Editorial directive

Prepared by Editorial Service, Department of General Assembly Affairs and Conference Services

To: All those concerned with drafting and editing United Nations documents and publications

Subject: Communications from Member States

1. This directive describes the way in which communications from Member States, and attachments thereto, submitted for issuance as United Nations documents are treated editorially.

2. Communications from Member States and attachments thereto are reproduced as submitted, subject to the correction of any erroneous references (for example, to the numbers of resolutions or agenda items), misquotations and errors of grammar or spelling.

3. The Secretariat inserts the following title at the head of all attachments to communications:

   Annex to the [letter/note verbale] dated [...] from the [author of the covering letter/note verbale] to the [addressee of the covering letter/note verbale]

4. The foregoing title is inserted even if the attachment as submitted itself bears a title. In such a case, the title that appears in the attachment as submitted is reproduced immediately below the standard title inserted by the Secretariat.