

IP GUIDE

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!

You probably know about our dear Kemun. In the beginning he was no good at all! In his defence, he is a chameleon. But, practice and dedication have brought him this far today. 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

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.

REFERENCES

7.

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.

CONTENT

8.

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.

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 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!

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.

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.

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>

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.

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.

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.

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.

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](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

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.

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.

At KIIT Intl. MUN 2018, 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.

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.

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 rumours and distorted information. As personal and cultural bias would exist in some issues, a transparent approach to the evidence is needed to make your story clarified to the public.

Journalism should remain independent of any figures or organisations. The news report must not serve any particular outcome or organisation and should be short and simple. However, journalism can sometimes function as another diplomatic tool or channel in controversial

stories in which many parties are involved.

A few other important things:

Report / Article Format:

TITLE (Font: Cambria Size: 18 Centre aligned)

BY-LINE (Font: Monotype Corsiva Size: 14 Left aligned)

BODY (Font: Calibri Size: 12 justified alignment) All submissions should be in .doc format.

For Journalists

· Submissions shall be accepted only in the form of a word document. ·

All submissions must be named in the following manner:

Journalist's name_Committee name_Day_Type of submission.doc

For example:

Tanaya_UNODC_Day2_Beat.doc

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

*Grade:
(out of 10)*

*Name of
Journalist
Type of
submission*

*Title of Article
Purpose:
Newsletter/Blog*

All the best to you! Hope you have fun!