

# INTERNATIONAL PRESS GUIDE



## Procedures and Rules for International Press Delegation



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# PURPOSE

Information is essential to a society's democratic development. The main scope of any media is to deliver the information of some event to the public in order to present the situation. In conferences as important as the United Nations, the way to do this mediation is through the news provided by the press. This journalistic body does not belong to the UN: it is an amalgamation of journalists from all around the world representing many press agencies, and they are present there to cover the discussions by collecting and sharing the information. Therefore, the press is not subjected to any other committee and can't be censored by any country or even by the UN.

NITMUN VII is simulating International Press in an idealistic fashion where the reporters will not merely report the council proceedings but also draw upon the debate and analyze it. The essence of this newsletter will be the political analytical articles and debate drawings and interviews through articles, editorials, op-eds, interviews, press conferences and subtle form of intelligent humour.

# ROLE OF PRESS

## 1. Articles and Reports:

The bulk of writing for the newsletter will consist of news reporting, drawing upon debates, caucuses, resolutions, press releases and interviews observed by the reporters in the NITMUN council simulations. One of the most important tasks that journalists in the International Press perform is formal reportage which primarily requires them to cover the event and describe it to others in the most structured and concise way possible. A good news report ought to be articulate, succinct, neutral in tone and opinion, and convey the essence of a discussion/occurrence to someone who has not personally witnessed it. The key points to remember while writing are:

- a) Keep your article concise and to-the-point. Articles and reports should ideally not exceed 300-350 words.

- b) Your article must not betray personal perspective on the agenda. It is important to maintain objectivity and report the incidents/conversations with as much neutrality and accuracy as possible. This is a key difference between reporting and writing an Op-Ed article.

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c) Your article must be coherent and well-structured. It should contain an identifiable opening, two descriptive paragraphs, and conclusion. You must give your article a relevant headline and a by-line containing your name. Every line mentioned in the article ought to be pertinent to the idea you are attempting to convey.

d) Grammar and punctuation must not be compromised with. A spell-check of the final draft is essential.

### Beat Reporting:

Most Model United Nations conferences have multiple discussions in every session so it is virtually impossible to report every Caucus in your article. Therefore, your focus should not only be on putting in as much information as you can, but also to put in the most relevant information. The best way to include the most pertinent information in your article is through a beat-based article. A beat-based article is a specialized article wherein the journalist presents an in-depth reportage of a particular issue, situation, institution, or likewise, and which also involves the amassment of more knowledge than a traditional news report. Ideally, the beat of such an article is the core concern or subject covered by it. You shall be able to identify the beat of the day's discussion only through careful observation and attention, so be sure you are present, mentally and physically, during all formal sessions. All the previously mentioned rules of reporting apply to beat reporting as well. Try to include as many factual details and quotes as possible, within the context of the article.

### Opinion Pieces:

Op-Ed in simple terms refers to an opinionated article. It is often understood to be an abbreviation for opinion editorials or an abbreviation for 'opposite to the editorial' page. An op-ed differs from an editorial in the sense that an op-ed reflects an individual's views. It is supposed to be a presentation of views, yet abstain from being subjective. Even though the primary purpose of an op-ed is to express opinion, it cannot express senseless arguments. It should be structured in such a way that it focuses on a single point and arguments should build up to the concluding, final point which is the key emphasis of the article. Some of the functions that op-eds perform include, but are not restricted to:

- Debating a proposition and/or providing rebuttals
- Providing background and/or historical perspective on a contemporary issue

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- Highlighting aspects/dimensions that are hitherto not covered by 'news pieces'
  - Provide suggestions and/or map out a plan of action - Explain an idea, concept in immense detail
  - Share expertise

## 2. Interviews:

Interviews are one of the many forms of investigation. We highly encourage the IP correspondents to perform interviews with the delegates before writing the reports. Those interviews, however, should not disturb the debates and discussion of the simulations. We must remember that the journalist is a guest on those discussions and should not interrupt it. Hence, interviews must be realized outside the conference rooms, at the end or the beginning of a session, or through chits. Chits are the one tool which we encourage you to use for substantive purpose only.

### **Things to keep in mind for an interview:**

**Research** – Do as much research as you can. Make sure that you understand the issues and policies associated with the topic of the interview as well as the country represented by the delegate or 'source' being interviewed. A well-prepared reporter inspires confidence in the person being interviewed.

**Preparing Questions** – Once you've thoroughly researched your topic, prepare a list of questions to ask. That will help you remember all the points you want to cover once the interview is underway.

**Note-taking** – Beginning reporters are often nervous at the prospect of not being able to note everything down as the source says it. Gradually, you will learn to take down just the interesting and informative content. This takes some practice, but the more interviews you do, the easier it gets.

**Taping** – Recording an interview is fine, and generally it's best to get the permission of the person you're recording. Taping can be helpful if you're doing a long interview that you'll have time to listen to and type out later.

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**Wrapping Up** – At the end of the interview, ask your source if there's anything they want to discuss that you hadn't asked about. Double-check the meanings of any terms or words they used that you're unsure about. And always ask if there are other people they recommend that you speak with.

### 3. Press Conference:

The most essential ingredient of a press conference is research and attentively following the council proceedings. You will be allowed to ask questions to 4-5 delegates of your councils, albeit in a non accusatory and pertinent manner. You will be guided by your editor in chiefs for the press conference in the briefing. However, the opportunity to conduct a press conference will be subjected to the time constraints subjected by the Organising Committee.

## MARKING SCHEME

### I. ARTICLES

The work submitted by the IP reporters will be marked by the Executive Board based on the following criteria:

1. Content
2. Creativity
3. Vocabulary and Grammar
4. Structure of article (Paragraphs, Punctuations, adherence of instructions)
5. Accuracy and Relevance

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## II. OPINION PIECES:

A column of the newsletter will be dedicated to the opinions of IP reporters, based on the flow of debate in between the delegates.

For these pieces, the reporters are to refrain from basing their opinion on the actions of the delegates portfolio which have not been discussed in committee. That is, their opinion is to be based solely on the performances of the delegates in committee.

## III. PRESS CONFERENCE.

A press conference will be held at the end of each day, wherein reporters will be questioning delegates based on the statements made in committee.

The reporters will be marked by the Executive board based on the following criteria:

1. Relevance and accuracy.
2. Diction and structure of delivery.
3. Neutrality.

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# ELEMENTS OF STYLE AND FORMATTING

## Abbreviations:

Periods should not be used to separate letters of an abbreviated organization or agency. Only standard acronyms and approved abbreviations should be used. Some example abbreviations include: NITMUN, UNGA, UK, UN, US, DPRK.

## Currency:

Dollar values are displayed with the appropriate currency symbol. Values on orders at or greater than one million are summarized, for example \$54,000, \$135,000 or \$214 million. Indian Rupees shall be written as INR and not Rs.

## Capitalization:

Nowhere shall anything but Abbreviations be capitalized.

## Boldface text:

There is no situation in which boldface should be used in an article. Headlines and article titles may be bolded.

## Books and print sources:

Names of all books and print sources should be capitalized and italicized, such as the newsletter, *New York Times* and *The Economist*.

## Developing nations:

Within the international community, the use of the term "third world" is actively discouraged. No nation will be referred to as "Third World."

## Diplomatic courtesy:

While Reporters are encouraged to faithfully report on the statements of representatives within each NITMUN simulation, all articles, editorials, letters, press releases and personals to be included in the newsletter will be carefully edited to ensure that all content remains courteous to all participants at NITMUN. If a journalist feels that a quotation by a representative is discourteous, the representative should be encouraged to rephrase the statement in a more courteous fashion or risk having it omitted from the journalist's article.

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## Member States:

In print, references to United Nations "Member States" should be initially capitalized.

## National references:

When referring to any UN Member State or Observer, standard UN country names should be used. These names match those with which each nation signed the UN Charter. For example, Libya is recognized at the UN as "Libyan Arab Jamahiriya."

## Numerals:

Any numeral ten or less should be spelled out in English. Numerals over ten are reported using standard Arabic numerals, such as 2018. Numerals with five or more digits should include commas. Fractions and decimal numbers should be reported as decimal numerals or percentages, such as 0.5 or 50% (rather than "1/2"). Roman numerals are used only when referring to a source which was originally designated using Roman numerals, such as Chapter VII of the UN Charter (articles of the UN Charter are written as "Article 7"). Ordinal numerals are spelled out within the text of an article, such as the First Committee of the General Assembly. In article headings or titles, the Publisher may choose to use ordinal abbreviations, such as 1st Committee.

## Percentages:

Percent symbols will be used to report percentages, for example 52.6%.

## Quotations:

All quoted statements within articles should be incorporated grammatically into the sentence being written. Additional capitalizations should be avoided. If only part of a sentence is being used in a quotation, an ellipsis should be used to indicate the omitted portions of the statement. If, within a quotation, the speaker uses an abbreviation or reference which would be unclear to the reader, the journalist may interject a clarification within brackets (i.e.: [...]). This indicates that the bracketed information is not a direct quotation; rather it is a clarification on the part of the author.

## Spelling:

Journalists should be sure to spell check all articles before the editorial deadline.



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# SUBMISSIONS

## **Deadlines:**

Following deadlines is one of the most important parts of this press. Understand that you not following deadlines will impact a chain of events causing chaos. You will be made aware of the deadlines in your briefing.

## **Format:**

The following instructions are to be followed strictly for reports and opinion pieces:

- Font- Times New Roman, Size 12 (body), Size 14 (Heading.)
- The file must be a word document with the filename: NAME\_COMMITTEE\_TYPE.
- All the articles must have a by-line, including the name of the journalist and the date.
- The articles should not be of more than 300 words, and the opinion pieces should be lesser than 75 words.

## **Submission of articles and photographs:**

All the articles and photographs compiled by you are to be submitted to us via email and its details will be explained in your briefing.

# CODE OF CONDUCT

## **1. Reporting Etiquette:**

Journalists are entrusted with delivering accurate and objective news through thorough, objective, and courteous investigation. Organising committee members are not to be subjects of stories written by journalists. The Conference is designed to give journalists broad freedom in reporting, but journalists cannot enter or leave during a vote. Journalists will report in a manner that exhibits a spirit of diplomatic courtesy in all simulations and abide by the specified dress code..

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## **2. Slander and Libel:**

Treat your fellow IP delegates, country delegations and Organising Committee members with the utmost respect and diplomatic courtesy expected of an international reporter. Diplomatic courtesy should be followed at all times. There will be no tolerance for slander or libel in any articles published by the IP. If instances are brought to the attention of the Organising Committee, appropriate actions will be taken immediately.

## **3. Preparedness:**

Please make sure you are self dependent at the time of conference. Keep your laptops and cameras charged. Make sure you do not disturb the conference participants. You will be provided with stationery kits.

**We hope that you have a fruitful experience in the council!**

