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**STYLE GUIDE**

DIPLOMACY — DELIBERATION — DISCUSSION



## **Letter to the team:**

Dear Reporters,

Welcome aboard to the International Press Team of SSN Model United Nations 2021.

It is here that you walk in with the liberty of offering a peek of your mind to the world alongside the duty of covering what is going to be a stellar conference justly. Our team is an assemblage of bright minds that share the responsibility of drafting what shall be the sole remains of the legacy that is to unfold.

Remember to bring your boldest ink and unique-most style for the ride is albeit one with challenges. In the global scenario, today, the power that is laid out for the press to exercise is tremendous and equally vital. Embrace your chance at juggling with relevant global issues wisely and cautiously, for it is you that shall hold the beacon of truth.

Read widely, question extensively and remember that the process is worth it. Do not discount on your research and come up with schooled arguments, compelling pieces and engrossing reads. This Style Guide will serve as your Gandalf. Remember that from this point on, you are a reporter. A reporter needs to write because it has no selective audience. We expect you to be crystal clear with your language. We expect you to put your best foot forward.

Welcome to the game, for it has begun.

Sincerely,  
The Executive Board,  
International Press.







## Rules to follow:

### *Format:*

Ensure that each of your articles are written in Times New Roman and include the below.

### *Title:*

Aspire to capture the essence of your article and grab your readers' attention with a great title.

Font size: 14, bold, and center-aligned

### *By-line:*

Introduce yourself to your audience and outline the objective of the article.

Font size: 12 and italicized, with justified alignment

### *Example:*

#### **A Tiff for Turf**

*To dissect the ongoing crisis in Libya, the United Nations Security Council (UNSC) prioritised examining the rival factions at play in the country. Shruthi Sundar, reporting from the UNSC, presents the delegates' scrutiny.*

### *Picture:*

Add more context to your article with a suitable picture. This could be anything ranging from a photo taken in the thick of events, a set of stats that contribute to a point you would like to make, or even a political cartoon.

Do not neglect to cite the source of your photograph.





### *Body:*

With a clearly-defined message in mind, use the body to lay the foundation of your article and build on it with finesse.  
Font size: 12, with justified alignment.

### *References:*

All facts and figures are to be cited, and sources are to be compiled at the end of the articles

### **General Guidelines**

1. Abbreviations are to be spelled out in their full form when mentioned for the first time in the article, followed by their acronym in parentheses. Following this, the acronym can be used in the remainder of the article.
2. All submissions are to be written in third person.
3. When in doubt, refer to a punctuation guide for using commas, semi-colons, and dashes.
4. A well-written article is not synonymous with an article riddled with highly complex sentences and repetitive themes.
5. Don't use contractions. :)
6. Missed deadlines and grammatical errors will be one's undoing.
7. Plagiarism is the quickest route to getting disqualified.





## Types of Articles

### **Op-ed:**

This is a true test of the reporter's skills of reasoning and critical thinking. It makes for a lion's share of the submissions. With opinions and facts combined together to create a solid argumentative piece, an Op-Ed can be used to comment on the activities of the Delegates and the council's proceedings. The opinions can be presented in any style, be it humorous, satirical or interrogative. A good Op-Ed is one which is written on a specific topic, or sub-agenda, replete with comprehensive research on the same. The word limit for an Op-Ed is 600-800 words.

### **Beat:**

A beat-based article (or beat, for short) is an analytical report that focuses on a single thread of committee debate. Reporters are advised to pay close attention to the ongoing discussion in committee as the topic and material for this article are to be sourced solely from council proceedings. Although a beat is based on statements made by delegates, it is not synonymous with the minutes of a meeting; a mere narration of 'who said what' will not suffice. In addition, a beat must be devoid of personal opinions. For this submission, reporters are expected to carefully curate pertinent information and present them in a logical fashion, provide observations, and draw connections between the stances of the delegates in a manner that is unbiased and engaging. The word limit for a beat-based article is 300-500 words.

**Press Conference:**

A press conference is an opportunity to question delegates - not only on statements made during committee proceedings, but also their policies and stance on different aspects of the agenda. Over the course of this conversation, reporters are expected to prioritise diplomacy while steering the press conference in a manner that is productive and maintains decorum. Questions based on events or other facts are expected to be cited from authentic sources, for the burden of proof lies on the reporter, if challenged.

**Interview:**

All reporters have to conduct an interview during the course of the conference. The interview can be with a delegate, a bloc of delegates or even an Executive Board (EB) member. The questions need to be cogently put forward and must have relevance with the agenda. Once the interview is conducted, it has to be compiled and presented in a suitable format. The word limit for an interview is 400-600 words.

**The X Factor:**

We might have a few surprises in store for you, but do not worry about that now. There's a time and place for everything.

