Report Basics

Many committees in the UN submit their work in the format of a report. These reports are designed to provide a list of proposals for action on the topic. In general reports are very similar to resolutions but with a few exceptions. Here a few important reminders about the process of writing reports:

Each draft report segment will be voted on separately
Each draft report segment that passes becomes part of the report on the agenda item
Papers do not need to be amalgamated by delegates into a single report before voting
However, working together and combining is often strongly encouraged by the dais
Reports must be submitted to the chair for approval before being introduced to the committee members
Reports are introduced the same way resolutions are and can be amended in the same fashion.

The life of a report is as follows:

**Working Draft Report Segment**: what you call your report before it has been approved, namely when you are still tossing around ideas, but have something written
**Draft Report Segment**: What has been approved by the dais and what you will vote on
**Report Segment**: What a section is called once it has been voted on and approved
**Report**: Only the complete document with all report segments merged can be called this!

Content and Format Requirements (But always double check with your dais!):

Use Times New Roman font
Topic headings must be 12pt. font
Topic headings must be centered
Sub-topic headings must be left justified
All headings should be in bold
Double Space between topic and sub-topic headings
Substantive text must be 10pt. font
Starting at the first preambular clause, each line of the report must be continuously numbered.
Preambular and operative phrases are not underlined.