

# International Press Delegation Guide Book

MODEL UNITED NATIONS ILLINOIS XXII  
MARCH 10-12, 2017



## Letter from the Editor

Hello IPD Delegates,

I am Manisha Venkat, USG of Publications and Editor-in-Chief of The Insider at MUNI XXII and I cannot wait to meet you all! I study Advertising in the College of Media and minor in French. My first MUN conference was in 9th grade, as MUNI XXI will be for many students this year.

In the International Press Delegation, I expect my reporters to be accountable for their content. I hope that each and every one of you have skimmed through the background guides for all the GA & Simulation committees and are generally aware of the topics being discussed. However, the IPD should be an unbiased source of information and the subject of your content is expected to adhere to that rule of thumb.

The best IPD reporter is one who publishes reliable, errorless, unbiased and riveting articles on time.

I love making new friends. If you have any questions or simply want to say hello, email me at [publications@illinoismun.org](mailto:publications@illinoismun.org)!

Good luck!

Manisha Venkat  
USG of Publications  
Editor-in-Chief  
The Insider

## Elements of Style for MUNI Insider

### Abbreviations

Only standard acronyms and approved abbreviations should be used. When in doubt, contact the USG of Publications as soon as possible via email ([insidermunixxi@gmail.com](mailto:insidermunixxi@gmail.com)). Here are some abbreviations for example - MUNI, CS, DS, ECOSOC, FAO, GA, HG, HSC, ICJ, IPD, NATO, UK, UN, US, USSR.

### Amendments

Each amendment receives a designation letter at the end of the resolution number. For example, the second amendment for a resolution in the Fifth Committee might be summarized as 5th/II/3/B.

### Apostrophes

This punctuation mark will only be used to indicate possessive nouns or secondary quotations. Apostrophes are never used to indicate plural form.

### Boldface Text

Do not boldface any text in your article, including headlines and titles. This is at the discretion of the Editor only.

### Books & Print

The first letter of names of all books and print sources should be capitalized and the name itself should be italicized.

### Currency

Dollar values are displayed with the appropriate currency symbol. Values on orders at or greater than one million are summarized, for example, \$214 million.

### Dates

MUNI uses the European style of written dates: Day Month Year (no commas or abbreviations). For example, 11 March 2016 is the first day of MUNI XXI.

### Developing nations

The use of the term “third world” is actively discouraged. In The Insider, you should use “developing” or “under-developed” as necessary instead.

### Names

Do not ever guess the spelling of a subject’s name when reporting. All participants wear credentials with their names prominently displayed. Capitalize the first letter of first and last names as you usually would.

### Italic text

Book titles and other print source names are italicized. ICC case titles are italicized as well. Latin terms are also italicized, such as *ad hoc*, *quid pro quo*, and *ad infinitum*.

### Member States

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

### Diplomatic Courtesy

All articles, editorials, letters, press releases and personals to be included in The Insider will be carefully edited to ensure that all content remains courteous to all participants at MUNI. If a reporter feels that a quotation by a representative of a MUNI simulation or committee is inappropriate or undiplomatic, the representative should be encouraged to rephrase the statement in a more courteous manner or risk having it omitted from the reporter’s article.

### National References

When referring to any UN Member State or Observer, standard UN country names should be used. Please refer to an online database to ensure that you are referring to the nation’s original title.

### Percentages

Always use the percent symbol (%) to report percentages. For example, 35%.

### Quotation Marks

As per standard English grammar, punctuation at the conclusion of a quotation must always be included inside the closing quotation mark.

## 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 the ellipsis comes at the end of a sentence, it should have a period at the end as well within the quotation marks (. .”) to indicate the conclusion of a sentence. If, within a quotation, the speaker uses an abbreviation or reference which would be unclear to the reader, the Reporter may interject a clarification within brackets. For example, “...UN (United Nations).”

When covering voting in committee/council simulations, reporters should only name vote totals on substantive issues, namely resolutions. Vote totals on procedural motions, such as changing agenda topics, are unnecessary. A vote total should be summarized numerically by the standard for/against/abstentions format, for example 35/24/16 summarizes a vote 35 in favour, 24 against and 16 abstentions. In an article, the reporter would also summarize the result of the vote as follows: “Resolution 1st/I/1 failed with a vote of 24/32/17.”

Resolutions which pass by consensus should be reported as such, noting the number of abstentions from the consensus. Vote totals and abstentions from consensus should be confirmed with the committee/council rapporteur, who keeps the official record of events.

## Publication Schedule & Contents

MUNI XXII runs from March 10 to March 12 2017. Please refer to the MUNI XXII schedule (<http://muni.illinoismun.org/schedule.php>) on our website to get a better understanding of The Insider's publication schedule.

### Volume 1

Date of Publication | March 10 2017

Volume I of The Insider, which will be released on March 11, will be created completely by the USG of Publications with the help of the Secretariat.

You will have to be present in the IPD committee, presided by the Editor/USG of Publications, on March 11th during the first session of the conference. The committee will decide on assignments for the next two days of the conference (March 11th and 12th) so your presence is absolutely crucial.

### Volume II

Date of Publication | March 11 2017

Submission Deadline | All photographs and articles due at 8pm

This edition will be published online at the end of the second day proceedings. It will contain articles describing the events of the second day. There will be significant progress in General Assembly and Simulation committees and your articles are expected to reflect the same.

### Volume III

Date of Publication | March 12 2017

Submission Deadline | All photographs and articles due at 10:30am

This edition is published online shortly before the closing ceremonies and bids farewell to all participants of MUNI XXII. Reporters are expected to summarize the progress of their assigned committees and any other relevant content such as interviews with delegates about their experience at MUNI.

All submissions must be emailed to [publications@illinoismun.org](mailto:publications@illinoismun.org). This guide is only an overview for The Insider. You are encouraged to add content that you feel should be published as long as it is diplomatic, courteous and relevant to Model United Nations Illinois. Please note that this schedule is subject to minor changes. This schedule and committee assignments for reporters will be finalized after meeting with the entire

committee of reporters on Committee Session I on March 11th 2016 (first day of MUNI). An IPD delegate's presence is crucial on this day.