

TREATY PUBLICATION CHECK LIST

PUBLICATION REQUIREMENTS

With a view to assisting Member States and International Organizations in the preparation of their submissions pursuant to Article 102 of the Charter of the United Nations, the Treaty Section has drafted these guidelines to explain the technical/administrative and quality compliance standards followed by the UN Secretariat to publish international treaties online at <https://treaties.un.org> and in bound volumes of the United Nations *Treaty Series*.

AUTHENTIC TEXTS PRE-SUBMISSION CHECK

- (1) Cross-check all certified authentic texts to ensure their completeness. The treaty titles, names of parties, number of articles, numbering of paragraphs, dates and place (s) of conclusion, all signatures and the final authenticating clauses (testimoniums), attachments, if any (for example, boundary maps) must match in all languages;
- (2) The pagination in all authentic texts should be sequential, without gaps, deletions or missing pages;
- (3) The certified authentic texts should be of good quality, clean, sharp and free of blemishes, with clear character definition, visually legible and machine-readable, suitable for digitization without a significant negative impact on image quality;
- (4) While the certification/authentication methods for the originals vary in state practice, the use of seals, imprints, initials and other attributes of document authentication placed directly on the treaty texts is discouraged since it would make such texts partially illegible and would greatly complicate the treaty publication process. The certified authentic texts in such condition will be published on "as is" basis with a corresponding disclaimer by the Secretariat.

TRANSLATIONS PRE-SUBMISSION CHECK

- (1) Courtesy translations into English or French are encouraged and, if provided to expedite the treaty publication, are to be as complete and accurate as feasible, and marked "Unofficial translation" or "Courtesy translation".

SUBMISSION IN ELECTRONIC FORMAT

- (1) Digital copies of treaty texts, if available, in TIFF or PDF and produced at no less than 300 dpi resolution will expedite the publication process. Digital copies can be placed on CD or e-mailed to the Treaty Section at the following address: treatyregistration@un.org