in a text. Acronyms should always be spelled out the first time they are used, with the abbreviation provided in parenthesis, for example: Conference on Disarmament (CD). Thereafter, the abbreviated format may be used. A list of acronyms may be included at the beginning of the document. Names of «*United Nations* » and «*General Assembly* » are always spelled out.

H. Maps and Figures

Maps and figures (such as tables, charts or graphs) should be submitted in a digital format that is editable (Microsoft Word or Excel). Text relevant to the maps or figures must be placed outside them, where it will be visible during computer-assisted translation. Embedded maps or figures that are not compatible with Microsoft Word may not be visible in the final electronic version of the document to the United Nations Official Document System (ODS). Embedded images will not be translated.

I. Tables

Please provide tables in Word or Excel or in another editable format (not in PDF)

J. Footnotes

All notes to the text should be prepared as footnotes, not endnotes. The automatic footnote function of Word must be used.

K. Numbers

Numbers under 10 are generally expressed in words (“eight”, not “8”).

Ordinal numbers from first to ninety-ninth are expressed in words for most purposes:

“She was the tenth candidate on the roster”

To indicate sessions of most United Nations bodies: the fifty-seventh session of the General Assembly; the thirty-fourth session of the Statistical Commission

For numbers higher than 99, figures are used

The 400th anniversary of continuous human settlement in Bermuda

The 127th regular session of the Council of the League of Arab States

Do not use superscript at the end of the numbers (“127th”, not “127th”).

Roman numerals are normally used to identify:

Chapters in documents (Chapter V, but Section A)

Annexes, appendices, enclosures and attachments to documents: annex I; attachment II

Tables or figures (such as charts or graphs) in documents: table II, chart VIII

L. Measures

For indication of percentage, do not use the symbol “%”, use the words “*per cent*” instead.

M. Country names

In communications from Member States issued as United Nations documents, the country designations used by the author of the communication are retained in the edited text, even if they are not consistent with established United Nations terminology. For further information, see “Communications from Member States” in [Editorial guidelines/Policy questions](#).

N. Currencies

The currency name should be written in full if it is used only once or twice in a document or if there is any possibility of ambiguity. If a currency that is not well known is used several times in a document, its name should appear in full at the first mention, followed by its symbol between parentheses.

For indication of currencies use symbols such as \$, €, SwF. For example, sums of money can be presented as follows: \$6.50; Can\$ 50; \$A 12.25; SwF 8.75; €250.

Note: The \$ symbol refers to the United States dollar. In instances when other currents that also use the \$ symbol, such as Canadian and Australian dollars, all amounts of United States dollars should be denoted as US\$.
