

OAKMUN
2025



Background Guide

IPC

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General Rules

By the discretion of the Executive Board, these rules apply:

Language: English will be the official and working language of the International Press

Electronic Devices: Rules regarding the use of the internet and electronic devices may differ from the rules of the conference for members of the IP

Courtesy: Noting and conduct in committees must be unrestricted from disturbing the proceedings of their assigned committees. Press members must maintain the rules set by the chairpersons of the respective committee.

Paperwork: Press members will document the events of each committee. At the end of the working day, press members will be required to report their content to the chairpersons of the International Press.

Submission Guidelines: All reporters are expected to strictly adhere to the deadlines allotted to them. The deadlines for each day will be notified at the beginning of the first session for the day.

Formatting Guidelines: ➤ Font - Times New Roman ➤ Size: Title - 14 points, Bold By-line - 13 points, Italics Body - 12 points, Normal Alignment: ➤ Title – Centered ➤ Rest – Justified

- Kindly bring your own laptop/other device to type your articles.
- All the reports and articles MUST be submitted in Word Document. In case of a formatted document with different design/style, you can give a copy as both PDF and Word Doc.
- By - lines are mandatory for all types of submissions.

The submission files should be named in the format as below:

Agency Name_Type of Submission_Committee_Day

- For example: Reuters_OpEd_UNSC_Day1

Abbreviations are to be used only once they have been introduced -

- For example: A Life sentence in the United Kingdom (UK) does not necessarily mean a prisoner will spend the rest of their days in prison.

Avoid using contractions in sentences -

- For example: Use 'do not' instead of 'don't' , 'cannot' instead of 'can't' . Refrain from referring to a delegate by his/her/their name.

Address them by the portfolio/country they are representing -

- For example: The Delegate of Republic of India highlighted the mass influx of refugees into the country post the Rohingya Crisis.
- While referring to the same Delegate in the next sentence or in a later part of the paragraph, capitalize the word “Delegate” or “Representative.”

Well punctuated sentences -

- Sentences must be well punctuated with the inclusion of semicolons, full stops, apostrophes, and hyphens/dashes wherever necessary. Punctuate like your life depends on it. Even a miniscule error in the same- can either completely change the meaning of the sentence, or nullify the intended message. (See what we mean?)
- You can use this source to comprehensively understand the proper usage of punctuations: <http://www.thepunctuationguide.com/>

Citations -

- Cite your sources and references without fail. Deadlines are of prime importance. In the words of William Shakespeare, ‘Better three hours too soon than a minute too late.’
- Stick to the timeline of your committee. If your committee is based on an event in history, adhere to the time period of that event. Relevant pictures must be attached to each of the assigned articles.
- The source/credit for the picture must be given to the appropriate source/photojournalist using the text box feature in word.

Diplomatic courtesy -

- Must be maintained while reporting. Ensure that negative language used by any representative is expressed very subtly without offending anybody. In your articles, refrain from mentioning things like, ‘The Board entertained a motion to break for lunch.’
- Refrain using terms such as ‘moderated caucus’ , ‘unmoderated caucus’ , etcetera. Instead use words such as ‘formal debate’ , ‘informal debate’.
- Ensure your grammar is top notch. Proof-read and fact-check your articles before submitting them.

Writing Styles

1.) Opinionated Editorials (Op-Eds)

These editorials are simply opinion articles in which the reporter expresses their personal viewpoint on a certain topic that is debated within the halls of a committee. In general, an op-ed demands a more comprehensive, all-around approach than a standard news item. The primary goal of an op-ed is to study or address a topic that would otherwise go unnoticed by the media. Break free from

the constraints of editorial policy and market appeal! This allows you to examine the historical context of the issue, compare it to another renowned historical event, or investigate the potential ramifications of a particular choice proposed or made in committee.

Word Count: '600-1000 words'

No. of Reports due: 1 minimum

- **Formatting:**

Title: 'Name of agency_Delegate name_Type of Report'

Body Paragraphs: Minimum of 3 clear paragraphs

2.) **Beat-Based Articles**

A beat-based piece is intended to centre on a particular event with a specific statement or topic of debate. The complete essay could be written elaborating on one or more sentences highlighting a specific occurrence. It should address the preceding events in terms of what sparked the discussion, as well as the subsequent occurrences in terms of the explanations, counter-arguments, and conclusion. The titles should be news headlines, and the emphasis should be on capturing the "beat." However, because beat-based articles focus on a single event, they must be less thorough than op-eds. The entire tone of the beat-based essay conveys a sense of urgency, as evidenced by the immaculate subject matter emphasis.

Word Count: '300-400 words'

No. of Reports due: 1 minimum

- **Formatting:**

Title: 'Name of agency_Delegate name_Type of Report'

Body Paragraphs: Minimum of 2 clear paragraphs

3.) **Committee Reports**

These should be focused on reporting the committee's events and occurrences as they occur. It should primarily highlight the background and direction of the discussions, including statements from delegates/representatives, key information, and so on. It should be brief, thorough, and, most importantly, correct. The importance of the committee's talks should be highlighted. Sensationalized works, on the other hand, are not advised, especially since the major goal here is to be objective, accurate, and to the point. Being unbiased is key in these reports!

Word Count: '400-600 words'

No. of Reports due: 1

- **Formatting:**

Title: 'Name of agency_Delegate name_Type of Report'

Body Paragraphs: Minimum of 2 clear paragraphs

4.) Feature Article

A feature article is a creative item written in unusual formats such as a letter, short tale, journal entry, poem, rap song, cartoon, poster, and so on. These may or may not have a point, but they should provide context for the agenda and its implications for stakeholders. Journalists should strive to bring fresh perspectives to the table. These employ expressive language, high diction, and literary tropes and figures of speech. A good feature is one that emotionally appeals to its audience and offers a picture of everyday life. The titles should be original and brief. This is solely up to your creativity and there are absolutely no restrictions.

No. of Reports due Maximum 1, optional to submit.

- **Formatting:**

Title: 'Name of agency_Delegate name_Type of Report'

International Code of Ethics

Below is the list of decorum and ethics followed by the International Press worldwide. It is necessary to have set codes for journalistic integrity. Duties include -

1. Report and interpret honestly, striving for accuracy, fairness and disclosure of all essential facts. Do not suppress relevant available facts or give distorting emphasis. Do your utmost to give a fair opportunity for reply.
2. Do not place unnecessary emphasis on personal characteristics, including race, ethnicity, nationality, gender, age, sexual orientation, family relationships, religious belief, or physical or intellectual disability.
3. Aim to attribute information to its source. Where a source seeks anonymity, only agree with first considering the source's motives and any alternative attributable source. Where confidences are accepted, respect them in all circumstances.
4. Do not allow personal interest, or any belief, commitment, payment, gift or benefit, to undermine your accuracy, fairness or independence.
5. Disclose conflicts of interest that affect, or could be seen to affect your journalism's accuracy, fairness or independence. Do not improperly use a journalistic position for personal gain.
6. Do not allow advertising or other commercial considerations to undermine accuracy, fairness or independence.

7. Do your utmost to ensure disclosure of any direct or indirect payment made for interviews, pictures, information or stories.

8. Use fair, responsible and honest means to obtain material. Identify yourself and your employer before obtaining any interview for publication or broadcast. Never exploit a person's vulnerability or ignorance of media practice

9. Present pictures and sounds which are true and accurate. Any manipulation is likely to mislead should be disclosed.

