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A GUIDE FOR OAS PROOFREADERS

DEPARTMENT OF CONFERENCES AND MEETINGS MANAGEMENT
LANGUAGE SECTION
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Introduction

The OAS Language Section (DCMM) continues its efforts to achieve greater consistency in all of the work it generates in keeping with the ongoing move to digitized systems of documentation. To that end, this user's guide for proofreaders has been updated and is intended to provide general information on the proofreading process for OAS official documents as well as some specific information on OAS language usage and style.

The role of the OAS Proofreader

Proofreading involves careful comparative reading of the translation with the original language document. At the OAS, the proofreader is required to ensure that the translated document accurately reflects the text of the original document; that the document is formatted according to established standards; and that grammar usage, spelling, and punctuation are correct and conform to OAS style. Some other responsibilities of the proofreader are: close attention to detail and accuracy, ensuring consistency in style, and the correct use of in-house terminology and acronyms.

The proofreader checks the translation for errors that affect the quality of the document and corrects them as necessary—i.e. grammar, style, punctuation, spelling, capitalization, etc. The proofreader must consult with the translator/reviewer on any translation issue—especially omissions, mistranslations, and doubts about proper names used in the original language—before corrections are made.

The workload of the proofreader is dictated by the flow of meetings of the OAS political and sectoral bodies, especially those of the Permanent Council, the General Assembly and CIDI, so the proofreader is expected to adapt to unexpected fluctuations in workload and to work well under constant pressure.

Even though proofreaders currently work in their native language, it is often incumbent upon the proofreader to work in other languages as well. Knowledge of grammar, punctuation, and style in these other languages is also expected. Consultation with all members of the team is therefore ongoing and this process enables knowledge sharing and understanding of each other's working language.

To provide a more detailed perspective, proofreading can be considered at three levels:

1. the character level,
2. the paragraph level, and
3. the page level.

1. The character level involves use of the following:
 - a. Double quotes (“ ”)
 - b. Single quotes (‘ ’)
 - c. Capitalization
 - d. End-of-sentence period
 - e. Punctuation (comma, semi-colon, apostrophe, question mark, etc.)
 - f. Dashes, hyphens, and minus signs
 - g. End-of-line hyphenations
 - h. Ellipsis
 - i. Numbers/fractions
 - j. Non-Latin characters
 - k. Superscript/Subscript

2. Proofreading at the paragraph level involves use of the following:
 - a. Line breaks
 - b. Line spacing
 - c. Chapter headings
 - d. Paragraph spacing/indenting
 - e. Page headers/page footers (includes page numbering)
 - f. Footnotes
 - g. Endnotes
 - h. Tables
 - i. Line numbers
 - j. Single line at bottom of page (“widow/orphan control” in Word)

3. Proofreading at the page level involves:
 - a. Front title page
 - b. Blank page
 - c. Table of contents
 - d. Indexes
 - e. Bibliographies
 - f. Appendices

Other general proofreading matters:

1. Formatting
2. Scanned documents (PDF format)
3. Grammar and spelling

FORMATTING TIPS

Document formatting involves the electronic layout of the document and includes placement of the classifications, headings, and logos; paragraph format and numbering; the use of tabs and indentation; pagination and page numbering; the presentation of titles and chapter headings, among others. The most frequently used software for formatting documents is MS Word. Excel and PowerPoint are also often used.

Some useful guidelines for formatting OAS documents using MS Word are listed below. (Documents in PowerPoint and Excel maintain the format as presented in the original language document.)

1. General rule for formatting OAS documents: Follow the format of the document in the original language. (Exceptions may apply to documents that are received directly from the permanent missions or from other outside sources. In such cases, OAS style applies for the translated document.)
Note: In some cases punctuation, layout, or numbering style may differ according to language.

The following rules apply to documents processed using MS Word.

2. Page Setup: Margins:

| | |
|--------|-------|
| Top | 1.5" |
| Bottom | 0.9" |
| Left | 1.18" |
| Right | 1.09" |

Page orientation Portrait (Landscape used in some documents with tables)

Layout Section Break: new page or odd page (as needed)

Header/Footer Header 0.9"
Footer 0.9"

Vertical alignment Top
Apply to: Whole document (Except for documents with both portrait and landscape settings. Page setup will be done by section)

3. Font: Times New Roman 11
(Times New Roman 10 is used for footnotes and may be used for text in large tables)
NOTE: Some areas of the General Secretariat use a different typeface for their documents: Example: documents for publication on the Web may often have a distinct typeface.

You can also consult the Institutional Image web page at <http://oasconnect/institutionalimage>.

4. Paragraphs: first line indent 0.5"
Always use Widow/Orphan control
5. Tabs: default settings at 0.5"
Indents: 0.5" from number/bullet to beginning of text
6. Page numbering: Center at bottom of page when using lower case roman numerals (romanito) (starts with iii and is used mostly for table of contents pages)
Center at top of page when using cardinal numbers (no number on cover page or Page 1 of document). Page 2 onward should appear as: - 2 -
7. Formatting Macros: Used for the following:
 - Insert AG and CP headers (logos for documents mentioned in 8 below)
 - Set language
 - Insert File Name
8. Document logos: For the Permanent Council
All documents with the classifications: CP/doc., CP/INF., CP/RES., CP/SA., CP/DEC., CP/OD-, must have the Permanent Council logo at the top of the first page. (Documents of the permanent committees and working groups **do not** carry the CP header)

For the General Assembly

All documents with the classifications: AG/CP/doc., AG/CP/INF., AG/CP/RES., AG/CP/SA., AG/CP/DEC., AG/CP/OD., AG/doc., AG/INF., AG/RES., AG/SA., AG/DEC., AG/OD., AG/CP/SUB.TP-, and AG/CG/doc., AG/CG/INF., AG/CG/RES., AG/CG/SA., AG/CG/DEC., AG/CG/OD., must have the General Assembly logo at the top of the first page.

The abovementioned macros and logos can be found in the “*Add-Ins*” tab on the menu bar of MS WORD under Formatting Macros.

OAS logos: New OAS logos were implemented in 2016. They can be found at the following website:

<http://www.oas.org/en/about/logo.asp> – English

http://www.oas.org/fr/a_propos/logo.asp – French

<http://www.oas.org/pt/sobre/logo.asp> – Portuguese

<http://www.oas.org/es/acerca/logo.asp> – Spanish

and on the Intranet at <http://oasconnect/InstitutionalImage/spanish/logo/index.html>.

The OAS letterhead in the four languages can also be found in the following [link](#).

9. Some of the official documents processed:

For the Permanent Council:

- a. Convocation
- b. Order of business
- c. Note from Permanent Mission or Permanent Observer
- d. Report of organ, agency, or entity
- e. Summary minutes of meetings
- f. Draft resolution / adopted resolution
- g. Draft declaration / adopted declaration
- h. Speeches
- i. Aide-memoirs
- j. Budget documents

For the General Assembly:

- a. Order of business (plenary and General Committee)
- b. Draft agenda
- c. Draft schedule
- d. Note from Permanent Mission or Permanent Observer
- e. Summary minutes of General Committee
- f. Draft resolution / adopted resolution
- g. Draft declaration / adopted declaration
- h. Reports of organ, agency, or entity
- i. Speeches
- j. Candidacies for vacancies in OAS specialized organs and agencies

For ministerial / sectoral meetings

- a. Order of business
- b. Draft agenda
- c. Draft schedule
- d. Statements by delegations
- e. Draft resolutions
- f. Rapporteur's report
- g. Final report
- h. Declaration
- i. Plan of Action

Some sample documents, with indications / instructions for formatting are attached in Appendix D.

SOME PAGE NUMBERING TIPS

Page numbering using WORD 2010 and later:

- Step 1: Make sure all relevant section breaks are inserted in the document.
- Step 2: You may remove all page numbers in the document if numbering is incorrect throughout. If only partial, page numbering can be done by section.
- Step 3: Remove all *same as previous* bars in the header and footer by disabling the *link to previous* tab under the **Header and Footer** toolbar. (To go from one section header to another simply click on the *Next* icon in the same toolbar.)
- Step 4: In the **Header & Footer** toolbar, make sure that *different first page* is ticked. This feature disables the appearance of the page number on page 1 and also facilitates page numbering if both *romanitos* and cardinal numbers are being used.
- Step 5: If *romanitos* are being used: click on the footer section of the document. In the Header & Footer toolbar click on the small arrow to the right of **Page number**, then on Format Page number, and then choose the number format for *romanitos*.
- Step 6: Insert page numbers starting on the first page to be numbered. NOTE: If document has several sections, you may need to insert the page numbers at the start of each new section. **Do not enter page numbers manually**; always use the Format page number settings under the page number tab.

HYPERLINKS

With the current digital documentation trends, hyperlinks are increasingly used in OAS official documents. Below are some of the hyperlinks currently used:

1. Hyperlinks based on language:
 - a. http://scm.oas.org/doc_public/ENGLISH¹ HIST 21/doc#.doc – in this case the **language** of the document as well as the **full job number** as it appears in ARCHIVE in the EDMS must be verified.
 - b. <http://scm.oas.org/pdfs/YEAR/doc.# + file type> – these documents may be in Word, PowerPoint, or Excel format and are stored on the T: drive. They must have the correct year, document number, and appropriate file type, i.e. – doc or docx, xls or xlsx, ppt or pptx, or pdf.
 - c. <http://scm.oas.org/EDMS/Redirectpage.aspx?class=CP/CAJP&classNum=3018&addendum=2&lang=e²> – in this case the classification is based on a CAJP document

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1. Text in bold is specific to year, language- and/or classification- and/or job number-based and should be included accordingly.
 2. The languages appear as follows: e=English, f=French, s=Spanish, P=Portuguese, and t=textual.

and the proofreader must ensure that the number in the hyperlink corresponds to the number in the text and inset the correct language key.

2. Hyperlinks to web sites, once found in the relevant language, can be copied and pasted into the address box in the 'insert hyperlink' menu.

PROCEDURES FOR FORMATTING DOCUMENTS IN THE
ENTERPRISE DOCUMENTS MANAGEMENT SYSTEM (EDMS)

1. Open the EDMS with your user name: for example, user name for John Smith will be JSMITH.



Idms.lnk

2. Choose the most urgent document in the list of pending documents and read the instructions on the Pending Records page. (Color code in the EDMS: **Red** = document is past due, **yellow** = document is due in less than one week, and **green** = document is due in more than one week).
3. Click on the icon next to the list of pending documents.



Microsoft Word.lnk

4. Make sure that the electronic file of the translation corresponds to the copy of the source language to be found in the Original Request for Translation folder located in: P:\corresp\doc\ORIGINAL REQUESTS FOR TRANSLATION. If the document is an updated version of a previously published document, the MASTER can be found by clicking on *Supporting Documents* on the EDMS main view and opened by clicking on the MASTER icon.
5. Delete the job number located on the last page of the document.
6. Click on the “Add-Ins” menu bar, next on the “Formatting Macros” tab and then on “insert filename.” This macro will automatically place the job number at the end of the document.^{3/}
7. Save the document.
8. Format the document according to OAS style. Pay special attention to titles, headings, paragraphs, line spacing, and page numbering. To facilitate your view of the layout, have the document displayed on “print layout” view.
9. Proofread/copyedit document thoroughly, comparing it with the source language (original and/or electronic master). Be sure to double check dates, classification number, document title, figures, proper names, page numbering, accents, punctuation, acronyms, and reference numbers with original and to correct any mistakes.

3. If MS WORD software prior to the 2010 version is being used, the “insert filename” macro will be found under the “Formatting Macros” tab.

10. Spell-check the document.
11. Check and correct terminology (e.g., names of committees in accordance with the OAS Glossary, the Charter, or other official documents). Missing words or paragraphs, suspected translation errors must be brought to the attention of the Reviewer/Translator. For OAS Acronyms and the Glossary consult Section I of the Language Section website at: <http://scm.oas.org/section1-en.html>.
12. Make sure the translated document is correct, complete, and consistent and make any corrections/changes related to grammar, spelling, and punctuation.
13. Consult with the Translator/Reviewer, when necessary, to clear up any translation-related doubts. For documents translated by a freelance translator, please advise the Language Services coordinator, who will then communicate with the translator on the issues with the document.
14. Make necessary corrections after consultation with the Reviewer/Translator.
15. Spell-check again and save document. Close the document.
16. To send a document for print and distribution, return to the EDMS. Go to ASSIGN, select DISTRIBUTE and click on DISTRIB.” Click on ASSIGN.

To send a document directly to ARCHIVE, Go to ASSIGN, Click on ARCHIVE, then on “Click here to get number of words and pages. Click on ASSIGN.

To send documents to the originating area or as indicated in the general instructions (other than to DISTRIBUTE)^{4/}, Click on ASSIGN. Click on AS REQUESTED. Search for the username in the box below and click on it. Click on ASSIGN. At headquarters an e-mail can be automatically generated to advise the document owner that the document has been returned via the EDMS.

NOTE:

In cases where the EDMS action is sent in PDF format, the proofreader receives the translation in WORD format via e-mail. The document must be saved either on the C drive or on the Desktop, processed as indicated above and the completed document is then saved as a pdf file in the EDMS action. The EDMS action is returned to the document owner/manager. It is advisable to forward a copy of the Word document to the originating area in the event that further editing may need to be done by that area.

4. On occasion, some areas of the General Secretariat may give specific instructions regarding the printing, distribution, and/or archiving of their documents and those instructions should be followed.

GLOSSARY of terms used in the proofreading process

| Term | Meaning |
|----------------------|---|
| Routing Slip | The descriptive form that accompanies documents that are processed by the Documents Officer or the language units. It also contains instructions regarding the translation and processing of the document as well as the job number and classification number which must be identical to the respective number in the document. (To obtain a printout of a Routing Slip, right click on the document number in your EDMS pending, then click on Print Routing Slip) |
| Original | The document containing the text of the original language request for translation. |
| Deadline | The date and exact time the requesting area wants the document ready for distribution or returned to area, as the case may be. All documents should be ready before the required deadline. |
| Master | The original language document with computer-generated changes (track changes) can be found by clicking on <i>Supporting Documents</i> on the EDMS and opened by clicking on the MASTER icon. |
| Pelado | The initial version of a document that may eventually have revised or corrected versions (rev. or corr. in the classification line). |
| Base document | Document already translated and used as the basis for an updated version of the same document. |
| Supporting documents | Applicable references to the current document for which translation is requested, i.e., Base document, master, reference document, link to website or web page related to said document |

AT THE GENERAL ASSEMBLY

At the end of your shift, if you have any pending documents, you will need to assign them to the person on the next shift. To do so, click on ASSIGN, choose FINAL EDIT, search for the name of the person in the box below and click ASSIGN. Consult with supervisor before leaving if you have any doubts/questions.

REFERENCES

There will be several sources of reference material available to you:

- Enterprise Document Management System (EDMS)
- The Language Section website (<http://scm.oas.org/language-en.html>) which has [links](#) in the four languages to the OAS Glossary, Permanent Council and General Assembly documents, resolutions and declarations, online dictionaries, and other reference sources.

TECHNICAL SUPPORT

There will be computer specialists available during all shifts to assist the document processors with computer problems as well as with the EDMS. If any problem should arise, please do not spend valuable time trying to figure it out; consult with the specialist on duty right away.

OTHER RELEVANT INFORMATION FOR PROOFREADERS

References

The OAS generally follows U.S. English standards for spelling, punctuation and capitalization, except as noted below. If you have any questions about OAS style practices or usage, **THE BEST MODELS TO CONSULT ARE THE MOST RECENT VERSIONS OF GENERAL ASSEMBLY RESOLUTIONS**, which are available on the Website mentioned below.

The OAS Glossary prepared by the Language Section also offers a comprehensive list of names of OAS bodies and in-house terminology as well as UN organs, international treaties, among others. It may be accessed through the following link: [OAS GLOSSARY](#).

You can also visit [Section III](#) of the Language Section website to consult already published documents.

Online dictionaries, terminology resources, and links to OAS current topics and can also be consulted at: <http://scm.oas.org/section4-en.html>:

A few other useful language resources

<http://www.ladocumentationfrancaise.fr/rapports-publics/994001174/index.shtml> (French)

[Michaelis](#) online dictionary (Portuguese < > English, Spanish, French)

<http://www.brazil-help.com/grammar.htm> (Portuguese grammar)

www.onelook.com (English)

<http://lookwayup.com/free/> (several language combinations)

There are several additional reliable language resources available online from established institutions – dictionaries, thesaurus, etc.

APPENDICES

Appendix A provides a list of commonly used terms unique to each of the Organization's official languages and is a useful reference for proofreaders. The list includes the use of uppercase/lowercase; numbers, letters, and dates; and salutations for correspondence.

Appendix B contains the Outline of the OAS Official Records Series taken from the Classification Manual for the OAS Official Records Series (1996). It is a shortlist of the symbols used in the OAS classification of documents.

Appendix C contains a list of the keyboard characters that can be used when using accents which is a good reference. You may also use the international keyboard combinations with the Ctrl + keys.

Appendix D contains sample OAS documents that could be used as a reference for formatting.

Appendix E contains a chart with the flow of documents in the EDMS system.

Appendix F contains a checklist for preparing the volume of General Assembly resolutions.

APPENDIX A

LIST OF COMMONLY USED TERMS UNIQUE TO EACH OF THE ORGANIZATION'S OFFICIAL LANGUAGES

| ESPAÑOL | ENGLISH | FRANÇAIS | PORTUGUÊS |
|---|--|--|--|
| <i>Mayúscula/Minúscula</i> | <i>Uppercase/Lowercase</i> | <i>Majuscule/Minuscule</i> | <i>Maiúscula/Minúscula</i> |
| los Estados Miembros | member states | Les États membres | os Estados membros |
| los gobiernos de los Estados Miembros | governments of the member states | Les gouvernements des États membres (le Gouvernement...) | os Governos dos Estados membros |
| los países miembros | member countries | Les pays membres | os países membros |
| los Estados americanos | the American states | Les États américains, l'Organisation des États Américains | os Estados americanos |
| los Estados Partes en el Tratado | the states parties to the Treaty | Les États parties au traité | os Estados Partes no tratado |
| los observadores permanentes, el Observador Permanente de Portugal | the permanent observers, the Permanent Observer of Portugal | les observateurs permanents – l'Observateur permanent du Portugal | os observadores permanentes, o Observador Permanente de Portugal |
| los representantes titulares, suplentes y el Representante Permanente de Argentina | Principal delegates, alternate representatives and the Permanent Representative of Argentina | les représentants titulaires, suppléants, le Représentant permanent de l'Argentine | os representantes titulares, suplentes ou alternos, o Representante Permanente da Argentina |
| la Delegación de Uruguay, nuestra delegación | the delegation of Uruguay, our delegation | la Délégation de l'Uruguay, notre délégation | a Delegação do Uruguai, nossa delegação |
| el artículo 63 | Article 63 | l'article 63 | o artigo 63 |
| la resolución AG/RES. 1650 (XXIX-O/99), la Resolución de Santiago, la resolución "Apoyo a la democracia en Haití" | resolution AG/RES. 1650 (XXIX-O/99), the Santiago Resolution, resolution entitled "Support for Democracy in Haiti" | la résolution AG/RES. 1650, la résolution de Santiago, la résolution : "Appui à la démocratie en Haïti" | a resolução AG/RES. 1650 (XXIX-O/99), a Resolução de Santiago, a resolução "Apoio à democracia no Haiti" |
| el sistema interamericano, el Sistema, nuestro sistema | the inter-American system, the system, our system | notre système, le Système interaméricain | nosso sistema, o Sistema Interamericano |
| la región | the region | la région | |
| el Continente, el continente americano | | le Continent américain | o continente americano, o Continente |
| el Hemisferio, este hemisferio | the Hemisphere, this Hemisphere | le Continent américain | este hemisfério, o Hemisfério |
| el Estatuto del Consejo, este estatuto | the Statutes of the Council, these statutes | le présent Statut | o Estatuto do Conselho, este estatuto |
| el Reglamento del CIDI | Rules of Procedure of CIDI | le Statut du Conseil interaméricain pour le développement intégré | o Estatuto do CIDI |
| elegir un presidente, el Presidente del Consejo Permanente | elect a chair, the Chair of the Permanent Council | élire un président, le Président du Conseil permanent | eleger um presidente, o Presidente do Conselho Permanente |

| ESPAÑOL | ENGLISH | FRANÇAIS | PORTUGUÊS |
|---|---|---|---|
| la sede de la OEA | OAS headquarters | le siège de l'OEA | a sede da OEA |
| el acta, el Acta de Chapultepec | the treaty, the Act of Chapultepec | l'acte, l'Acte de Chapultepec | a ata, a Ata de Chapultepec |
| una declaración, la Declaración de Cartagena | a declaration, the Declaration of Cartagena | une déclaration, la Déclaration de Cartagena | uma declaração, a Declaração de Cartagena |
| el tratado, el Tratado de Viena | the treaty, the Vienna Treaty | le traité, le Traité de Vienne | o tratado, o Tratado de Viena |
| trigésimo sexto período ordinario de sesiones de la Asamblea General | thirty-sixth regular session of the General Assembly | chaque session ordinaire, la Trente sixième Session ordinaire | cada período ordinário de sessões, o Trigésimo Sexto Período Ordinário de Sessões |
| señor Taylor, señor Representante Permanente | Mr. Taylor, Permanent Representative | Monsieur Taylor, Représentant permanent | Senhor Taylor, Senhor Representante Permanente |
| el Gobierno del Perú, el Gobierno peruano, nuestro Gobierno | the Government of Peru, the Peruvian Government, our government | le Gouvernement du Pérou, le Gouvernement péruvien, notre gouvernement | o Governo do Peru, o Governo peruano, nosso governo |
| la Comisión de Asuntos Jurídicos y Políticos, las Comisiones | the Committee on Juridical and Political Affairs, the committees | la Commission des questions juridiques et politiques, les commissions | a Comissão de Assuntos Jurídicos e Políticos, as comissões |
| el Consejo Interamericano de Desarrollo Integral (CIDI), los consejos | the Inter-American Council for Integral Development (CIDI), the councils | le Conseil interaméricain pour le développement intégré, les conseils | O Conselho Interamericano de Desenvolvimento Integral, os conselhos |
| el plenario, la sesión plenaria | the Plenary, the plenary session | la séance plénière | o plenário, a sessão plenária |
| presentar a la Sala | present / introduce ... to the meeting | soumettre à la séance | apresentar à sala |
| el temario del trigésimo sexto período ordinario de sesiones de la Asamblea General | agenda for the thirty-sixth regular session of the General Assembly | l'ordre du jour de la Trente-sixième Session ordinaire de l'Assemblée générale | a agenda do Trigésimo Sexto Período Ordinário de Sessões da Assembléia Geral |
| el programa de actividades | schedule of activities | le calendrier d'activités, le programme d'activités | o programa de atividades |
| programa-presupuesto de la Organización | program-budget of the Organization of American States | Programme-budget de l'Organisation | Orçamento-programa da Organização, |
| el calendario de trabajo | work schedule | le calendrier de travail | o calendário de trabalho |
| el informe, el "Informe del Secretario General sobre la situación en Haití" | the report, the Report of the Secretary General on the situation in Haiti | le compte rendu, le "Compte rendu sur les mines terrestres antipersonnel- Note : in French antipersonnel, never varies | o relatório, o "Relatório do Secretário-Geral a situação no Haiti" |
| proyectos regionales, el Proyecto Multinacional de Educación, el proyecto Medio Ambiente y Desarrollo | regional projects, the Multinational Project on Adult Education, the project entitled "Environment and Development" | projets régionaux, le Projet régional d'éducation, le Projet environnement et développement | projotos regionais, o Projeto de Educação |

| ESPAÑOL | ENGLISH | FRANÇAIS | PORTUGUÊS |
|---|--|---|--|
| el Fondo Regular | the Regular Fund | le Fonds ordinaire | O Fundo Ordinário, o fundo |
| | | | |
| <i>Números, letras, fechas, etc.</i> | <i>Numbers, letters, dates, etc.</i> | <i>Chiffres, lettres, dates, pluriel etc.</i> | <i>Números, letras, datas, plural, etc.</i> |
| Números: En general, en letras hasta 10, salvo cuando se trate del número de un artículo o documento , dinero, hora, fecha, porcentajes, etc. | Numbers: are generally written in letters up to nine, except for articles, document numbers, money, time, dates, percentages, etc. | Chiffres : en général, en toutes lettres, sauf lorsqu'il s'agit de numéro d'article, de document ou d'argent, d'heure, de date etc. | Números: em geral, por extenso até 10, exceto quando se tratar de número de artigo, documento, ou dinheiro, hora, data, etc. |
| el artículo 91 (a) de la Carta | Article 91.a of the Charter | l'article 91 c. de la Charte | o artigo 91, c, da Carta |
| el documento AG/doc.4332/06 | document AG/doc.4332/06 | Document publié sous la cote AG/doc.4332/06 | documento AG/doc.4332/06 |
| en el párrafo 9, subpárrafo 4. ii | paragraph 9, subparagraph 4.ii | au paragraphe 9, sous-paragraphe 4, alinéa ii. | No parágrafo 9, subparágrafo 4, inciso <u>ii</u> |
| 100%, o en el inicio de la frase, Cien por ciento | 100 percent, or at the beginning of a sentence: One hundred percent | 100%, ou au début de la phrase : Cent pour cent | 100% ou, no início da frase, Cem por cento |
| dos tercios de los votos | two thirds of the votes | deux tiers des voix | dois terços dos votos |
| las 10:45 de la mañana, a mediodía | 10:45 a.m., 12:00 p.m. | à une heure, à 18 heures, à 15 h 30, à 14 heures | a uma hora, às seis da tarde, às 15h30, às 14h00, ao meio-dia |
| US\$43.987,79 | US\$43,987.79 | EU\$ 43 987,79 | US\$43.987,79 |
| el punto 10 (a) del temario | Item 10.a on the agenda | le point 10 a. de l'ordre du jour | o tema 10, a, da agenda |
| el punto 6 | item 6 | le point 6 | o ítem 6 |
| Washington, D.C., 10 de mayo de 2006 | Washington, D.C., May 10, 2006 | Washington, D.C. le 10 mai 2006 | Washington, D.C., 10 de maio de 2006 |
| el 1 de diciembre de 2005 | December 1, 2005 | le 1 ^{er} décembre 2005 | em 1º de dezembro de 2005 |
| 1996-1998, 1998-2000 | 1996-1998, 1998-2000 | 1996-1998, 1998-2000 | 1996-98, 1998-2000 |
| siglo XXI | 21 st century | XXI ^e siècle | século XXI |
| las ONG, las REMJA | ONGs, REMJAs | les ONG, les REMJA | as ONGs, as REMJAs |
| | | | |

| | | | |
|---|---|---|--|
| <p><u>Ministro Consejero</u></p> <p>Tengo el honor de dirigirme a Vuestra Excelencia ...</p> <p>Aprovecho la oportunidad para reiterar a Vuestra Excelencia, señor Presidente, las seguridades de mi más alta y distinguida consideración.</p> | <p><u>Minister Counselor</u></p> <p>I have the honor to address Your Excellency ...</p> <p>Accept, Excellency, renewed assurances of my highest consideration.</p> | <p><u>Ministre conseiller</u></p> <p>J'ai l'honneur de me référer à... (on ne dit pas qu'on s'adresse à lui, parce que c'est évident)</p> <p>Je saisis cette occasion pour renouveler, Monsieur le Ministre, les assurances de ma très haute considération.</p> | <p><u>Ministro Conselheiro</u></p> <p>Tenho a honra de dirigir-me a Vossa Excelência a fim de.....</p> <p>Aproveito a oportunidade para renovar a Vossa Excelência os protestos da minha perfeita estima e distinta consideração.</p> |
| <p><u>Jefe de Estado y Embajador</u></p> <p>Tengo el honor de dirigirme a Vuestra Excelencia ...</p> <p>Aprovecho la oportunidad para reiterar a Vuestra Excelencia, señor Presidente, las seguridades de mi más alta y distinguida consideración.</p> | <p><u>Head of State and Ambassador</u></p> <p>I have the honor to address Your Excellency ...</p> <p>Accept, Excellency, renewed assurances of my highest consideration.</p> | <p><u>Chef d'État et Ambassadeur</u></p> <p>J'ai l'honneur de me référer à... (on ne dit pas qu'on s'adresse à lui, parce que c'est évident)</p> <p>Je saisis cette occasion pour renouveler, Monsieur le Président/Premier Ministre/Ambassadeur, les assurances de ma très haute considération. (on met le titre qui convient)</p> | <p><u>Chefe de Estado e Embaixador estrangeiro</u></p> <p>Tenho a honra de dirigir-me a Vossa Excelência a fim de.....</p> <p>Aproveito a oportunidade para renovar a Vossa Excelência os protestos da minha mais alta consideração.</p> |
| <p><u>Director de organismo internacional</u></p> <p>Tengo el honor de dirigirme a Vuestra Excelencia ...</p> <p>Aprovecho la oportunidad para reiterar a Vuestra Excelencia, señor Presidente, las seguridades de mi más alta y distinguida consideración.</p> | <p><u>Director of an international organization</u></p> <p>I have the honor to address Your Excellency ...</p> <p>Accept, Excellency, renewed assurances of my highest consideration.</p> | <p><u>Directeur d'un organisme international</u></p> <p>J'ai l'honneur de me référer à... (on ne dit pas qu'on s'adresse à lui, parce que c'est évident)</p> <p>Je saisis cette occasion pour renouveler, Monsieur le Directeur, les assurances de ma très haute considération.</p> | <p><u>Diretor de organismo internacional</u></p> <p>Tenho a honra de dirigir-me a Vossa Excelência a fim de.....</p> <p>Aproveito a oportunidade para renovar a Vossa Excelência os protestos da minha alta consideração.</p> |

| <i>Órganos, reuniones y sesiones</i> | <i>Bodies, meetings, and sessions</i> | <i>Organes, réunions et séances</i> | <i>Órgãos e tipos de reuniões e sessões</i> |
|--|--|--|---|
| CONSEJO PERMANENTE: sesiones ordinarias, extraordinarias y protocolares Nota: Existen sesiones especiales, que no aparecen en el Estatuto o Reglamento del CP. Son reuniones con un tema específico que pueden durar varios días. | PERMANENT COUNCIL: regular, special and protocolary meetings Note: There are special meetings that do not appear in the Statutes or Rules of Procedure of the Permanent Council. These are meetings on a specific topic and can last several days | CONSEIL PERMANENT : séances ordinaires, extraordinaires et protocolaires Note : certaines séances extraordinaires ne figurent ni dans le Statut ni dans le Règlement du Conseil permanent. Ces réunions portent sur un sujet précis et peuvent durer plusieurs jours. | CONSELHO PERMANENTE: sessões ordinárias, extraordinárias e solenes Nota: agora inventaram sessões especiais, que não constam do Estatuto ou Regulamento. São reuniões com um tema específico que às vezes duram vários dias. |
| COMISIONES Y GRUPOS DE TRABAJO DEL CP: reuniones | COMMITTEES AND WORKING GROUPS OF THE PC: meetings | COMMISSIONS ET GROUPES DE TRAVAIL DU CP : réunions | COMISSÕES E GRUPOS DE TRABALHO DO CONSELHO PERMANENTE: sessões |
| ASAMBLEA GENERAL: sesión de apertura, sesiones plenarias, sesiones de la Comisión General, sesión de clausura. | GENERAL ASSEMBLY: inaugural session, plenary sessions, meetings of the General Committee, closing session | ASSEMBLÉE GÉNÉRALE : séance d'ouverture, séances plénières, réunions de la Commission générale, séance de clôture | ASSEMBLÉIA GERAL: sessão de abertura, sessões plenárias, sessões da Comissão Geral, sessão de encerramento |
| CONSEJO INTERAMERICANO PARA EL DESARROLLO INTEGRAL (CIDI): reuniones ordinarias, extraordinarias, especializadas o sectoriales a nivel ministerial o equivalente. | INTER-AMERICAN COUNCIL FOR INTEGRAL DEVELOPMENT (CIDI): regular, special, specialized meetings, or sectoral meetings at the ministerial level or equivalent | CONSEIL INTERAMÉRICAIN POUR LE DÉVELOPPEMENT INTÉGRÉ (CIDI) : réunions ordinaires, extraordinaires, spécialisées ou sectorielles au niveau ministériel ou l'équivalent | CONSELHO INTERAMERICANO DE DESENVOLVIMENTO INTEGRAL (CIDI): reuniões ordinárias, extraordinárias, especializadas ou setoriais em nível ministerial ou equivalente |
| COMITÉ INTERAMERICANO CONTRA EL TERRORISMO (CICTE): períodos ordinarios de sesiones y períodos extraordinarios de sesiones | INTER-AMERICAN COMMITTEE AGAINST TERRORISM (CICTE): regular sessions, special sessions | COMITÉ INTERAMÉRICAIN CONTRE LE TERRORISME (CICTE) : sessions ordinaires et sessions extraordinaires | COMITÊ INTERAMERICANO CONTRA O TERRORISMO (CICTE): períodos ordinários de sessões e períodos extraordinários de sessões |
| COMISIÓN INTERAMERICANA PARA EL CONTROLE DEL ABUSO DE DROGAS (CICAD): períodos ordinarios de sesiones y períodos extraordinarios de sesiones | INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION (CICAD): regular sessions, special sessions | COMMISSION INTERAMÉRICAINNE DE LUTTE CONTRE L'ABUS DES DROGUES (CICAD) : sessions ordinaires et sessions extraordinaires | COMISSÃO INTERAMERICANA PARA O CONTROLE DO ABUSO DE DROGAS (CICAD): períodos ordinários de sessões e períodos extraordinários de sessões |
| COMISIÓN INTERAMERICANA DE MUJERES (CIM): Asamblea de Delegadas de la CIM: asambleas ordinarias y extraordinarias | INTER-AMERICAN COMMISSION OF WOMEN (CIM): Assembly of Delegates of the CIM: regular, special assemblies | COMMISSION INTERAMÉRICAINNE DES FEMMES (CIM) : Assemblée des déléguées de la CIM : assemblées ordinaires et assemblées extraordinaires | COMISSÃO INTERAMERICANA DE MULHERES (CIM): Assembléia de Delegadas da CIM: assembléias ordinárias e extraordinárias |

APPENDIX B

OAS DOCUMENT CLASSIFICATION LIST

OUTLINE OF THE OAS OFFICIAL RECORDS SERIES⁵

| Symbol | Category |
|-----------|---|
| OEA/Ser.A | Multilateral Agreements, Conventions, and Treaties |
| OEA/Ser.B | Agreements and Arrangements to Which the OAS Is a Party |
| OEA/Ser.C | Final Acts of Inter-American Conferences and Meetings |
| OEA/Ser.D | Administrative Reports and Documents of the General Secretariat of the OAS (Formerly the Pan American Union) |
| OEA/Ser.E | Documents, Journals, and Proceedings of the Inter-American Conference (Formerly the International Conference of American States) |
| OEA/Ser.F | Documents, Journals, and Proceedings of the Meeting of Consultation of Ministers of Foreign Affairs |
| OEA/Ser.G | Documents of the Permanent Council (Formerly the Council) of the OAS and Its Committees |
| OEA/Ser.H | Documents of the Inter-American Economic and Social Council (CIES), Its Permanent Executive Committee (CEPCIES), Its Other Committees and the Special Committee on Trade (CEC) |
| OEA/Ser.I | Documents and Proceedings of the Inter -American Council of Jurists (IACJ) and Its Permanent Committee |
| OEA/Ser.J | Documents at the Inter-American Council for Education, Science, and Culture (CIECC), Its Permanent Executive Committee (CEPCIECC) and Its Other Committees (Formerly the Inter-American Cultural Council (CIC) and Its Permanent Committee, the Committee for Cultural Action (CAC) |
| OEA/Ser.K | Documents of the Inter-American Specialized Conferences and Other Inter-American Conferences and Meetings |
| OEA/Ser.L | Documents of the Inter-American Specialized Organizations, the Inter -American Commission on Human Rights, and the Inter-American Entities |
| OEA/Ser.M | Bilateral and Regional Agreements Deposited at the General Secretariat of the QAS (Formerly the Pan American Union) |
| OEA/Ser.N | Documents, Journals, and Proceedings of the Inter-American Conference for the Maintenance of Continental Peace and Security |
| OEA/Ser.O | Not assigned as of August 1995 |
| OEA/Ser.P | Documents, Journals, and Proceedings of the General Assembly of the OAS |
| OEA/Ser.Q | Documents of the Inter-American Juridical Committee |
| OEA/Ser.R | Documents of the Administrative Tribunal of the OAS |
| OEA/Ser.S | Documents of the Board of External Auditors to Examine the Accounts of the General Secretariat |
| OEA/Ser.T | Documents of Ad Hoc Bodies Established by Organs of the OAS |
| OEA/Ser.U | Documents of the Meetings between the Organization of American States and the United Nations |
| OEA/Ser.V | Not assigned as of August 1995 |
| OEA/Ser.W | Documents of the Inter-American Council for Integral Development |
| OEA/Ser.X | Collections of OAS Official Records |
| OEA/Ser.Y | Guides to the Use of the OAS Official Records Series |
| OEA/Ser.Z | Indexes of the OAS Official Records Series |

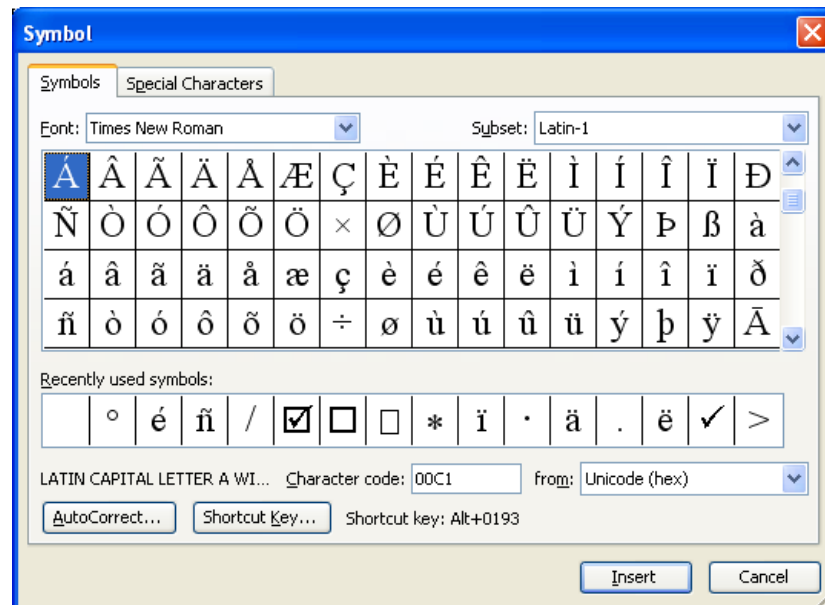
5. Extracted from the publication "Classification Manual for the OAS Official Record Series" (Second Edition, 1996)

ACCENTS USING KEYBOARD

| | | | |
|---|------------|---|------------|
| Ã | Alt + 0195 | ï | Alt + 0239 |
| à | Alt + 0224 | ñ | Alt + 0241 |
| á | Alt + 0225 | Õ | Alt + 0213 |
| â | Alt + 0226 | Ó | Alt + 0211 |
| ã | Alt + 0227 | ò | Alt + 0242 |
| ä | Alt + 0228 | ó | Alt + 0243 |
| ç | Alt + 0231 | ô | Alt + 0244 |
| Ç | Alt + 0199 | õ | Alt + 0245 |
| è | Alt + 0232 | ö | Alt + 0246 |
| é | Alt + 0233 | ù | Alt + 0249 |
| ê | Alt + 0234 | ú | Alt + 0250 |
| ë | Alt + 0235 | û | Alt + 0251 |
| ì | Alt + 0236 | ü | Alt + 0252 |
| í | Alt + 0237 | ı | Alt + 0161 |
| î | Alt + 0238 | ÿ | Alt + 0191 |

Accents can also be obtained as follows:

- i) Click the “Insert” tab, click on symbol, made sure that “Times New Roman” is selected in the Font tab. Choose the relevant letter with the accent that you wish to use, click on “Insert” and then click on “Close”. (See graphic below)



- ii) Another shortcut to accents is to use the Ctrl + apostrophe (') keys + relevant letter (e.g., Ctrl+'+a = á or Ctrl+'+e = é).

APPENDIX D

SAMPLE OAS DOCUMENTS THAT COULD BE USED AS A REFERENCE FOR FORMATTING

NOTE: **Original language documents** from the permanent missions and entities outside of headquarters may not always follow the OAS format. Unless otherwise instructed, they are usually left in their original format, but the translated versions will follow OAS style for formatting documents. Documents translated for web page content or for book-form publication maintain the format of the original language document.

PERMANENT COUNCIL

Sample order of business

[English](#)

[French](#)

[Portuguese](#)

[Spanish](#)

Sample meeting convocation (*convocatoria*) with order of business attached

[English](#)

[French](#)

[Portuguese](#)

[Spanish](#)

Sample Permanent Council adopted resolution

[English](#)

[French](#)

[Portuguese](#)

[Spanish](#)

Sample Permanent Council adopted declaration

[English](#)

[French](#)

[Portuguese](#)

[Spanish](#)

Sample Note from a Permanent Mission

[English](#)

[French](#)

[Portuguese](#)

[Spanish](#)

Sample summary minutes

[English](#)

[French](#)

[Portuguese](#)

[Spanish](#)

Sample document from a permanent committee of the Permanent Council (e.g. CAAP, CAJP, CSH, CISC) – Order of business

[English](#)
[French](#)
[Portuguese](#)
[Spanish](#)

Sample working group document

[English](#)
[Spanish](#)

Sample letter using OAS letter head

[English](#)
[French](#)
[Portuguese](#)
[Spanish](#)

GENERAL ASSEMBLY

Sample General Assembly resolution under negotiation

[English](#)
[French](#)
[Portuguese](#)
[Spanish](#)

Sample adopted General Assembly resolution

[English](#)
[French](#)
[Portuguese](#)
[Spanish](#)

Sample General Assembly header (*cabezal*)

[English](#)
[French](#)
[Portuguese](#)
[Spanish](#)

Sample adopted General Assembly declaration

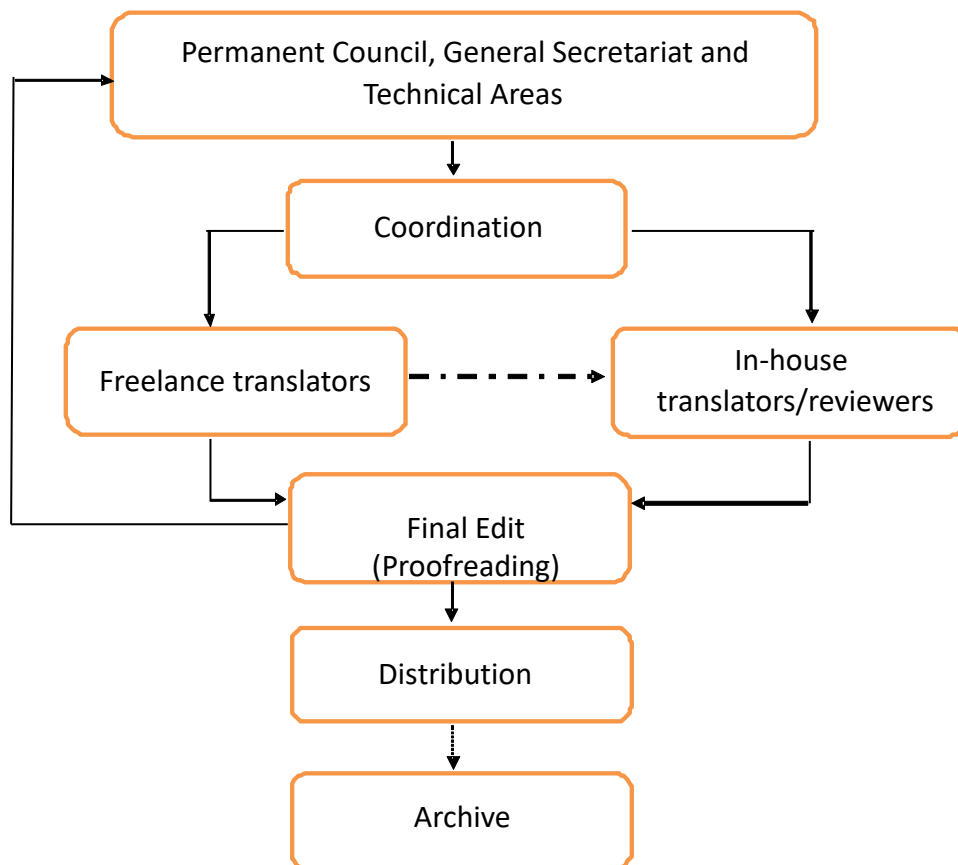
[English](#)
[French](#)
[Portuguese](#)
[Spanish](#)

Sample General Assembly Order of Business

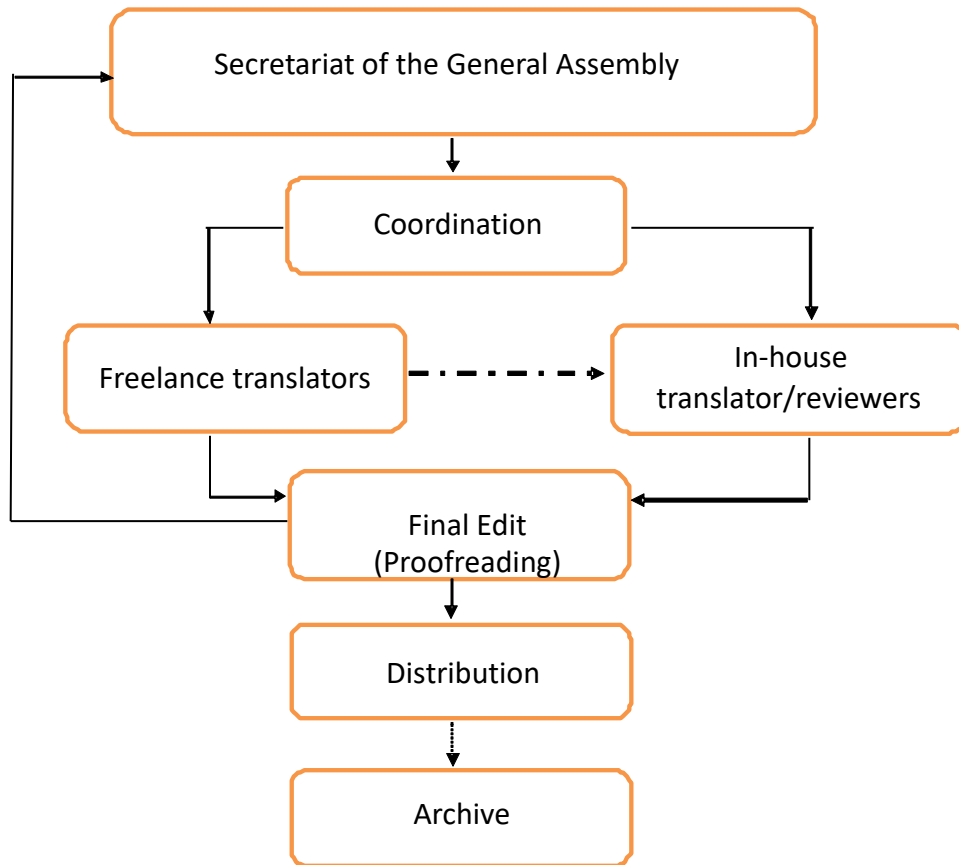
[English](#)
[French](#)
[Portuguese](#)
[Spanish](#)

FLOW OF DOCUMENTS IN THE EDMS

At headquarters



At the General Assembly



CHECKLIST FOR PREPARING THE VOLUME OF GENERAL ASSEMBLY RESOLUTIONS

[Tips for working on the post-Style Committee version of the GA volume of resolutions](#)