



HFS MUN

2024

THE XIII SESSION

FORMATTING GUIDE



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General Formatting Guidelines

In an MUN, it is extremely important for paperwork to be well structured and formatted, just as it is in the actual UN. For all HFS MUN paperwork, please refer to the guidelines specified in this formatting guide

- Times New Roman, font-size 12, line-spacing 1.0, and justified alignment to be used for all paperwork
- No paperwork to exceed 4 pages (for convenience)
- British English language, spelling, and grammar to be used for all paperwork
- Third-person pronouns to be used exclusively (no first-person pronouns)
- Diplomatic language to be used everywhere
- If your allocated Committee's specific Study Guide specifies different formatting guidelines, those shall take precedence over the ones mentioned in this guide



Draft Resolution

Format

Title: _____ (Memorable Title in all caps; can be quirky/serious)

Committee: _____ (Name of your Committee)

Agenda: _____ (Agenda of your Committee)

Authors: _____ (Portfolios of all Authors who drafted the Resolution)

Co-Authors: _____ (Portfolios of all Co-Authors who helped draft the Resolution)

Signatories: _____ (All Portfolios who signed the Resolution to discuss it)

(The body of a Resolution is written in the format of one long sentence. Every Committee must start off the body with their Committee name. For instance, the United Nations General Assembly should begin their introductory line with "The United Nations General Assembly"; the same rule applies to other Committees.)

The _____ (Name of your Committee),

(Apart from the introductory line, the resolution is split up into two sets of clauses.

The first set is referred to as the 'Preambulatory Clauses.' These describe the problem that is to be addressed; they also recall past actions taken by the Committee. Preambulatory Clauses explain or define the purpose of a Resolution and offer support for the second set of Clauses. Each clause in the Preamble begins with an italicised word or phrase and is followed by a comma.)



Preambulatory Phrases

Acknowledging	Acting	Affirming	Alarmed by
Alarmed	Anxious	Appreciating	Approving
Aware of	Bearing in mind	Believing	Cognisant
Concerned	Confident	Conscious	Considering
Contemplating	Convinced	Declaring	Deeply concerned
Deeply conscious	Deeply convinced	Deeply disturbed	Deeply regretting
Deploring	Desiring	Determined	Emphasising
Encouraged	Expecting	Expressing appreciation	Noting with approval
Expressing concern also	Expressing concern	Expressing its appreciation	Expressing its satisfaction
Expressing satisfaction	Firmly Convinced	Fulfilling	Fully alarmed
Fully aware	Fully believing	Further deploring	Further recalling
Guided by	Having adopted	Having considered	Having considered further
Having devoted attention	Having examined	Having heard	Having received
Having reviewed	Having studied	Having adopted	Having approved
Having considered	Having decided	Keeping in mind	Mindful
Noting	Noting further	Noting with deep concern	Noting with regret
Noting with satisfaction	Observing	Reaffirming	Reaffirming also
Realising	Recalling	Recalling also	Recognising
Recognising also	Recognising with satisfaction	Referring	Regretting
Reiterating	Reiterating its call for	Reminding	Seeking
Seized	Stressing	Taking into account	Taking into consideration
Taking note	Taking note also	Taking note further	Underlining
Viewing with appreciaiton	Viewing with apprehension	Welcoming	Welcoming also



Format

(The second set in the Resolution is called 'Operative Clauses.' These are numbered and state the particular actions to be taken by the body. Operative Clauses begin with present tense active verbs, which are generally stronger words than those used to begin the first set of Clauses. These particular powerful verbs are italicised in the document. All Operative Clauses are followed by a semicolon, except the last clause which will be accompanied by a period.)

Operative Phrases

Accepts	Acknowledges	Adopts	Advises
Affirms	Also calls for	Also recommends	Also strongly condemns
Also urges	Appeals	Appreciates	Approves
Authorises (only for UNSC)	Calls	Calls for	Calls upon
Commends	Concurs	Condemns (only for UNSC)	Confirms
Congratulates	Considers	Decides	Declares
Declares accordingly	Demands (only for UNSC)	Deplores	Designates
Directs	Draws the attention	Emphasises	Encourages
Endorses	Expresses its appreciation	Expresses its hope	Expresses its regret
Further requests	Further resolves	Has resolved	Instructs
Introduces	Invites	Notes	Notes with satisfaction
Proclaims	Reaffirms	Recalls	Recognises
Recommends	Regrets	Reiterates	Reminds
Renews its appeal	Repeats	Requests	Requires
Solemnly affirms	Stresses	Strongly advises	Strongly condemns
Strongly encourages	Suggests	Supports	Takes note of
Transmits	Trusts	Underlines	Underscores
Urges	Welcomes		



Sample Draft Resolution

RESOLUTION SAMPLE

COMMITTEE: General Assembly
 QUESTION OF: Ending the economic, financial and commercial embargo imposed by the USA and EU against Iran
 MAIN SUBMITTER: United States of America
 CO-SUBMITTERS: United Kingdom, Romania, Hungary, Israel

Abbreviations after the term is first used; thereafter only the abbreviation is used

Commas separate each preambulatory clause

THE GENERAL ASSEMBLY,

Reaffirming its commitment to the Treaty on the Non-Proliferation of Nuclear Weapons and the need for all States party to that treaty to comply fully with all their obligations;

Recalling the resolution of the International Atomic Energy Agency (IAEA) Board of Governors (GOV/2006/14), which states that a solution to the Iranian nuclear issue would contribute to global non-proliferation efforts and to realizing the objective of a Middle East free of weapons of mass destruction, including their means of delivery;

Noting with serious concern that Iran has enriched uranium to 80 per cent, and did so without notifying the IAEA with sufficient time for it to adjust the existing safeguards procedures,

Single line spacing between clauses

1. Urges the Security Council to ease all economic sanctions as described in resolution 1929, 1696, 1803 and 1737, which have hitherto witnessed limited effects on preventing uranium enrichment in Iran;

2. Calls upon the United Nations (UN) member states and other international government organizations (IGOs) and non-governmental organizations (NGOs) to provide economic and humanitarian assistance, food aid support and agricultural rehabilitation to alleviate the consequences of economic sanctions imposed upon Iran through ways such as, but not limited to:

- a. re-establishing trading ties with all UN members that have previously withdrawn from the Iranian economy in the ratification of resolution 1737,
- b. assessing the economic damage in Iran due to sanctions since 2008 and providing economic aid from the World Bank and the United Nations Development Programme (UNDP) to ensure the longevity and sustainability of the Iranian economy;

Semi-colons separate each operative clause

3. Reaffirms that if Iran fails to abide by the current terms of negotiations, the UN Sanctions committee will reinstitute a new set of limitations such as but not limited to:

- a. sanctions which directly affect the development of the Iranian nuclear programme through limitations on international cooperation such as:
 - i. the joint development of military technology and production,
 - ii. the mutual supply of resources necessary for the manufacturing of weaponry,
 - iii. any governmental trade pertaining to the creation of ballistic missiles potentially utilized as nuclear warheads;

Colons separate operative clauses from sub clauses and sub clauses from sub-sub clauses

Indent

First letters of sub-clauses and sub-sub-clauses are not capitalized

Period comes only at the end of the resolution



Working Paper

(Working Papers do not usually have a set format and are informal in nature. However, it is recommended that the same formatting as for Draft Resolutions be used for Working Papers.)

Amendment

(Delegates may amend any introduced Draft Resolution by adding to, inserting into, deleting from, or modifying parts of it.)

Format

From: _____ (Your Portfolio)

Type of Amendment: Addition/Deletion/Modification

Clause to be amended in quotations

Sample Modification Amendment

From: The delegate of Italy

Type of Amendment: Modification

Modify Clause 6 to the following:

“6. Recommends the formation of an international sub-committee under the jurisdiction of the UNGA and the IMF named the Russo-Ukrainian Distress Committee (RUDC) tasked with the betterment of the situation, by:

- a. Monitoring and regulating the monetary aid provided by nations under the IMF's jurisdiction and ensuring its fair and just transfer from the Ukrainian government to RUDC camps set across Ukraine;
- b. Instituting a task force led by the RUDC comprising armed forces from volunteer nations, with ties to the UN peacekeeping force for the maintenance of peace;”



Communiqué

(A Communiqué is used to communicate with someone outside of your Committee. It is a written request by a Delegate that is sent to be read, modified, ratified, or be denied by the Crisis Coordinator.)

Format

Communiqué: _____ (Memorable Title in all caps; can be quirky/serious)

From: _____ (Your Portfolio and more; example: the Delegate of India)

To: _____ (Receiver outside your Committee; example: the President of Italy)

Type of Communiqué: **Overt/Covert**

Message of the Communiqué

Sample Communiqué

Communiqué: **STRIKE OUT**

From: Muhammad Ali Jinnah (President of AIML)

To: All India Muslim League (AIML) members, British Government

Type of Communiqué: **Overt**

1. AIML calls for a unified civil disobedience movement of all members and their families. I call for confrontational strikes in Calcutta, outside the Viceroy's House, United Provinces, and in the NWFP.
2. AIML serves as an ultimatum to the Viceroy of India to put into effect the creation of the Dominion of Pakistan before the clock strikes the new year. Failure to comply would result in a complete breakdown in the cooperation of Muslims in the state machinery.
3. AIML passes a resolution barring any and all association with the INC unless mediated by or brokered by the British Government.
4. The AIML calls upon the British Government to beseech the United Nations to assuage the carnage of rape, pillaging, and murder of the Muslim populace of India by vigilante Hindu Mobs. We call for international mediation to prevent a catastrophe on a magnanimous scale from happening.



Directive

(Instead of long-form resolutions, Directives are used to take action in Crisis Committees)

Format

Directive: _____ (Memorable Title in all caps; can be quirky/serious)

From: _____ (Your Portfolio and more if it is a Joint Directive)

Numbered list of actions for the Directive

Sample Joint Directive

Directive: OFF-WHITE

From: George W. Bush, Saddam Hussein

Let this message be sent through an untraceable low-frequency military signal, only accessible to the receiving party. Interception of this signal by a third party will lead to a trojan horse being encrypted into the interceptors' computers, leading to crashes.

General Instructions: No unnecessary killing of women and children, non-combatants are not to be harmed by any means necessary, and subduing is essential for all ground forces. Killing someone is a last resort for all trained operatives and will not be condoned by any means necessary despite the USA being at war. However, should operatives suspect individuals of propagating terror, they are free to act upon their discretion, lethality included.

1. Team A must go and man the ExxonMobil container cargo ship which we labelled from this point onwards as Incantola from The Port of Los Angeles. The ExxonMobil Cargo Vessel is to require Hail Mary and is chartered under the United Kingdom, with ownership being that of the Republic of France.

2. A team of 25 unaware crew members and 5 CIA operatives disguised as Ordinary Seamen will plot the course of the ship from the port of Los Angeles to the port of Karachi, before being sent to Beijing, as per its manifest, with it carrying barrels of oil to trade with the Islamic Republic of Pakistan. However, the US Military has also added in 300 tons of ammonium nitrate under the cargo holds, as a remotely-detonated weapon. The ship departed on the 1st of October 2001.



Press Release

Format

Press Release: _____ (Memorable Title in all caps; can be quirky/serious)

Committee: _____ (Name of your Committee at HFS MUN)

From the Delegate/s of: _____

Message of the Press Release

(A concise description of what happened in committee, including details such as when and where it occurred, and who is involved and response: list of actions being taken by the delegates and blocs formed to address the crisis)

Sample Press Release

Press Release: BLAME'S ON BJP

Committee: Indian Crisis Cabinet

From: Rahul Gandhi, Shashi Tharoor

The Indian National Democratic Inclusive Alliance, keeping in mind the increasing Indian economic dependency on China in terms of increasing trade deficit with the nation of China disproportionately, has always encouraged trade with EU countries and the USA which serves clear economic benefits. However, after BJP's statements with respect to the Russo-Ukrainian conflict, the EU and the USA have imposed indirect sanctions on Indian exports. We condemn the BJP government for this vulnerability on the balance of payments. Owing to this, I.N.D.I.A. officially declares a change in its policy and now promotes the cessation of all oil trade with Russia and reform synergistic alliances with the west.



Chit

(A Chit is an informal message or question addressed to an Executive Board member or a fellow Delegate that is written on a piece of paper. There are two types of chits:

Procedural Chits: These are concerned with Points of Personal Privilege or Points of Parliamentary Inquiry such as if the Delegate wants to be excused, if a Delegate wants their name to be added to the General Speaker's List, etc. The Executive Board does not mark these Chits.

Substantive Chits: These are the Chits that contribute to Debate. They are related to the Agenda and can be addressed to the Executive Board or another Delegate via the Executive Board or both. These are marked if reviewed by the Executive Board.)

Format

To the Delegate/s of: _____
From the Delegate/s of: _____
Via the Executive Board: Yes/No

Message of the Chit

Sample Chit

To the Delegate/s of: the United Kingdom
From the Delegate/s of: Italy
Via the Executive Board: Yes

We must increase protection on the Italian border for refugees to keep them safe from Austrian mobs. Does the UK concur?



Position Paper

(A Position Paper justifies and elaborates a member or observer Portfolio's national interests, national policies, opinions on Resolution components and viewpoints on the Agenda. A position Paper allows one to understand better and explain a nation's foreign policy. Delegates must send this to the Executive Board of their respective Committee through the respective email IDs provided on the 'Committees' section at <https://www.hfsmun.org/> by 11:59 pm on 25th July, 2024.

There are three topics that your position paper must cover:

Portfolio Interests: These are what your Portfolio would like to see in the world. These interests are not a subject of compromise or negotiation. They are simply idealised goals that you would like to see happen for the personal interests of your Portfolio.

Foreign Policies: These are the country's attempts to secure its interests

Portfolio Opinions: These are taken into consideration when forming the most fruitful resolutions. Although these may have some flexibility, possible resolutions must be consistent with your Portfolio's foreign policies.)

Format

Committee: _____ (Name of your Committee at HFS MUN)

Portfolio: _____ (Your Portfolio)

Name: _____ (Your name)

Portfolio Interests

Foreign Policies

Portfolio Opinions



Sample Position Paper

Committee: North Atlantic Treaty Organization

Portfolio: Russia

Name: (Your name)

Agenda I - Interpreting the Ambit of the Collective Defence Policy and the use of Article V of the NATO Charter

Portfolio Interests

“Reculer pour mieux sauter” (Step back now, to jump higher later): Anonymous

First, we, the Russian Federation, have been consistently provoked and threatened by NATO’s eastward expansion. NATO has grown from 12 countries to 31 countries and has completely encircled us.

Second, in 1990, U.S. Secretary of State James A. Baker said to our leader Mikhail Gorbachev, that “there would be no extension of NATO ... one inch to the east.” Not even a decade later, in the late 1990s, NATO admitted the Czech Republic, Hungary, and Poland. And in the early 2000s, Bulgaria, Estonia, Latvia, Lithuania, Romania, Slovakia, and Slovenia. Many of these are former Soviet states which are in close proximity to us.

Portfolio Policies

The US, and NATO, have a long history of false promises and it should be evident why we cannot trust them again. We therefore demand that the expansion stop and Ukraine never be admitted to NATO. The ambiguity of Article 5 is a direct threat to us and other non-NATO members. Article 4 has been consistently abused in the last 20 years to initiate military action.

With NATO in our backyard, how can we be sure that, to fulfil political aims, Articles 4 and 5 will not be wrongfully invoked?

Portfolio Opinions

1. We, the Russian Federation, therefore call for NATO to immediately stop its eastward expansion that is a threat to Russia, and ensure that Ukraine is never made a NATO member.
2. We call upon NATO members to desist from conducting any military activity in Ukraine or arming Ukraine in their conflict against us.
3. We demand that the United States immediately withdraw all military bases with all former States, with whom we have a cultural and historical relationship.



Sample Position Paper

4. Instead, we propose a security agreement with all the ex-Soviet states (including NATO member states) in which:

- Countries would agree that they would not carry out hostile acts on each other's soil.
- They would not permit the build-up of military troops, arms or other hardware on their soil by any other country.

5. We strongly call for Article 5 to be amended so that the United Nations decides what is "an armed attack" such that NATO can only respond with U.N. approval.

6. We urge NATO to amend Article 4 to explicitly prohibit any military action so that it cannot serve as a proxy for Article 5.





Further Assistance

Contact us

If you have any queries or concerns, please do not hesitate to contact us.

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