

Guide to writing motions

Please follow the following guidance when writing motions for TUC conferences:

Single space after full stops.

A line space for a new paragraph.

Start a new paragraph for a new strand of argument or topic.

When you number sub-paragraphs follow this notation:

- i. for the first set
- ii. and so on.

Then:

- a) for the second set
- b) and so on.

Then:

- 1) for the third set
- 2) and so on.

Note the lack of punctuation at the end of bullets for simple lists, with just a full stop at the end.

Refer to 'conference' in the third person, e.g.: "Conference notes..." not "We note..."

Only capitalise the initial letters of proper nouns/names, and campaigns. No other initial capitals, e.g. lower case "government", "prime minister", etc.

Do not use bold or italics.

Don't start a sentence or a bullet with a number – rewrite the sentence.

Write out the numbers one to nine; use numerals for higher numbers. But note: £5; £5m; £60bn; six per cent; 60 per cent.

Note the hyphens here: one-third of participants; the 26-year-old man; 14- to 18-year-olds.

Single quote marks to convey the sense of 'so-called' or 'known as'. Use double quotes for repeating words, terms or sentences that readers will recognise have actually been spoken or written.

Finish your motion with the name of your union properly spelled out in full.

Thank you!