

**International**

**Press**

**Guide**

## **MESSAGE FROM THE EXECUTIVE BOARD**

The International Press is an embodiment of the collective uproar for the freedom to express and the right to information. A freely running press represents an independently functioning society that hints at the dawn of human progress. Hindrance in the transparency of information across borders calls for the death-knell of peaceful relations and hence, the significance of the Press lies in proper channelization of this information. For example, the role of the Press is not limited to guiding the citizens of a particular nation to help choose their government, but also helping the government resolve issues by listening to the opinions of their citizens. This is why the Press works as a two-way medium, which makes their methods of disposition crucial, for there lies a possibility of manipulating minds of their readers. On a wider prospect, the Press covers delicate issues of global concern, with or without the bias of the region that the Press agency evolved in.

At a Model UN, however, the targeted audience is significantly reduced in number, with their focus mostly centred about the committee that they report from. Information flows throughout the MUN in the form of newsletters, which is comprised of the contribution every journalist makes each day for the course of the conference. Your ambition as a journalist is not different from that of any delegate of your committee - to help reach the committee arrive at a consensus on a plausible solution to the agenda. So where is the difference? No, not in that pen you call your sword, but in the influence your questions and your opinions have in directing the flow of discussions and negotiations.

We hope you extract the most out of this experience and give your best efforts in making this a remarkable and memorable conference in your journey of Model UNs.

**Tanaya Mohanty, International Press Chief and Oitri Sarker, Editor-in-Chief.**

Now, that you have decided or at least considered taking up the role of an International Press member, there are some things that one must always keep in mind!

Here are some things that he said every journalist must learn to never overlook when drafting an article:

### 1. *THE THREE PILLARS: GRAMMAR, TENSE AND PUNCTUATION!*

Every good article has these three in their impeccable form. Fret not! If you are using MS Word, get rid of those red, blue or green squiggles and you can breathe. Maintain the tense of the article (ideally, past tense) at all costs! (Stick to English UK for spell check) To understand advanced punctuation, look up:

[http://anthroniche.com/media/pdfs/advanced\\_punctuation.pdf](http://anthroniche.com/media/pdfs/advanced_punctuation.pdf)

### 2. *ABBREVIATIONS*

Only standard acronyms and abbreviations should be used.

Letters of the names of abbreviated organizations or agencies should NOT be separated by periods.

It is advised to spell the organizations or agencies in full on their first occurrence in the article followed by the acronym/abbreviation within parenthesis.

For example, "...raised in the United Nations Human Rights Council (UNHRC). However, the agenda of UNHRC..."

### 3. *NAMES*

Names that are mentioned in the articles should be verified, no assumptions are to be made by the reporters while reporting a certain person by his/her name. Only standard abbreviations for titles should be used, like Mr., Mrs., Dr., etc. However, no UN designations can be abbreviated.

For example: Chairperson should not become Chair or Secretary General should not become Sec Gen.

When referring to any nation or organisation, the standard UN country and organisation names should be used. For example: Use China instead of using People's Republic of China. Refer here for the names:

<http://www.un.org/en/members/>

### 4. *NUMBERS*

- a. Any number less than 10 should be spelt in English
- b. Numbers greater than 10 should be represented by their standard Arabic numerals, and figures with 5 or more digits should be appropriately represented using commas
- c. Ordinals should be spelt and Roman numerals are to be used only when the reference originally consists of Roman numerals

## 5. QUOTATIONS

Usage of quotation marks should be in accordance with standard English grammar.

Excerpts from a speech should be preceded/followed by ellipsis in the following manner, "...*considering recent developments.*"

(Note: In case of ellipsis being included at the end of a quote, it should be followed by a period to indicate its conclusion.)

## 6. TEXT

- a. Capitalization: Only abbreviation and proper nouns are to be abbreviated.
- b. *Italics*: Sources, websites, books or print sources should be italicized.
- c. **Boldface text**: To be done by the publisher.
- d. Proper currency symbols to be used. Indian rupees should be written as INR and not Rs.

## 7. REFERENCES

Every article **must** consist of sources, mentioned at the end of an article, from where facts/information have been cited in the article. Please ensure that the sources are credible.

## 8. CONTENT

All articles must be divided into paragraphs, appropriately. Every article must consist of a title, byline and an appropriate picture/illustration.

## 9. PLAGIARISM

Plagiarized articles will not be published or be eligible for marking. Journalists are expected to submit their original work only.

## 10. CONTRACTIONS

Usage of contractions such as don't, won't, shouldn't instead of 'do not', 'would not' or 'should not' are not acceptable.

That being said, even after honing one's writing and drafting skills to a perfection, it is important that you never forget about an important article approaching its deadline. We suggest you to know the urgency matrix. Take this from us: Always, always, **prioritise your work!** Submissions exceeding their deadlines are frowned upon. Last but not the least, no diplomatic courtesy should be violated while reporting at all costs!

## *TYPES OF ARTICLES*

There are multiples kinds of articles that the reporters are expected to write and submit during the conference. Note that the quantities mentioned are the minimum requirement, and more submissions over and above that can be made, and are more than welcome.

### *1. Beat-Based Articles (350-400 words)*

A beat-based article typically revolves around the significant statements made by a delegate in a committee, supported by factual detailing. This requires a journalist to include relevant information gathered during the session as well as thorough research on the committee agenda. A beat-based article is about one particular, specific story (or 'beat'). The art of choosing a 'beat' is one that you will learn with experience; in essence, it can be about anything - a country taking a stance that changed the entire proceedings, a bloc introducing reform measures that are excellent, etc. Essentially, it should be something that made a difference, so when you choose your beat, ensure it is a significant one. However, the article should not reflect the journalist's opinion i.e. it should be unbiased and should be essentially written in the past tense.

### *2. Opinionated Editorials (600-800 words)*

Opinionated Editorials are research-based opinions on anything at all that is relevant to the agenda. You have to write about your opinion and also tell the reader why you think so with the help of concrete facts and statistics. It is, in essence, a highly educated opinion.

Here's a sample,

<http://www.thehindu.com/opinion/editorial/the-hindus-view-on-yakub-memon-verdict/article7477992.ece>

### *3. Interviews (450-500 words)*

Interviews are an integral part of a good newsletter. Journalists are supposed to take interviews, at the convenience of the delegate or executive board member. In no circumstance should a journalist disrupt the committee proceedings in order to take an interview. Questions asked in an interview should pertain to the agenda and the committee proceedings only.

Always remember, the purpose of an interview is to gain insight into background politics or to gather information that cannot be obtained by observation alone. Diplomatic courtesy must be maintained in all circumstances.

### *4. Press Conference Report (no word limit)*

The Press Conference aims to address issues that were not discussed in committee, inconsistencies in speeches made by delegates, etc. The Press Conference essentially aims to give the reporter a platform to voice her/his views and ask his/her queries of the

committee so that, post the Press Conference, the committee proceeds in a better direction and in a better manner. The report may include additional content, such as the journalist's inference from the delegate's response. However, no assumptions are to be made.

### *5. Character Analyses (600-800 words)*

A study - an in-depth look – (a) at one particular character's point of view, why s/he felt that way, how s/he went about enforcing it

(b) Two contrasting views of characters and why they contrasted so much is essentially what we expect from you in this particular submission. There are no limits to the characters you can choose - anyone from 'Hitler' to the 'personification of the nationalist sentiment of India' is fair game - so have fun with this piece! Research is key, though.

### *6. Feature Articles (600 – 800 words)*

You can ignite your creative wick for this one. Features are not essentially a reiteration of facts, but can be poetry, stories or any form of writing to express the journalist's idea that resonates with the agenda. A feature can be of a less formal tone but it is recommended that it is supported by factually correct information from legitimate sources. Feature articles again, can be classified into News feature or Human Interest feature.

### *7. Opinion Polls (400-450 words)*

This kind of article too, requires interaction of the press with the delegates. Strictly research-oriented, but allows space for both- the delegates' opinion as well as the journalist's inference. It is highly recommended to use graphical content like pie-charts and graphs to represent the outcome of the poll appropriately.

You may accompany your articles with any relevant illustration or photograph to make it more interesting.

Here's a sample,

<http://www.reuters.com/article/usa-guns-injuries-idUSL2N0F01UA20130629>

Also, do not forget-

1. Never plagiarize
2. Be short and sweet
3. Good questions are harder to frame than good answers
4. Ego interferes with understanding

5. Take nothing for granted
6. Diplomatic courtesy should always be taken care of

### *Diplomatic courtesy in press conferences*

Journalists should not interrupt the discussion or become a party of debate. The interview can be made only when delegates agree to be interviewed by the press, and journalists must introduce themselves clearly before the interview. If a conflict or disagreement exists in any issue, journalists must not express their views, but should discuss about the boundaries of conflict with the head of press and editors-in-chief.

### *Principles of Journalism*

#### *Accuracy*

Accuracy is always the main priority of journalism. It is always best to have a direct source in a news coverage. First hand research and careful observation are also required for an accurate news reporting. Preparation regarding a potential news story can lead to accuracy.

#### *Priority & Timeliness*

We shall report news through various forms of media including newsletter, news articles, and social media. Journalists should understand the nature, function, and purpose of each kind of media as the timeliness of each of them is different from the others, and prioritise accordingly. For example, social media is often the first channel through which a journalist can give a headline or breaking news to the audience and a news article will later provide more details or in-depth analysis. A journalist of the Model United Nation Conference should be strict with the deadlines set by the editors.

#### *Impact*

More often than not, a Model UN conference deals with a broad spectrum of issues that are of global concern. In order to write a good report, a journalist should be able to find and pick news out of the discussions by knowing and understanding which news angle is relevant to their audience or would create an impact or drive for a change in community and society.

#### *Transparency*

The source and information provided in every news report must be able to be verified. Journalism is not simply free of bias but journalism should also test the public information and be against rumour and distorted information. As personal and cultural bias would exist



**For Editors**

All Edited articles must be submitted in the form of a word document.

All Edited articles must be submitted in folders segregated according to committees In addition to articles, Editors must submit daily mark sheets as Excel files.

The format recommended is-

<i>Name of Journalist</i>	<i>Type of submission</i>	<i>Title of Article</i>	<i>Purpose: Newsletter/Blog</i>	<i>Grade: (out of 10)</i>

All the best to you! Hope you have fun!