Guidelines for Submitting Written Statement to the 2015 ECOSOC High-Level Segment

1. Written statements should adhere to the theme of the 2015 session of ECOSOC mentioned above.
2. Written statements must be submitted in either English or French.
3. Written statement submitted by an NGO in general consultative status must not exceed 2,000 words.
4. Written statement submitted by an NGO in special consultative status must not exceed 500 words.
5. Written statement submitted by an NGO in roster consultative status must not exceed 500 words.
6. Only one written statement per organization can be submitted.
7. Incomprehensible and repetitive text will be edited or deleted.

Special Guidelines for Submitting Joint Statements

1. If an organization submits a joint statement with another organization, it cannot co-sign other statements or submit an individual statement.
2. NGOs submitting joint statements with other organizations must have the agreement of all co-signers. NGO Branch will seek approval of all co-signers before including their name in the written statement submitted. Therefore, please make sure to have all co-signers’ approval before submitting a written statement.
3. All organizations co-signing a joint statement must be in consultative status with ECOSOC.

Formatting

1. Use general fonts and formatting.
2. Indicate the start of a new paragraph with a double line break.
3. Paragraphs of the statement should not be numbered.
4. Proof read and spell check.
5. Do not use footnotes.
6. Avoid using abbreviations and acronyms. (For a list of permissible acronyms, please consult the UN Editorial Manual). All others acronyms, including the acronym for the Economic and Social Council ("ECOSOC") and for your organization are not allowed in written statements.

Recommendations

1. Be accurate in your facts and figures.
3. Keep statements clear, concise, and simple.
4. Avoid repetition.
5. Avoid jargon.
6. Introduce key ideas and present needed information in the first sentence or paragraph of your statement.
7. Organize material using the principle of one thought per paragraph to make reading effortless.
8. Verify references to titles and dates of United Nations events and conferences.

Structure

1. Title of the statement and name of the NGO submitting (Acronym is parentheses).
2. Introduction, objective and purpose of statement.
3. Overview of the issue as it relates to the work of the NGO.
4. Specific examples of accomplishments by the NGO and remaining challenges.
5. A way forward: expectations, specific recommendations.
6. Closing sentence.