

Anna University
Model United Nations 2022

(23rd -24th April, 2022)



AUMUN

International Press Guide

Greetings,

I take immense pleasure in welcoming the Journalists to the International Press team at Anna University Model United Nations 2022. MUNs are one of those platforms where delegates representing various countries assemble to discuss, deliberate and debate on pertinent issues, primarily of contemporary relevance. International Press plays an important role to let the world know about the proceedings of the committee. Journalists are endowed with the responsibilities to carefully examine the statements given by the delegates, cross-check the facts and figures, question the delegates wherever necessary and draw conclusions on the proceedings as accurately as possible

The International press is the link between the committee and the society. This means that the task of reporting completely rests on us and hence, requires us to work with honesty and integrity. The committee's ideas and discussions might change its course depending on the stances and evaluation by the Journalists. This endeavour shall be both tough and challenging but nevertheless, exciting and fun too.

The International Press guide contains the basic rules to be followed while writing the articles, the different types of articles along with their word limits, the marking scheme and few important things to be kept in mind. The mentioned intricacies are very pertinent which if disobeyed, might cost you heavily. The Journalists are expected to go through this guide and be well researched with the committees, their agendas as well as their respective committee study guides.

At AUMUN 2022, the intellectual and emotional quotient of the Journalists as well as their ability to work under pressure will be tested. To approach this, I suggest the Press members to start the basic research well in advance in order to produce flawless pieces of work. A sense of responsibility and dedication towards the work during the conference is what I unreservedly expect out of the Journalists. I eagerly look forward to work and interact with all the members in this forum, and I hope that it comes about as an engaging, appealing, and productive working group in which, with all the fun that we would have, we would certainly learn a lot. I assure my constant availability and guidance in case of queries.

Happy Writing!

Rules and Elements of style to be imbibed:

- 1. Proper Punctuation:** The Journalists are expected to punctuate their articles appropriately. Proper placements of colons, hyphens, commas, dashes, etc., are expected to be taken care of by the Journalists. For a comprehensive idea of punctuation kindly go through this document in this link: www.apu.edu/live_data/files/288/basic_punctuation_rules.pdf
- 2. Abbreviations:** Only standard acronyms and approved abbreviations should be used. Expand and spell out the acronym on first reference, and henceforth, use the abbreviation. For example, The Delegate of United States of America (USA) emphasized on the trade relations with India.
- 3. Currency:** Dollar values are displayed with the appropriate currency symbol. Values 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.
- 4. Capitalization:** Nowhere shall anything, but Abbreviations be capitalized.
- 5. Dates:** All dates should be in the format - 29 April 1965, 12 December 2003, etc.
- 6. No Contractions:** Kindly avoid using contractions like can't, don't, shouldn't etc and expand them, i.e., use should not in place of shouldn't. It appears more formal and helps to increase the word count.
- 7. Spellings:** Kindly adhere to the British style of spellings in the articles. For example, organisations, honour, labour, etc. Also, follow the MS-Word Squiggles to get the spellings right. Spelling mistakes in the articles may hint towards carelessness while typing the article.
- 8. Numbers:** Numerals up to ten should be written in words and not in digits unless in case of a date or year being mentioned. 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"). However, decimals and percentages can be used as and when required.
- 9. References:** No delegate should be referred to by his/her name. Instead, use "Delegate of" followed by the person's portfolio. Furthermore, the word "Delegate" should be capitalised when referring to him/her. For example, the Delegate of Afghanistan opposed the council's opinion and went ahead with contradictory resolution. While referring to any nation or organisation, the standard UN country and organisation names should be used. For example: China should be used instead of People's Republic of China. [Go through this for the standard names of UN country and organisations: <http://www.un.org/en/members/>]
- 10. Consistency:** Kindly stick to the tense while writing articles. It is advisable to use the past tense.

11. Be Diplomatic: While reporting on the happenings in a committee and actions of the delegates, please do not violate the dictates of diplomatic courtesy. Subtle sarcasm or puns can be used to put across the message. If a particular statement or quotation by the delegate is thought to be discourteous or with malicious intent, then the Journalist is encouraged to rephrase the statement in a more courteous manner or request for a courteously worded statement from the representative in question.

12. Originality: Originality in articles is of utmost importance to us. Plagiarism would not be encouraged under any circumstances, whatsoever. It is recommended to keep quotations and the use of outside sources to a minimum. However, if quotes or information from an outside source are being used, the articles must include a citation for each one utilized and appropriately credit the owner of the artwork that they wish to incorporate in their articles. Only a maximum of two quotations of not more than two lines can be used. It might be noted that a maximum of 25% of an article's content can be obtained from other sources.

Format of the Articles:

The articles must include the following in the mentioned order:

- A title and a by-line (in italics).
- At least one photograph needs to be submitted along with the article. It could be a picture taken in committee by a photographer, a cartoon, or even a generic picture capturing the essence of the article.
- Additionally, the following format must be kept in mind while writing the article:
 - (a) Title– Cambria- 18; Centre aligned
 - (b) By-line – Times New Roman (Italicized) – 11; Left aligned
 - (c) Body– Calibri– 12; Justified Alignment
- The articles to be submitted should be in the MS-Word file type, titled in the following manner:
T A Nagalakshmi_UNCSW_Day 1_Beat

An example of a title and by-line is as follows:

Gender Equality: A Social Paradox

*While the committee speaks about Gender Equality as primary issue, **T.A.Nagalakshmi** of **United Nations Commission on Status of Women** pens down how the concept itself is an oxymoron*

TYPES OF ARTICLES

The following are the types of articles that the Journalists are expected to submit:

1. Beat-based Articles: The beat should be a central idea around which the contents of the article are formed. A journalist is required to identify a beat from the council deliberations through careful observation and attention; hence it is necessary for the journalists to be present, mentally and physically, during all formal sessions. Kindly put in only the relevant information, factual details and quotes, within the context of the article and the agenda. Try to make the narration expressive. The word limit for a beat based article is **400-500 words**.

2. Opinion Editorials: These articles are meant to provide an in depth stance on the article based on the perspective of the writer wherein, intensive research is required in terms of finding or verifying facts and examining different perspectives on an issue. It is supposed to be a presentation of views, yet abstinence from being subjective. The word limit for an Opinion Editorial is **500-700 words**.

3. Interviews: An interview provides an opportunity of a personal interaction with a person. It should be utilized to bring out those aspects which will not come to light otherwise in the course of the MUN. Executive Board members, delegates, organising committee- anyone and everyone- can be interviewed as long as you make the interview relevant. However, the reporter is expected to ask questions pertaining to pertinent issues only. (Casual banters like, "How are you enjoying the conference?" will not be encouraged). A **minimum of 5 questions** should make it to the interview, comprising of **not more than 2 lines**.

4. Press Conference: Any Press Conference is based on extensive and detailed research by journalists. The journalists are supposed to pose **questions- 4 or 5-** to delegates of their council. The questions could be based on any statement made by the delegates during the course of debate apart from other research based questions. The journalists are also expected to submit a press conference report.

5. Features: This section can include photo stories or even fictional writing and poems relevant to the respective agendas. Apart from the basic beat- based reporting and op- eds, journalists are also free to experiment with different genres of writing in a feature. However, the word count must **not go beyond 500**.

6. Opinion Polls: This particular type of article allows journalists to express their opinion in any manner you want. Again, the content needs to be restricted to anything related to the agenda. The use of graphs, pie-charts or any other statistical analysis is highly encouraged. The word count must **not go beyond 200**.

7. Character Analysis: These include a detailed, fact-based comparison of any two characters- be it from historical figures, to pop-culture characters, the delegates in the committee to two aspects of the agenda. It could be anything as long as it holds some connection to the respective agenda. The word limit for Character Analysis is **300 words**.

Marking Scheme for Journalists:

- Content/ Reports (factual consistency, citations, and originality) - 50 points
- Adherence to instructions- 5 points
- Punctuality- 10 points
- Decent attire- 5 points
- Language and fluency - 10 points
- Press Conference - 20 points

IMPORTANT NOTE:

1. All the journalists have to submit one beat a day and at least one of each of the others throughout the conference. The submissions should be sent via mail to the International Press Head.
2. The minimum number of submissions per day is two. More than one submission of the same category, in one day, is also welcome.
3. Kindly do not forget to carry the laptops with MS-Word installed in it. Internet may or may not be available at all times; carry pen drives for the submissions.
4. The deadlines will be mentioned at the beginning of all the three days of conference. Deadlines should be strictly maintained, failure of which will result in the deduction of marks

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