Checklist before submitting State Party reports to the treaty bodies

Checklist	Done
In general	
• Do not use other UN reports as the basis for your State party report	
First page	
• Do not use United Nations logo and symbol	
• Avoid adding maps on the first page. They should be put as annex(es)	
Word limit	
• Should not exceed the word limit for the relevant type of report	
• The annexes of the report will not be translated if the report is over the word limit	
Table of contents	
• No table of contents	
Headings and subheadings	
• Should have a similar grammatical structure and follow a logical hierarchy (See models on the webpage)	
Paragraphs and subparagraphs	
• Paragraphs are numbered consecutively with Arabic numerals. 1, 2, 3 etc- in Times new roman, size 10 points. The numbering of paragraphs restarts in the annexes.	
• No hard return between paragraph, titles, etc. and text	
Body text	
• Font - Times New Roman, size 10 points, except for headings	
• No frames, squares, or text boxes inside the text	
• No use of all caps, except acronyms	
• No double spaces inside the text	
• No special format should be applied to quoted matter in the text	
• All sentences, even those in subparagraphs and bullet points, start with a capital letter	
• Internet sources are cited in parentheses ()	
• No bold, italic only when referring to an other text or document	
Punctuation	
• All paragraphs, including in footnotes, end with a period (full stop).	
• No question marks and exclamation points at the end of sentences.	

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Checklist	Done
Bullet points	
• Use no more than two levels of bullet points	
• The last subparagraph ends with a full stop.	
Footnotes	
• Footnote indicators should be placed after punctuation marks in English and before punctuation marks in French and Spanish	
• The automatic footnote function of Word must be used	
• Do not use endnotes	
Tables	
• Simplify the table as much as possible	
• Titles and sources outside the table	
Embedded images, tables and graphics – in English, French and Spanish	
• Graphics or tables sent in original editable format (if not, text will not be translated)	
Before sending a report	
• Check spelling and grammar of the sentences	
• Check references and dates	
• Add the name and contact of the reference person of this report	
• Add a line at the end to confirm that this is the end of the report	
Registry	
• Send to OHCHR Registry (registry@ohchr.org) only the Word version of the report	
• The report should be considered as received only after an acknowledgement email from the Secretariat of the Committee	
• Electronic version should be less than 10 MB (megabytes)	