



Writing Guidelines

For Policy Papers, Directives and Commentaries

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1. General Regulations

This section will comprise the rules and regulations that are to be adhered to by all participants throughout the duration of the competition. Participants are reminded that any violation of the rules and regulations stated in this section may result in their disqualification from awards. Should they find content in said section, or the rest of the document, ambiguous, they may clarify their doubts via email at the following addresses:

ASEAN Category	dhapwrites2020.asean@gmail.com
Historical Crisis Committee Category	dhapwrites2020.hcc@gmail.com
Press Category	dhapwrites2020.press@gmail.com

1.1. Language

The official language for writing and communication during DHAP Writes! 2020 will be English. All correspondence with staff of DHAP and all submissions made by participants should hence, be in English.

1.2. Plagiarism

Participants are reminded that as with all conferences and competitions, plagiarism is a serious offence that will not be tolerated. Plagiarism will include but is not limited to:

1. Lifting from content online
2. Lifting from the work of other teams
3. Lifting from study guides of Model United Nations conferences

4. Lifting from the study guides of this competition

Should participants be unsure of the acts that constitute plagiarism, they may contact us via email at the addresses stated above, under Section 1.

1.3. Formatting

The following table outlines generally the expected formatting of all headings and normal text throughout the papers written by participants.

Headings and Fonts		
Text Type	Description	Example
Heading 1	<ul style="list-style-type: none">• Times New Roman• Font size 20• Bolded• Black• Centre alignment• Double line spacing• No space before and after paragraph• Capitalised	EXAMPLE
Heading 2	<ul style="list-style-type: none">• Times New Roman• Font size 16• Underlined• Black• Centre alignment• Double line spacing• No space before and after paragraph	<u>Example</u>
Normal Text	<ul style="list-style-type: none">• Times New Roman• Font size 11• Black• Left alignment• Double line spacing• No space before and after list item or paragraph	Example Example 2

1.3.1. Margins

Page margins are to remain as two and a half centimetres per side.

1.3.2. Headers and Footnotes

Headers and footnotes are not necessary for policy papers, directives and commentaries.

1.3.3. Bibliography

All papers being submitted should have a bibliography at the end, which will not be included in the word count. Citations are to be in APA format (7th Edition) and normal text. The heading for the bibliography section should also be in normal text, and bolded.

1.4. Submissions

Please submit all papers as PDFs or Word Documents, titled Category(Age group)_Team Name (e.g. ASEAN(Junior)_The Sunflowers), to the category emails stated under Section 1, *General Regulations*.

2. Policy Papers

All participants under the ASEAN Category are to write policy papers. Essentially, they are declarations or resolutions that propose solutions to the given issue or topic at hand.

2.1. Word Limit

Please note that all policy papers are to consist of no more than **1300 words**, excluding the preliminary information, bibliography and footnotes but including the chapter and article titles.

2.2. General Structure

2.2.1. Preliminary Information

This segment of the policy paper is to include the category that participants are assigned to, their chosen council, as well as the corresponding topic of that council. All the above stated information is to be in normal text. However, the words “Category”, “Council” and “Topic” are to be bolded.

The following is an example of the preliminary information:

Category: ASEAN (Junior)

Council: ASEAN Regional Forum (ARF)

Topic: The South China Sea Dispute

2.2.2. Preamble

The preamble should comprise three to ten preambulatory clauses that start with an underlined verb, and end with a comma. Its heading should be in

Heading 1. The preamble itself is to be in normal text, and serves the following functions:

1. To refer to past ASEAN declarations, including the ASEAN Charter
2. To refer to past efforts made by non-governmental organisations or ASEAN Member States in response to the topic at hand
3. To include generic information on the topic

The following is an example of a single preambulatory clause, together with the heading:

PREAMBLE

Reminding all ASEAN Member States of the guidelines previously outlined in the *Master Plan on ASEAN Connectivity 2025*,

2.2.3. Operative Clauses

Operative clauses, that should make up the bulk of the policy paper, are numbered solutions that ASEAN Member States are to, or are recommended to adopt in response to the issue at hand. Similar to typical Model United Nations conferences, participants are required to start operative clauses with an *italicised* verb and end with a semicolon, with the exception of the last clause of the paper, which is to end with a full stop. All operative clauses are to be in normal text.

2.2.3.1. Structure

This subsection will outline how the operative clauses are to be organised in the policy paper.

2.2.3.2. Chapters

Chapters are broad categories for the operative clauses, and will help participants organise their content. Chapter titles are to be in Heading 1, and should be numbered in roman numerals.

2.2.3.3. Articles

Articles are similar to chapters in that they help organise the content of the policy paper. However, articles are more specific than chapters, and thus, break them down into subcategories. Articles should also be numbered, and are to be in Heading 2.

2.2.3.4. Content

Operative clauses should, as mentioned above under Section 2.1.3, consist of solutions that respond efficiently and effectively to the given topic or issue. Although there are no restrictions for the types of solutions that can be proposed, participants are advised to refer to the Awards Criteria, that has been uploaded on the DHAP Website, when crafting their policy paper.

The following is an example of a chapter and an article title, as well as a single operative clause:

CHAPTER II: Repatriation and Reintegration

Article 1: Repatriation

1. *Defines* repatriation as the sending of refugees back to their country of origin, which can take two separate forms:
 - a. Voluntary repatriation, where repatriation is conducted with the consent of the refugee
 - b. Involuntary repatriation, where repatriation is conducted without the consent of the refugee;

3. Directives

Directives are similar to policy papers in that they propose responses to the given issue. However, directives outline immediate actions to be taken with respect to a given scenario, that will, in the context of Model United Nations conferences, elicit an instant response. On the other hand, policy papers include short and long term solutions that will probably not take place with immediate effect.

Please note that a preamble is not necessary for directives.

3.1. Word Limit

Please note that all directives are to consist of no more than 900 words, excluding the preliminary information, bibliography and footnotes.

3.2. General Structure

3.2.1. Preliminary Information

This segment of the policy paper is to include the category that participants are assigned to, and the corresponding topic. All the above stated information is to be in normal text. However, the words “Category” and “Topic” are to be bolded.

The following is an example of the preliminary information:

Category: Historical Crisis Committee (Senior)

Topic: The 1967 Arab-Israeli War

3.2.2. Scenarios

The Crisis Team has provided participants with the scenarios to be responded to via directives in the study guide. Instead of chapters, please title your scenarios in Heading 1.

3.2.3. Operative Clause

3.2.3.1. Formatting

Similar to policy papers, operative clauses are to start with an *italicised* verb and end with a semicolon, with the exception of the last clause of the paper, which is to end with a full stop. All operative clauses are to be in normal text.

3.2.3.2. Content

Operative clauses of directives are to comprise immediate actions to be taken by the Arab League in response to scenarios which will be provided by the crisis team. These actions can be military, social, or political, or economic in nature.

The following is an example of a Scenario Heading and a single operative clause:

Scenario 1

1. *Mobilises* XX squadron of the United Arab Command to distribute propaganda flyers depicting losses of Israeli troops all along the Egyptian frontline in order to raise the morale of troops on the said frontline;

4. Commentaries

Commentaries in the context of this competition are essentially opinion pieces with no fixed format or structure. Participants can write whatever they want in relation to the theme of their choice and with respect to their selected news agency, but are reminded to refer to the Awards Criteria when doing so.

4.1. Word Limit

Please note that all commentaries should consist of no more than **1000** words, excluding the preliminary information and bibliography. In line with conventional news commentaries, footnotes will not be allowed.

4.2. Preliminary Information

This segment of the policy paper is to include the category that participants are assigned to, and their theme of choice, as well as their selected news agency. They should also include their country of representation in brackets, after their chosen news agency. All the above stated information is to be in normal text. However, the terms "Category", "Theme" and "News Agency" are to be bolded.

The following is an example of the preliminary information:

Category: Press (Junior)

Theme: Resilience

News Agency: Fox News (United States of America)

4.3. Themes and Content

4.3.1. Themes

As mentioned above, participants may write about anything in relation to their theme of choice, as long as it is applicable or suitable to their chosen news agency (to be elaborated on in Section 5.3.2). They may choose from two options: **Resilience** or **Multilateralism**.

4.3.2. Content

Participants have the freedom to express their opinions on anything in relation to their theme of choice. However, they are to note that their commentary should be applicable to the ideologies of their chosen news agency, and must align to the likely inclinations of the target audience of said news agency.

The content of commentaries can include but are not limited to:

1. Anecdotes or other manifestations of the chosen theme
2. Issues in which resilience or multilateralism are involved
3. Critiques of certain actions taken by various people, bodies or entities in relation to the selected theme
4. Potential measures that people or even leaders can adopt with respect to the theme of choice

While participants are given much freedom in their writing, they are reminded to be sensitive when doing so. Controversial opinions are welcome, but they should not be derogatory.