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1. The Department for General Assembly and Conference Management (DGACM) receives all official documents to be processed for United Nations (UN) meetings through the Documents Management Section (DMS) of the Central Planning and Coordination Division (CPCD). All documents regardless of type, slotted or non-slotted, are now submitted via gDoc directly to DMS. Submitters wishing to obtain a forecast number for the purpose of submitting a slotted document must, as a first step, plan and coordinate their submission directly with their DMS organ focal point (A/E/S). Please refer to section III below for more details on the process. The purpose of the guidelines is to guide submitters and author departments on document submission requirements and the correct usage and application of gDoc. The guidelines came into effect on 1 December 2016 and supersedes all previous document submission guidelines.

Basic submission guidelines

2.

peacekeeping operations". See [Maps and figures, including photographs | Department for General Assembly and Conference Management (un.org)](#)

Additional specifications pertaining to the use of images or photographs in publications

All submitted images must be sent as separate files with a resolution of 300 dpi.

For images with overlaid text to be readable and accessible, the text must be manipulable. All text, digits and symbols contents must be typed and selectable. It is recommended to use the built-in Word chart creator. Anything created in Illustrator and embedded in a Word document will be treated as an image and will not be read by an accessibility program. However, images created in Illustrator and embedded in InDesign[1] maintain readability to accessibility programs.

All contents need to be clearly readable and visible on the normal printed out page size, or in a standard 100% size on screen.

The images in the output document should not be narrower than the text field (usually 6.5 inches).

If graphics are submitted in colour, no more than 10 colours can be used, as any more colours interfere with conversion to monochrome.

If images are submitted in colour, please use a CMYK colour profile.

Avoid switching between portrait and landscape pages within the same document

All images should have captions; all tables and charts and other elements should have a title, and alternative descriptions must be provided.

All characters encoding used for any other language than the six official languages must be reliable and available widely in different devices.

All content should be contained in the document structure and the various parts of the document clearly identified by the authors, in a sequential order (i.e. Chapter I, Section 1, 2, 3, Chapter II, Section 1 ,2, 3, etc.). The entire document should flow consistently from start to finish.

Colours can be used provided that they are not being used to indicate something (i.e. the blue line is 2017 and the green line is 2016), since this will make that particular part not accessible to the persons with colour blindness.

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[1] Adobe InDesign files are only accepted for the processing of Publications. For standard SG reports, please provide images editable within Microsoft Office. All other file types are incompatible and will be

11.   For more information, please contact:

        Ms. Deirdre DURRANCE (Chief): durrance@un.org
        Mr. Masud RANA (Documents Management Officer): rana@un.org
   Mr. Dawa SANGEY (Documents Management Officer): sangey@un.org
        Mr. James SARTE (Documents Management Officer): sarte@un.org

## *Slotted documents (pre- and post-session)*

12.   The slotting system is a tool for documentation forecasting and planning. It is a
        means to achieve the timely issuance of documents through workload forecasting
        and capacity-planning. Since the inception of the slotting system, DGACM has
        identified three indicators of achievement: timely submission of manuscripts,
        timely processing within DGACM and, most importantly, timely issuance of
        official documents in all official languages. The slotting system represents a
        concrete attempt to respond to the reiterated requests of Member States that
        documents be made available in good time for consideration by the bodies for
        which they are prepared. It is also an attempt to resolvireW*nBT/F2 12 Tf1 0 20reWbm12(TJETl1 12

33. Electronic versions in Microsoft Word should be sent to gaab@un.org with a copy to dms@un.org to facilitate the processing of communications. If versions in any other United Nations official languages are available, they should be included with a clear indication of the original language and/or which language versions are to be used for reference only. Special attention of the author departments and submitting missions is drawn to the following:

   (a) To avoid copyright issues, materials that are accessible to the public on websites or through the
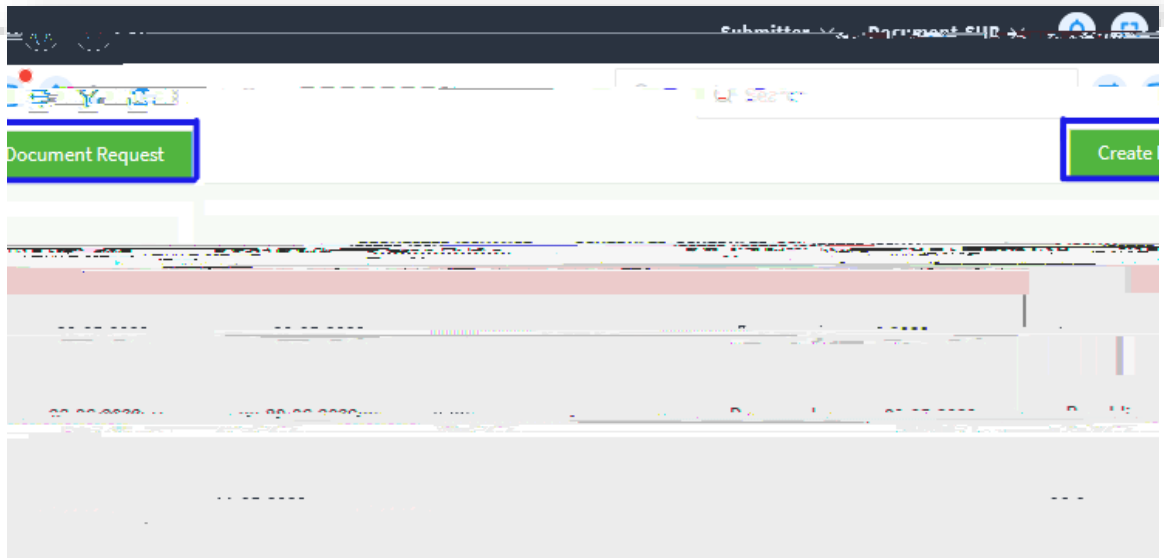
53. **STEP 3:** C"‑Etgcvg"Fqewogpv"Tgswguv"‑f kcnqi wg"dqz"y km'cr r gct0"Gpuwtg"yj cv"
your submitting office is correct. Also confirm that the duty station selected is
appropriate. Finally, select the correct type of document being submitted under
yj g"‑Tgswguv"V{ rg"‑f tqr -down menu:
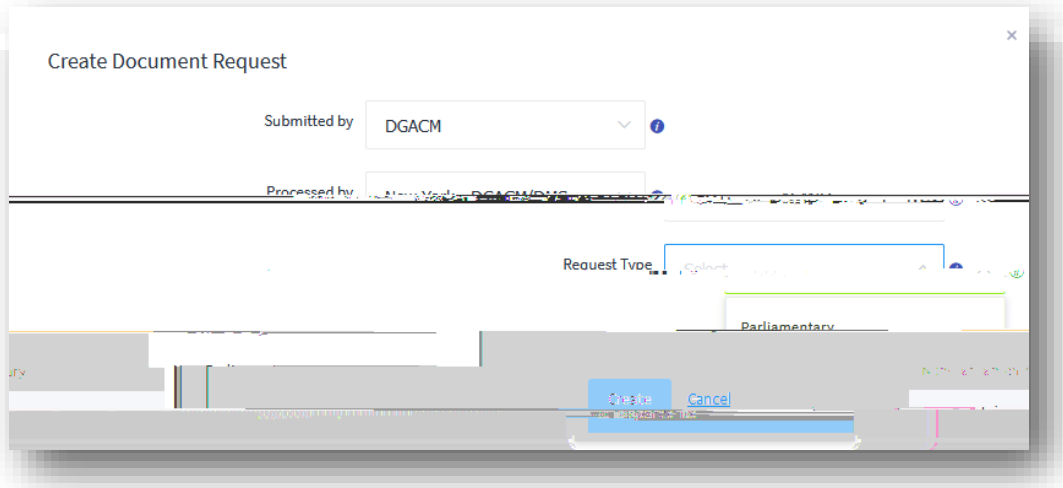

54. <mark>**STEP 3A**</mark>: For forecasted documents or other parliamentary submissions, please
select [Parliamentary]. C"‑Fqewogpv"V{ rg"‑f tqr -down menu will appear. Please
ensure that session type is correctly selected. If you have a forecast reference
pwo dgt.'r ngcug"gpvgt"kv"kpvq"yj g"‑Hqtgecuv"Tgh0%"hkgnf. If you cannot recall your
forecast number, you may search for it by clicking the magnifying glass icon to
the right of the field:

55.   **STEP 3B**: For faircopy translations, publications, or other non-parliamentary requests, please select [Non-Parliamentary_0"C"‑ qewo gpvV{ r gøf tqr -down menu will appear. Please select [Miscellaneous] if NOT submitting a publication request.

STEP 5: A uwdo kuukqp"÷Y k ctf ø'eqpukukpi "qh'9"utages plus a summary will appear on screen. The first step details submitting information as well as budget type. The Lop6 681.22 0 g0 G[(The)5(L)]m0 g0 G[(63e)5(L)] G[(63e95 708.82 Tm0 g0 G[( )] TJ g

60. **STEP 7:** The second stage in the wizard requires the submitter to specify the Author Department (organ). This is a mandatory field as denoted by the asterisk. Please check the [Show All] box and enter the organ name or acronym. If nothing appears, you may do an advanced search by clicking on the [magnifying glass] icon button to the right of the field. For non-parliamentary documents, the ÷Oggvkpi "*Uguukqp+'Tgswguv'%'hkgnf 'o c{ 'dg'hgh'dncpm0Click on the [> Next step] button to proceed.
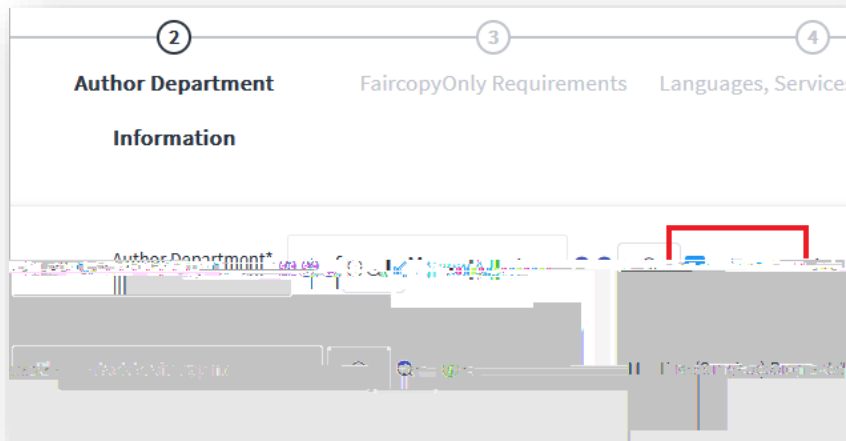
61. **STEP 8:** The third stage will be specific to the type of submission you are creating. As this example is for a faircopy document, step 3 will be labeled as ÷Hckteqr{Qpn{Tgswktgo gpwo0Rngcug"gpvgt"vj g"Symbol, Title, Sub Title (if applicable), Mandate, Mandate URL (if applicable), and Special Instructions. Please note that mandatory fields are those denoted with an asterisk. Once the mandatory fields have been populated, you may click on the [> Next step] button to proceed.
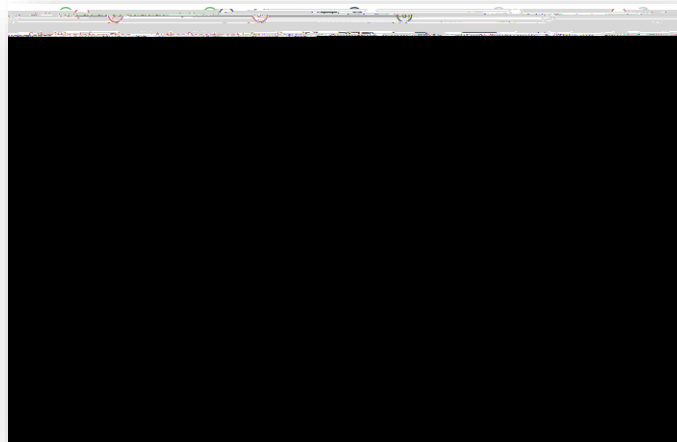
62.	**STEP 9:** The fourth stage will now allow you to select the draft language(s) as well as the target or destination languages. If you have more than one original language within a single manuscript, select [Multilingual Single Version] from the drop-down menu. If on the other hand, you have a manuscript submitted in two original languages, such as original English as well as original Arabic, please select [Multiple Original Versions]. Most submissions however are generally comprised of a single original version which is what is dem
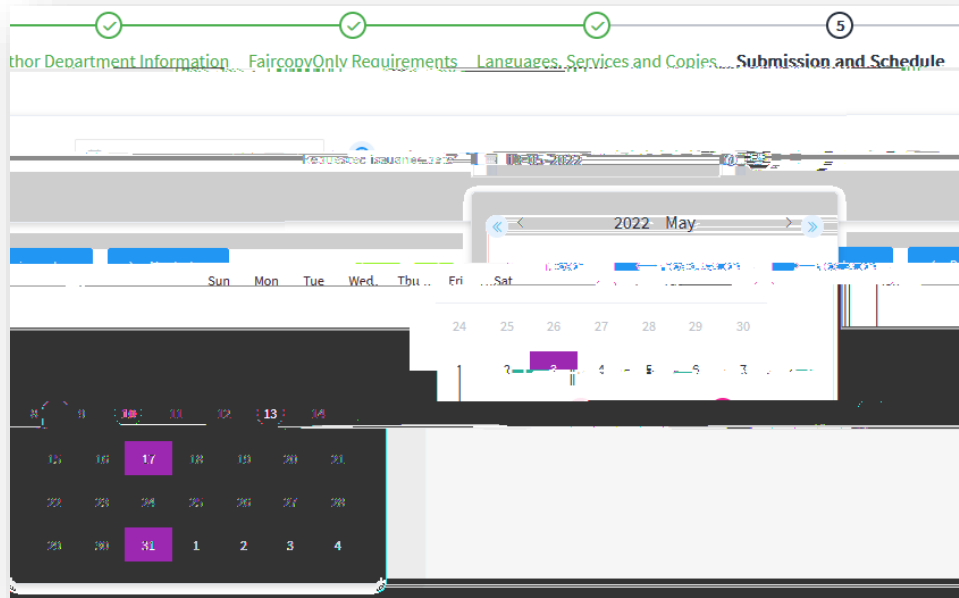
64. **STEP 11:** The sixth stage in the wizard."ncdgngf "÷Hkng*u+"hqt "r tqeguukpi ø'y km"
allow you to upload all relevant files for your submission. Please click on the
[Cloud with Arrow] symbol to open the file upload dialogue box.

65. Once the dialogue box appears, click on the [Select File] hyperlink in the upper
left corner to browse for your file. Once uploaded, please select the appropriate
category label. More information on category labels can be found on page 30. If
this file constitutes multiple parts, please enter the part number. Should you wish
vq"cf f "c"uwdlgev'pqvg.'r ngcug"f q"uq"kp"vj g"÷Uwdlgewø'vgz v'dqz0*Please note that DMS*

requires MS Word files for manuscripts. Any other file types such as PDF will require a justification before the system allows you to save.
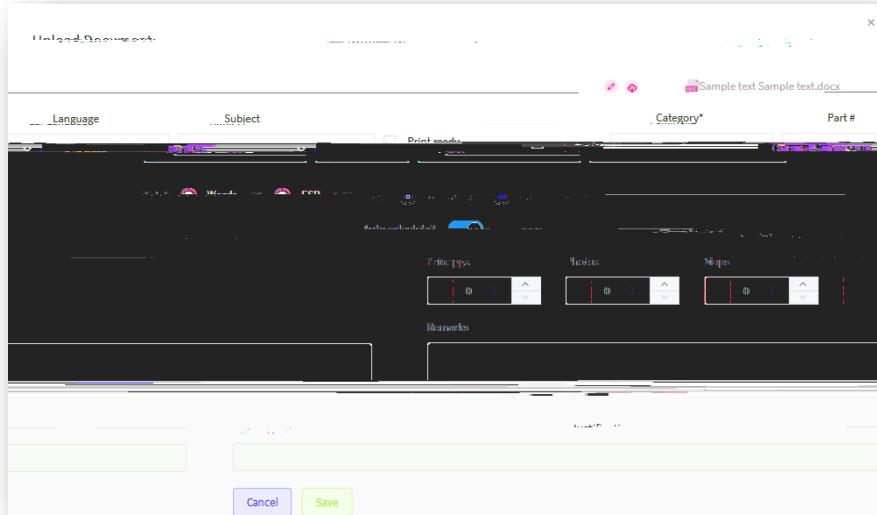
66.   Once your file(s) have been uploaded and saved, a box will appear showing you ýjg"ɸkpgɸu'tgngxcpv'ogvcfcvc. If satisfied, click on the [> Next step] button to continue.
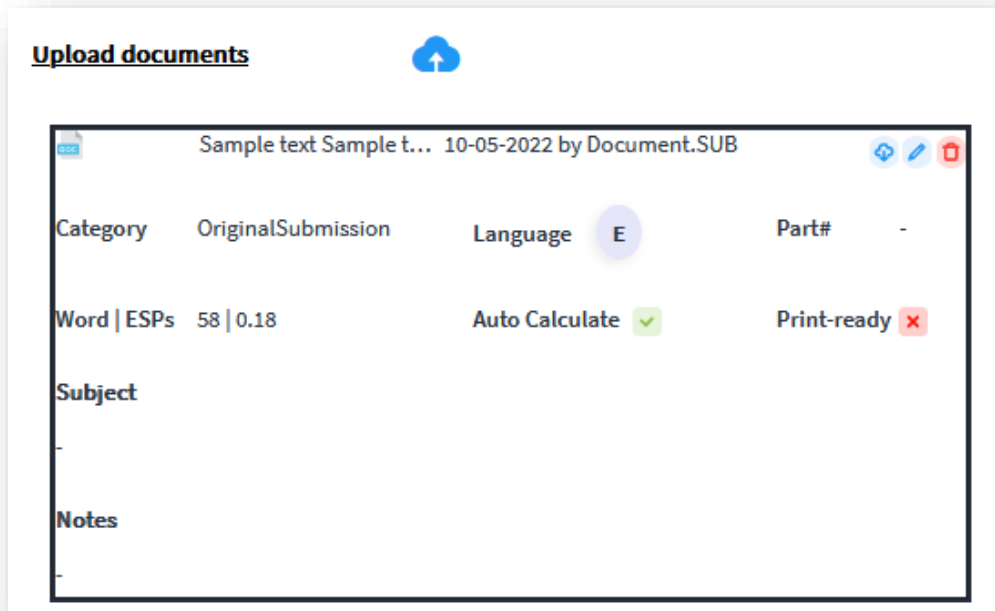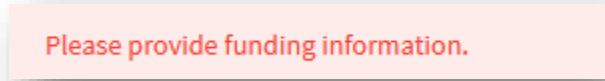
gDoc submission process (forecasted)

69.   Submitting a forecasted document is very similar to the process used above for faircopy documents. Please see **STEP 3A** at paragraph 54. Once a forecast number has been entered, several fields in the Wizard will become pre-populated with the information contained in the forecast. The fields that require manual input are:
   a. Special Instructions
   b. Requested issuance date
   c. Document Disposition
   d. File upload
   e. Distribution
   f. Distribution Instruction
   g. Output
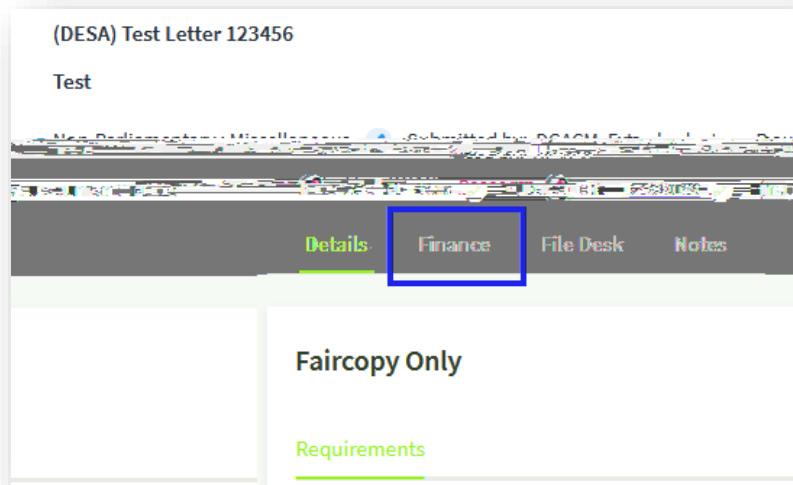   h. Confidentiality

Extra-budgetary submissions

70.   For documents that are extra-budgetary in nature, the budget type must be specified in stage 1 of the submission wizard. Select [Extra Budgetary] from the ‑Dwf i gv'V{ r gø'drop-down menu:

Documents Management Section, DGACM, New York
31 May 2024 (v6.7)
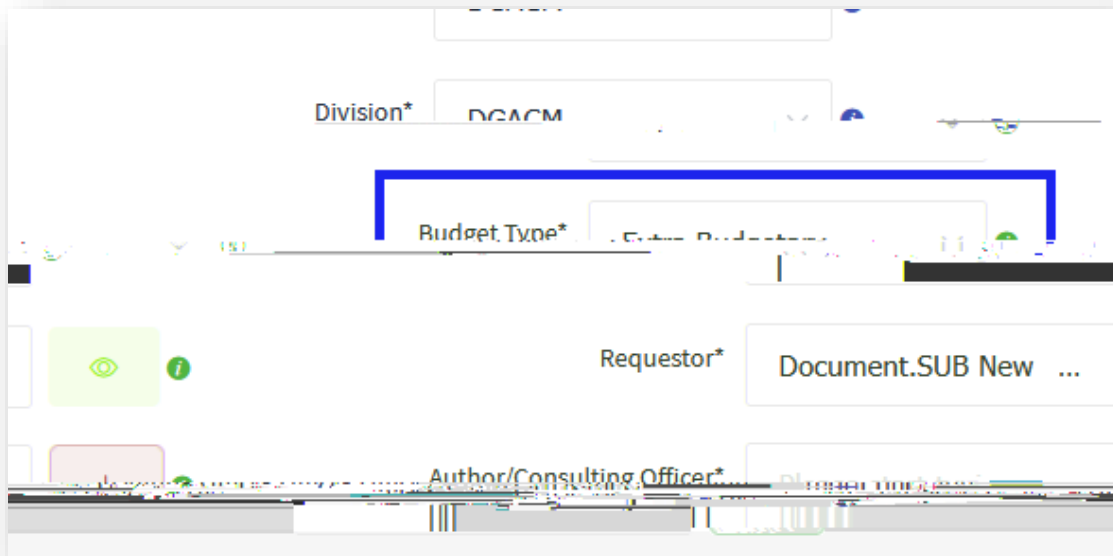
71.   After completing the 7 wizard stages and are at the ꞊Uwo o ct{ø'uvci g.'please save your request as a draft. If you inadvertently click on [Submit] before entering the funding information, an error message will appear:

Please provide funding information.

72.   To enter funding information, click on the [Finance] tab in the upper left side of the screen:

(DESA) Test Letter 123456

Test

Details   Finance   File Desk   Notes

Faircopy Only

Requirements

Continued on next page

73. Once within the [Finance] tab, click on the [+] icon to add funding information. A "Change Funding Information" dialog will pop up in a new page. Enter the correct fund certifier and approver as well as select the most appropriate options related to your fund. Click on the [Next] button when ready to proceed.

74. The next screen will now allow you to enter the fund specifics. Click on the [Save] button once all fields have been filled.

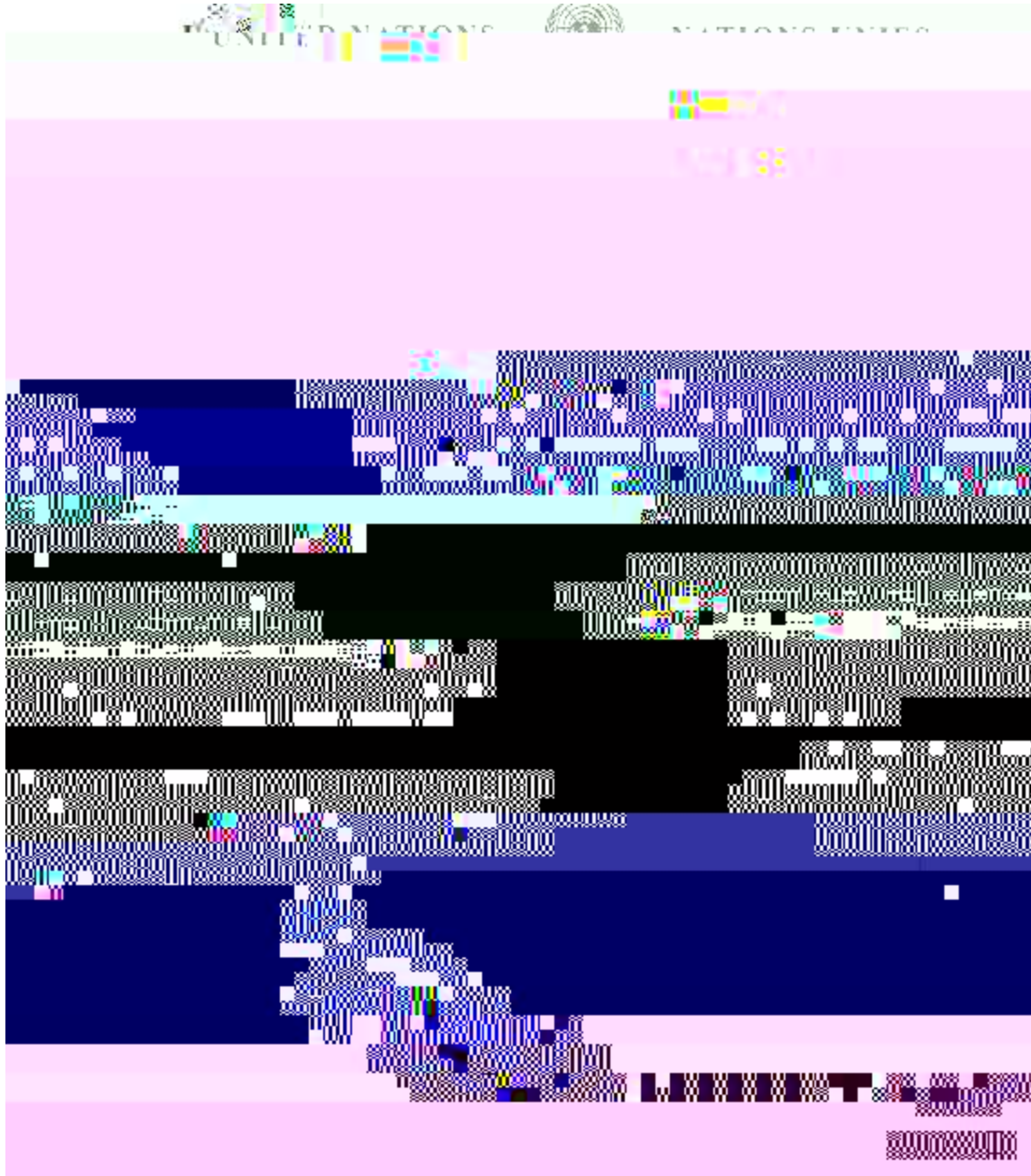77. Once the request has been duplicated, you will be presented with a new [DRAFT] document. The symbol and title will have the word **Duplicate** followed by a strl0.0000e5Al*nBT/F2F r 0 0 1 429.43 695.02 Tm0 g5.5s.48 Tm0 g0 G[(o)6(f)-3( )] TJET0.000009
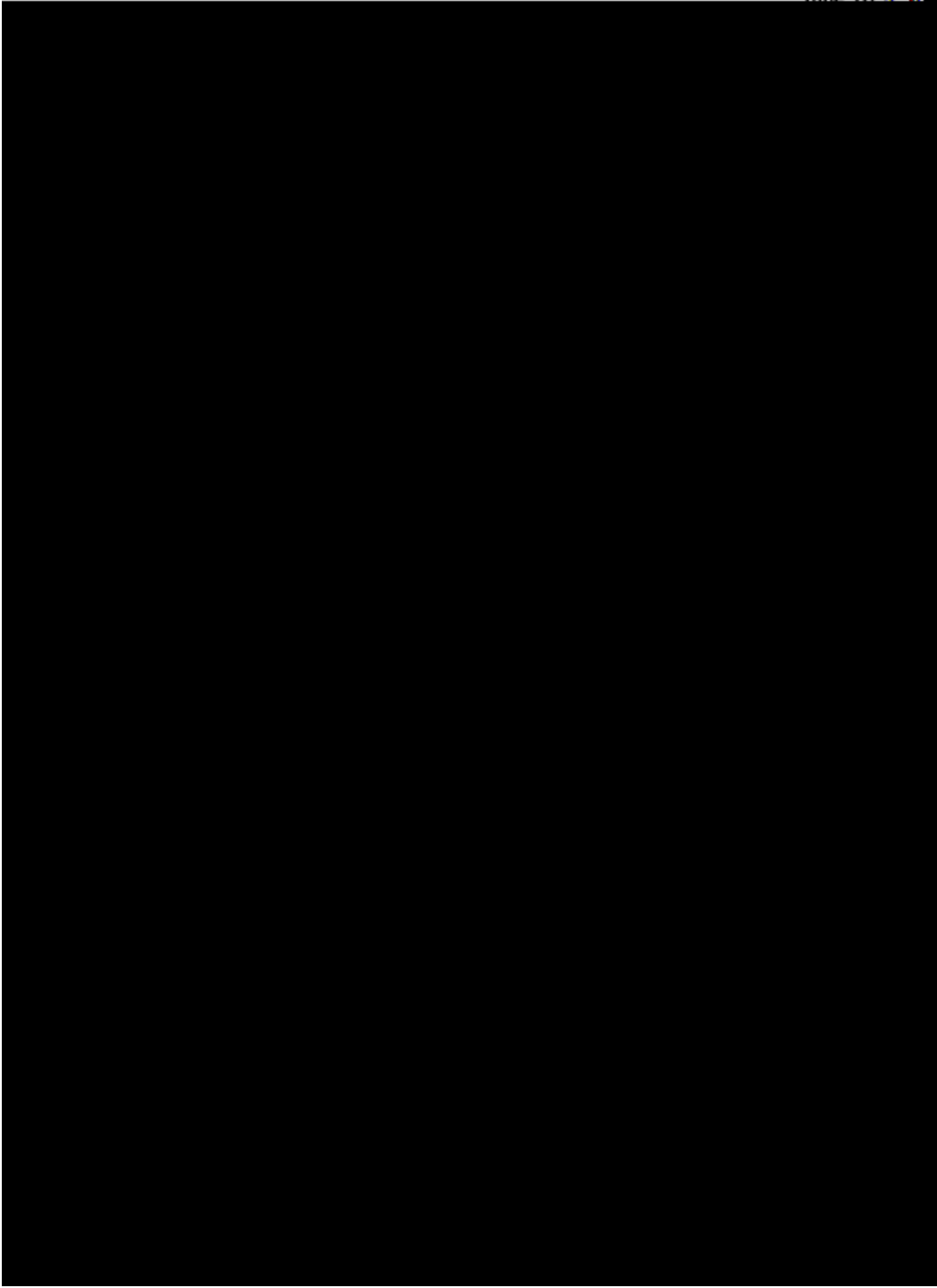
Submission categories

79.   There are currently 13 (TBD) document submission categories in gDoc. These are briefly described as follows:
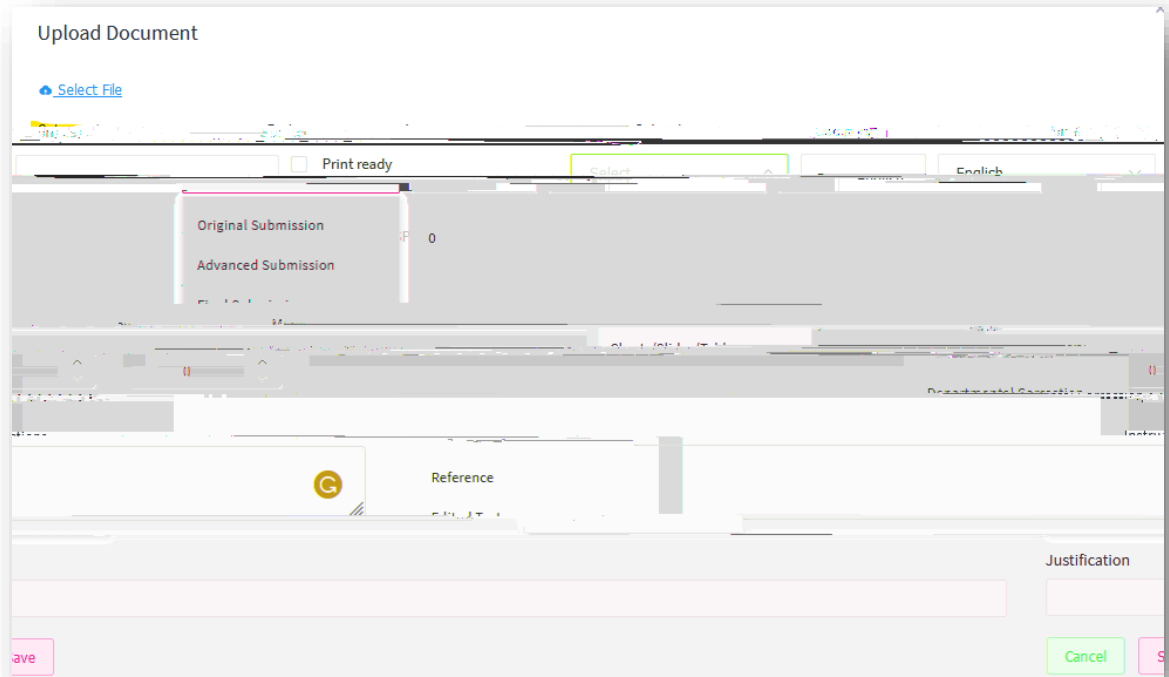

(a) **Original submission:** Used to indicate that the document being submitted is for processing by DGACM and that there are no foreseeable corrections or other changes pending to the document as submitted.

(b) **Advance submission:** Used to indicate that the document is being submitted for advanced processing with the likelihood of changes and/or additions being sent later. The document will be processed and held until cleared for final processing by the submitting office (to be used sparingly).

(c) **Final submission:** Used to indicate that the document being submitted was originally submitted as an advance submission. This file is now considered final with no future corrections or alterations to come. Please do not use the [Original Submission] category label if the document was previously submitted as an Advance Submission.
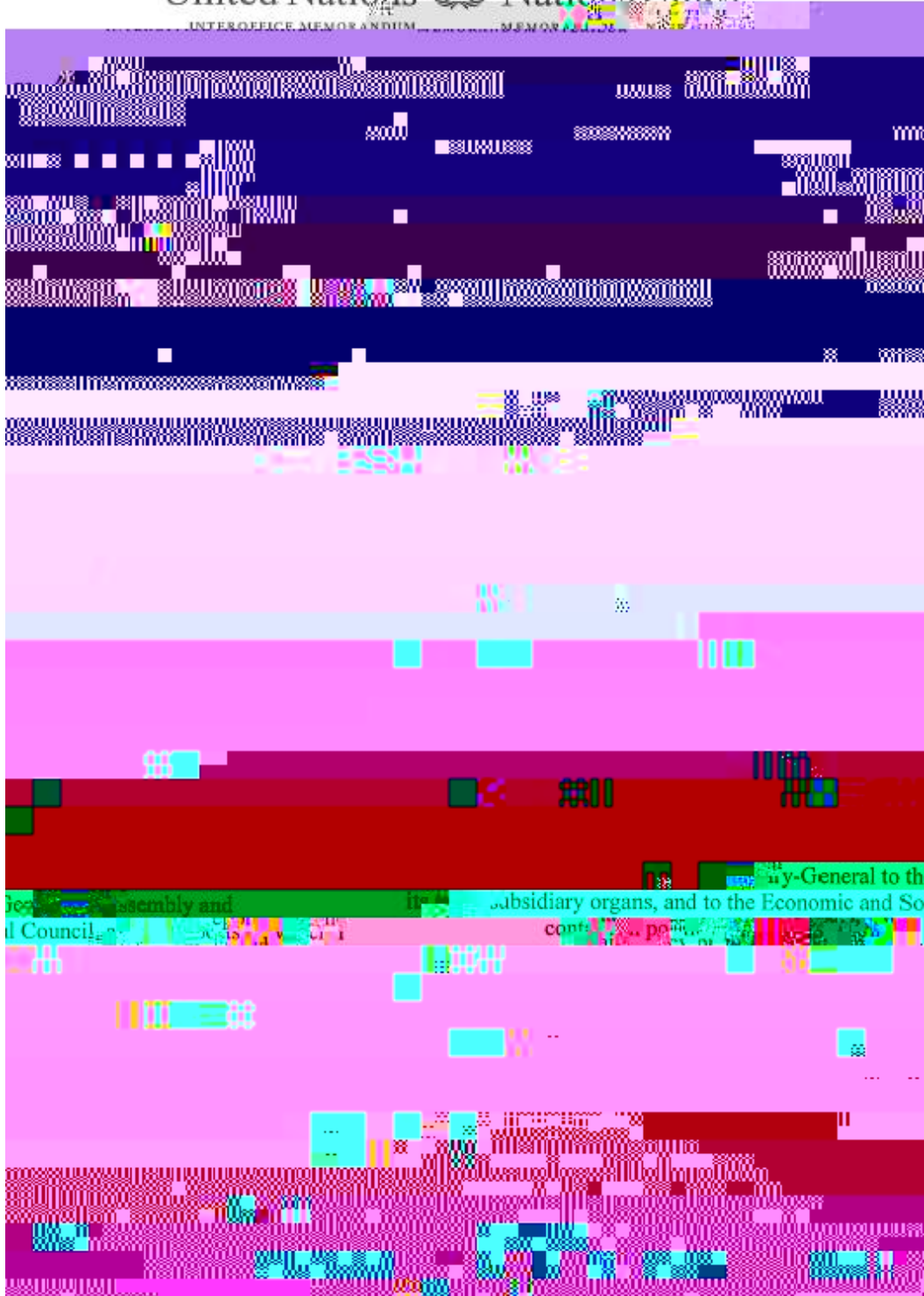
I. *Guidelines for circulation of letters*

II. *Note verbale requesting submissions in Word*

...y-General to the ...sembly and ...bsidiary organs, and to the Economic and So... ...l Council....
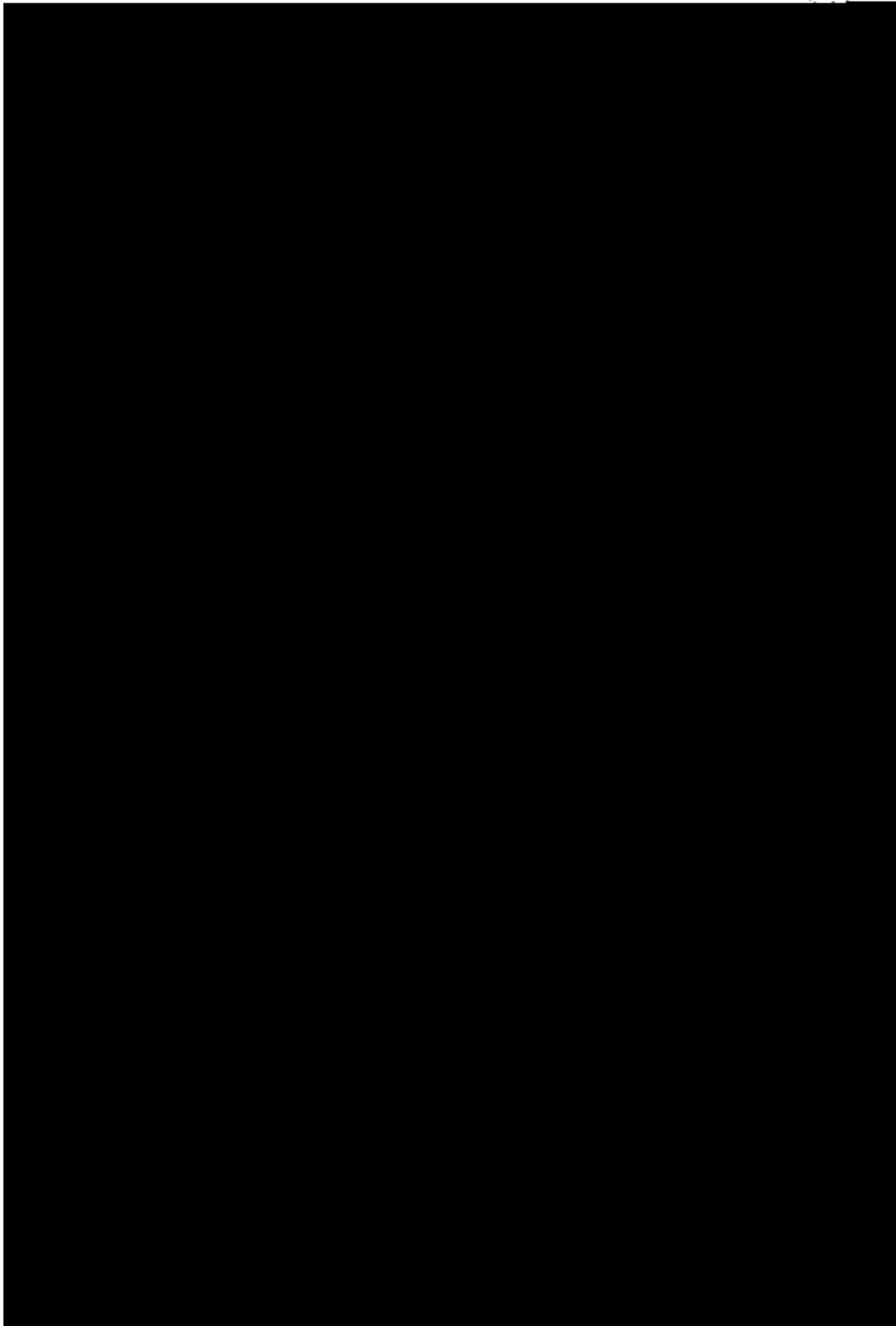
v. Reports requiring approval/clearance must be submitted to the EOSG [...] at least six working days before the submission/slot date to enable review and, if required, consultation with the author department/office before [...] as accorded.

[...] should be se[...] ntral@un.org under cover of a Note conta[...]

IV. *About the author*

80.   The present document is authored by the Documents Management Section (New York) of the Department for General Assembly and Conference Management. To send any suggestions or comments regarding this guide, please send an e-mail to **dms@un.org**.