| 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](https://www.ohchr.org/en/hrbodies/pages/DocumentFormatting.aspx)) |  |
| **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. |  |
| **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](mailto: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) |  |