

# **International Press Corps Study Guide for MCGS MUN 2015**

Dear International Press Corps,

It is with immense pride that I welcome you at the International Press Corps (IPC) at MCGS MUN 2015.

We are sure that it is in your inherent knowledge, that journalism is one of the strongest and the most impactful tenet of the contemporary world. Establishment of public opinion as an authoritative critique and its aftermath has created a dimension that has changed the course of history as we know it.

This guide features contribution from two other persons as well. I would like to extend my thanks to Sarah Zia and Aayushi Sinha to let me use some of their previous work. The reporting at MCGS MUN 2015 will be entirely in accordance with the ideals the press upholds and in tandem with the editorial policy of your respective simulations.

The vision here is to create a journal which echoes the power of press or journalism. Articles which give the readers food for thought combined with well placed satire or humour. An ideal reporter or an interjector during simulations of international organizations and think tanks requires more research and presence of mind than an international delegate. The entire image of a press delegation without adequate research is flawed. The very basic roots that this draft is based on are research and a strong value of transforming the role of press. This approach is referred to as an idealistic approach to journalism.

This will be an experience that you will cherish and it shall be etched in your memory forever. There will be deadlines, work, tempers flared and a lot of running around, but there will also be memories you create and the people you meet, and of course, the knowledge you gain. Just remember, that it is persons who make a team and not a team who makes the persons

This is a guide that will take you step by step in the realm of what are you going to face in the three days of conference. This guide shall take you through the notion and the methodology you will follow at MCGS MUN 2015 and together we can create what we aspire!

May the force be with you!

Regards,

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## Overview

MCGS MUN 2015 is simulating Press Corps for the first time and has taken the initiatives of simulating three news agencies which are changing the course of history as we know it. They are

- Al-Jazeera English
- Reuters
- The Guardian

I personally chose these three simulations because in my personal opinion these three are challenging traditional reforms and ushering in their own way a new realm of journalistic theory and thought. Contrary to popular belief, there is not much difference in their reporting style. All three of them are objective and pursue a level of neutrality. The only difference that therein lies is the issues that they pick up. A detailed presentation will be sent to you to propagate this theory and thought once all reporters are on board.

The reporter will not merely report the council proceedings but also draw upon the debate and analyze it. The essence of this news letter will be the political analytical articles and debate drawings and interviews. We are looking at a simulation of press corps which will be deliberative and well researched. It will be filled with articles, editorials, Op-eds, Interviews, press conferences and subtle form of intelligent humour.

You shall be familiarized with all these forms in one-by-one manner through this guide.

We are not stressing on the differences between Al-Jazeera, Reuters and The Guardian because in reality, there is minimal. Following are brief introductions of the three agencies and links of their editorial policy in detail. I suggest you read the introductions and just skim through editorial policy to keep the basics in check.

## Editorial Policy

### Al- Jazeera



Al-Jazeera considers itself the voice of the oppressed. Despite innumerable controversies and critique of their reporting style, they shall always be the agency who predicted the Arab Spring fifteen years before it actually happened. They have faced allegations of being the voice of the republic of Qatar, but let me assure you, that their ownership doesn't deter their reporting. They are global instruments of change and not a government spokesperson

They have faced accusations of compromises on neutrality, but I beg to differ. They only differ in bringing out the issues which no one else will. When the entire world is covered by a veil of western and authoritative hegemony, they appear to be the voice of reason and intellect.

Many media outlets in the region failed to recognize what was happening among the Arab grass roots. Keen to conduct interviews with high-level officials and ever willing to cover repetitious news conferences, they remained oblivious to what was happening on the ground.

At Al Jazeera they spared no effort to search for the real actors, wherever they happen to be: Whether in the cities, in the countryside, in camps, in prisons or in the blogosphere. They have been guided by a firm belief that the future of the Arab world will be shaped by people from outside the aging elites and debilitated political structures featured so disproportionately by most other news outlets.

The real actors did not appear on most television screens or magazine covers, whether in the Arab world or in Western media. Cameras were not attracted to them; columnists rarely mentioned them. Yet that did not deter them.

Al Jazeera swam against that dominant current. They gave all the players the avenues they needed to communicate, providing diverse viewpoints on the issues. During the recent uprisings we were inundated with videos, pictures and writings from the new generation. They opened our screens to them; it is their voices that viewers found so compelling in our coverage.

They refuse to compromise on our editorial policy, which gives priority to the grievances and aspirations of ordinary people. Neither threats of punishment nor promises of rewards from information ministers, intelligence agencies or royal courts persuaded them to ignore or betray the oppressed and persecuted who demand nothing but freedom, dignity and democracy.

Further readings:- [http://www.allied-media.com/aljazeera/Aljazeera Network Editorial Policy and Guidelines for Advertisements.html](http://www.allied-media.com/aljazeera/Aljazeera_Network_Editorial_Policy_and_Guidelines_for_Advertisements.html)

### **The Guardian**



A majority of MUN simulations depend only on Al-Jazeera English and Reuters as traditional rivals. Then the issue comes of why Guardian. I answer it by highlighting its importance.

The world has been witnessed to two recent and major uprisings in the information and media industry. The first uprising was Julian Assange's information sharing platform called 'Wikileaks' and the second were revelations of Ex-NSA contractor Edward Snowden. The first shattered governments and the second challenged the global notions of privacy and state surveillance. Both these

uprisings were initially ignored by the media until The Guardian came along. The Guardian provided legitimacy by first publishing their story and the world changed.

The Guardian's strength lies in obtaining information and providing legitimacy to the sources of 'rebels' and 'outlaws'. It has been phenomenal in providing a window to the sources that provide different and unheard perspectives on the issues. Reporters at this simulation will have an arsenal of information and legitimate sources.

Further Reading:- <http://image.guardian.co.uk/sys-files/Guardian/documents/2007/06/14/EditorialCode2007.pdf>

## **REUTERS**



If there is one news agency that is considered a verified proof throughout is Reuters. Reuters is known for its balance and objectivity and for its neutrality.

Reuters journalistic objectivism, questioned when Reuters commented on the possible insensitivity of its non-use of the word *terrorist* in reports, including the 11 September attacks. Reuters has been careful to use the word *terrorist* only in quotes, whether quotations or [scare quotes](#). Reuters global news editor Stephen Jukes wrote, "We all know that one man's terrorist is another man's freedom fighter, and that Reuters upholds the principle that we do not use the word terrorist." *The Washington Post* media critic Howard Kurtz responded,

"After the 1995 Oklahoma City bombing, and again after the attacks on the World Trade Center and Pentagon, Reuters allowed the events to be described as acts of terror. But as of last week, even that terminology is banned." Reuters later apologized for what they described as "the insensitive manner" in which they characterized their policy and said their policy is "to avoid the use of emotional terms and not make value judgments concerning the facts we attempt to report accurately and fairly".

The 20 September 2004 edition of the *New York Times* reported that the Reuters global managing editor, David A. Schlesinger, objected to Canadian newspapers' editing of Reuters articles by inserting the word *terrorist*, stating that "my goal is to protect our reporters and protect our editorial integrity."

However, when reporting the 7 July 2005 London bombings, the service reported, "Police said they suspected terrorists were behind the bombings." This line appeared to break with their previous policy and was also criticized. Reuters later clarified by pointing out they include the word "when we are quoting someone directly or in indirect speech," and the headline was an example of the latter. The news organization has subsequently used "terrorist" without quotations when the article clarifies that it is someone else's words.

In my inherent opinion, gaining objectivity takes much more effort than gaining perspective. Reuters is also a very pro-government agency. Its prioritization of providing legitimacy lies in government and official sources. It would rarely talk to on ground sources and non-state actors.

Further readings:- [http://handbook.reuters.com/index.php?title=Main\\_Page](http://handbook.reuters.com/index.php?title=Main_Page)

## **ROLE OF PRESS CORPS AT MCGS MUN 2015**

**1. News Articles:** The bulk of writing for the newsletter will consist of news reporting, drawing upon debates, caucuses, resolutions, press releases and interviews observed by the Reporters in the various MCGS MUN committees simulations. Depending on the availability of personnel, individual Reporters will be assigned a "beat" of one or more committee/council simulations on which to report, and may be assigned to conduct interviews during tea or lunch.

**2. Editorials and Op-Eds:** Editors and Directors of International Press may choose to write Editorials on one or more of the debates on-going in the council. Reporters may write Op-Eds for the newsletter after they have finished reporting from the council, which may include their take on the agenda. Editorials or Op-



Eds do not have to contain *any information on what happened in the council/committee* but concerns what the *author thinks of the discussion at hand*. Editorials and Op-Eds have to be very high in standards of writing and expression, and publication shall be at the subject of discretion of the Editorial Board. In clear words, Editorials and Op-Eds differ from News articles in matters of substance than events.

**3. Interviews:** An interview is an opportunity of a personal interaction with a person. It is an effective tool which should be utilized to bring out those aspects which will not come in light otherwise in the course of the MUN. Interviews can be done with the Executive Board members, delegates, secretariat and various organizing committees. However, intelligent and conference pertaining issues are to be considered.

**4. Press Conference:** The basic ingredient of the press conference is research. You will be allowed to ask 4-5 delegates of your councils and polite subsidiary questions on probably the second or the third day of the conference, with the prior permission of your Executive Board. You will be trained and guided by your editor in chiefs for the press conference in the briefing. However, the opportunity to conduct a press conference will be subjected to the time constraints that the organizers have. Their permission and word will be deemed final.

## Reporting

One of the most important tasks that journalists in the International Press perform is formal reportage. They are primarily required to cover the event and describe it to others in the most structured and concise way possible, and for this purpose, they take notes and submit articles that contain the major happenings/discussions in their respective councils. A good news report ought to be articulate, succinct, neutral in tone and opinion, and be able to convey the essence of a discussion/occurrence to someone who has not personally witnessed it.

The key points to remember while writing are:

- 1) Keep your article brief and to-the-point. Council reports should ideally not exceed 250-300 words.
- 2) Your article **must not** betray your personal perspective on the agenda. It is very important to maintain objectivity and report the incidents/conversations with as much neutrality and accuracy as possible. This is a key difference between reporting and writing an Op-Ed article.

For this purpose, you are advised to be meticulous with your notes and include quotes as much as possible, with due credit to the speaker. The correct format and punctuation required for quoting is, for example:

*"Those people are criminals who want to take over the city and kill the community," said Sheikh Rafe'a Abdulkareem Albu Fahad, who is leading the tribal fight against al-Qaeda in Ramadi.*

- 3) Your article must be coherent and well-structured. It ought to contain an identifiable opening, two descriptive paragraphs, and a conclusion. **You must give your article a relevant headline and a by-line containing "By (Your Name)".** Lack of the same may result in negative marking.

Every line mentioned in the article ought to be pertinent to the idea you are attempting to convey. **(For further elaboration, read next section on Beat)**

- 4) Grammar and punctuation must not be compromised with. A spell-check of the final draft is essential.

## **Beat Reporting**

Considering that any Model United Nations conference has multiple discussions in every session, it is virtually impossible to report every Caucus/Point in your article. Therefore, your focus should not be on putting in as much information as you can, but to put in only the **relevant** information. The best way to include the most pertinent information in your article is to recognise a 'beat' and write a beat-based article.

**A beat-based article is essentially a specialized article wherein the journalist presents an in-depth coverage of a particular issue, situation, institution, or likewise, and which also involves amassment of more knowledge than a traditional news report. The beat of such an article, then, is a central idea around which the contents of the article are formed. Ideally, it is the core concern or subject and should pertain to every single line used in the forming of the article.**

You shall be able to identify the beat of the day's discussion only through careful observation and attention, so be sure you are present, mentally and physically, during all formal sessions. All the previously mentioned rules of reporting apply to beat reporting as well. Include as many factual details and quotes as possible, within the context of the article, as facts help readers understand your work better.

Beat Capturing Exercises:-

- 1.) Consider this excerpt:- *President Barack Obama and Afghan President Hamid Karzai agreed on Friday to speed up the handover of combat operations in Afghanistan to Afghan forces, raising the prospect of an accelerated U.S. withdrawal from the country and underscoring Obama's determination to wind down a long, unpopular war. Signaling a narrowing of differences, Karzai appeared to give ground in talks at the White House on U.S. demands for immunity from prosecution for any American troops who stay in Afghanistan beyond 2015, a concession that could allow Obama to keep at least a small residual force there.*

Now you have three options for the beat:-

- Obama Karzai accelerate the end of US combat role in Afghanistan
- USA set to withdraw troops from Afghanistan
- Afghanistan welcomes US peace talks

- The correct Answer:- **Obama Karzai accelerate the end of US combat role in Afghanistan** (Because it conveys the essence of the press statement)

- 2.) *We praise the courage of the Republic of South Sudan's leadership in taking this decision. As I said in Juba yesterday, the interests of their people were at stake. The oil impasse has lasted more than six months. Now was the time to bring this impasse to a close, for the good of the people of South Sudan and their aspirations for a better future in the face of on-going challenges. South Sudan's leaders have risen to the occasion. They tabled a bold comprehensive proposal at this latest round of talks, and an agreement was hammered out with the strong assistance of the*

*African Union High Level Implementation Panel for Sudan (AUHIP). The future of South Sudan is now brighter.*

*Try figuring it out yourself.*

### **Examples of Beat Reporting**

<http://www.pulitzer.org/archives/6200>

[http://articles.philly.com/1991-03-12/news/25792507\\_1\\_historically-significant-trees-dead-wood-proposal](http://articles.philly.com/1991-03-12/news/25792507_1_historically-significant-trees-dead-wood-proposal)

<http://www.pulitzer.org/archives/9166>

<http://www.pulitzer.org/archives/6849>

After you have seen the best of beat reporting, please visit [www.aljazeera.com](http://www.aljazeera.com) and read the daily reports. Familiarize yourself with the reporting style.

All of the articles given above talk about a specific incident/development/debate, and contain facts, figures and quotes to substantiate their subject. If you observe carefully, the contents of each article point to one core idea being communicated to the reader.

### **Opinion Pieces**

Op-Ed in very simple terms refers to an opinionated article. It is often understood to be an abbreviation for opinion editorials or an abbreviation for ‘opposite to the editorial’ page. Different textbooks would claim either to be the more authoritative definition but ‘opposite to the editorial page’ is a more commonly found definition, particularly in conventional books.

There are different styles of writing op-eds as different op-eds serve different functions. There are really no specific types of op-eds but familiarizing oneself with the variety of writing styles would help one write interesting and informative op-eds.

The first step to writing any op-ed is research. Research does not just include finding or verifying facts but also examining different perspectives on an issue. For instance if I am an Indian writer writing an op-ed on the withdrawal of US troops from Afghanistan, it is imperative for me to read publications from Pakistan, India and US , at the very least to be able to comment on the issue. At the end of the day, an op-ed is very simply a comment but cannot be a senseless one.

Some of the functions that op-eds perform include, but are not restricted to:

- Debating a proposition and/or providing rebuttals
- Providing background and/or historical perspective on a contemporary issue
- Highlighting aspects/dimensions that are hitherto not covered by ‘news pieces’
- Provide suggestions and/or map out a plan of action
- Explain an idea, concept in immense detail
- Share expertise

An op-ed is almost like an essay though an essay may demand a holistic perspective or an all-round approach- something that is not mandatory for an op-ed. However, an op-ed differs from an editorial in the sense that an op-ed reflects an individual’s views while an editorial reflect a newspaper’s policy. Hence, the moral onus on an editorial is much higher and an editorial cannot take sides on an issue openly. It is supposed to be a presentation of views, yet abstain from being subjective. For instance, an editorial on US withdrawal from Afghanistan can list the repercussions of this move for the two countries in terms of possibilities but an editorial cannot take a moral high ground supporting a particular side in order to maintain neutrality and objectivity.

### **Things to keep in mind while writing an op-ed:**

As much as an op-ed is an opinion and doesn’t require one to state facts, it should still be based on facts, verified accurate facts. I need not mention the date of US troops’ withdrawal but if I am examining the immediate aftermath of this move, not knowing the right date defeats the entire purpose of my op-ed.

Again, since an op-ed is not factual, it doesn't mean one can beat around the bush easily. An op-ed is a fairly long piece of writing and hence, it is important to structure it in a way that the audience doesn't lose interest.

Even though the primary purpose of an op-ed is to express opinion, it cannot express senseless arguments. An informed opinion should find its way to the audience's mind after reading the op-ed. There is a possibility that readers may disagree with your stance but nothing is worse than arguments that can't be comprehended or are too complicated. If you are attempting to express a complicated argument, try to break it down into simple concepts and use easy language to express it.

The way one structures an argument also makes a difference to how it is comprehended. In a conventional structure, it is preferable to focus on a single point and arrange arguments in such a way that they build up to the concluding, final point which is the key emphasis of the article. However, a lot of writers prefer to write op-eds that focus on more than one aspect and is multi-dimensional in its analysis of the issue at hand. What is important to always remember is that too many points can lead to confusion and one should use the given word limit as a yardstick to determine how many aspects could be covered.

The key defining feature of an op-ed is ANALYSIS. What comprises analysis? Analysis refers to examining an argument against different perspectives and paradigms. The more perspectives one would engage with, the more holistic analysis will one generate. One can derive new and interesting arguments by reading different publications with different ideologies. Further, a smart journalist/op-ed writer should be able to read between the lines as well.

What makes an argument? An argument should begin with a statement of the proposition followed by the reasoning and if possible, concluded with an example. For example, if I am trying to state that popular culture also shapes rape culture, then my argument should not just state this fact, it should also explain how that happens. When arguments are not backed with reasoning, they become assertions and assertions make an op-ed shallow.

### **Different styles of writing an op-ed**

The following section includes some op-eds. These are not necessarily the most amazing pieces of writing but have been included just to illustrate the different

styles. More than their individual merit, it would help if you compare these with each other.

Example 1 : <http://muslimmatters.org/2013/10/25/rebuttal-should-muslims-reconsider-eid-slaughter/>

Now this article serves the sole function of providing rebuttals to another article. It is structured in the same fashion as the article it is trying to demolish.

Pros: Very structured, argument-by-argument analysis is presented, multiple points lead to a final conclusion

Cons: Since it is a response, one would want to read the original article to get a complete understanding of the issue.

Example 2:

[http://www.huffingtonpost.com/leah-kashar/rules-of-feminism\\_b\\_4191116.html](http://www.huffingtonpost.com/leah-kashar/rules-of-feminism_b_4191116.html)

It is difficult to pinpoint pluses and minuses because it may work for some and not for others. But some key features are it deals with too many issues in the same article. One can almost write an individual piece on every argument stated. The last para is a brilliant summary for someone who gets caught in the larger web of arguments.

Example 3:

[http://www.huffingtonpost.co.uk/the-cambridge-union-society/feminism-we-still-need-cambridge-union-society\\_b\\_2858567.html](http://www.huffingtonpost.co.uk/the-cambridge-union-society/feminism-we-still-need-cambridge-union-society_b_2858567.html)

Some of the best op-eds are written when they attempt to answer a why/what/how question. As a writer, coming up with a question why/what/how question helps to gain clarity and sort otherwise muddled thoughts.

Example 4:

<http://caravandaily.com/portal/muslims-aap-and-a-missed-opportunity/>

This (wannabe) op-ed is trying to deal with an extremely important and valid thought. But like AAP, the article too seems to have missed the opportunity. Apart from reeking with assertions, there is absolutely no substantiation. Extremely poor read. No arguments are examined, no hypothesis or if-then-else



analysis. This topic easily be expanded into an excellent op-ed by creating linkages which are currently missing in this piece.

Example 5:

<http://www.thehindu.com/opinion/op-ed/life-rape-and-death-in-an-indian-city/article5125290.ece>

Structurally, this piece goes back and forth from facts to opinion and vice versa. It contains background information about the people. The facts are provided to us as a build up to the arguments. This op-ed can almost be mapped diagrammatically as it attempts to build linkages- like understanding a rapist and his circumstances in the context of the city and its geography, just an example of the several intricate links that the author attempts to build.

Example 6:

<http://www.livemint.com/Leisure/BS11soyHnHLQRLiyJCfiOO/Essay--A-feminist-conversation.html>

This piece is interesting because of its conclusion. Compare this conclusion with that of example 2. While one is a summary, the other states the framework within which one is expected to examine these arguments.

Some more examples:

<http://www.indianexpress.com/news/national-interest-mere-paas-media-hai/1108319/0>

[http://www.huffingtonpost.co.uk/mehdi-hasan/as-a-muslim-i-struggle-wi\\_b\\_3306168.html](http://www.huffingtonpost.co.uk/mehdi-hasan/as-a-muslim-i-struggle-wi_b_3306168.html)

<http://www.openthemagazine.com/article/true-life/women-don-t-bleed-blue>

<http://www.tehelka.com/why-im-not-a-part-of-the-aam-aadmi-party/>

<http://www.tehelka.com/for-manmohans-dream-team-ignorance-is-bliss/>

At the end of the day, there isn't really a standard way of writing op-eds. However, some strategies and structures make some articles more readable than



others. And the only way to learn those is by reading and analysing as many op-eds as possible.

## Interviews

Conducting interviews for news stories is an important skill for any journalist. A “source” – anyone a journalist interviews - can provide the following elements that are vital to any news story:

- basic factual information
- perspective and context on the topic being discussed
- direct quotes
- ideas on how to approach the story
- names and contact information of other people to interview

## Interviews in MUNs

The constant debating may provide with little opportunities of you getting ample time for a detailed interview. The ideal interview times are refreshment breaks and through chits. Chits are one tool which we encourage you to use for substantive purpose only. You can bring out the relevant points through chits and you can take permission for a prior interview through them.

### **Preparing for the Interview:**

**Research** – Do as much research as you can. If you’re going to interview, say, a head of state, read up on the subject and make sure you understand basic terms such as “fiscal policy.” A well-prepared reporter inspires confidence in the person being interviewed.

**Developing Questions** – Once you’ve thoroughly researched your topic, prepare a list of questions to ask. That will help you remember all the points you want to cover once the interview is underway.

## Keys to a Successful Interview

**Establish a Rapport** – When starting out, don't abruptly launch into your questions. Chitchat a little with your source. Compliment them on their office, or comment on the weather. This puts your source at ease.

**Keep it Natural** – An interview can be an uncomfortable experience, so keep things natural and conversational. Instead of mechanically reading out your list of questions, weave your queries naturally into the flow of the conversation.

Also, maintain eye contact as much as possible. Nothing is more unnerving to a source than a reporter who never looks up from their notebook.

**Be Open** – Don't be so focused on getting through your list of questions that you miss something interesting.

For instance, if you're interviewing the cardiologist and she mentions a new heart-health study that's coming out, ask her about it. This may take your interview in an unexpected direction – but if it leads to something interesting, so what?

**Maintain Control** – Be open, yes, but don't waste your time. If your source starts to ramble on about things that are clearly of no use to you, don't be afraid to gently – but firmly – steer the conversation back to the topic at hand.

**Wrapping Up** – At the end of the interview, ask your source if there's anything they want to discuss that you hadn't asked about. Double-check the meanings of any terms or words they used that you're unsure about. And always ask if there are other people they recommend that you speak with.

**A Note about Note-taking** – Beginning reporters often freak out when they realize they can't possibly write down everything the source is saying, word-for-word. Don't sweat it. Experienced reporters learn to take down just the interesting stuff they know they'll use, and ignore the stuff they won't. This takes some practice, but the more interviews you do, the easier it gets.

**Taping** – Recording an interview is fine, and generally it's best to get the permission of the person you're recording. Taping can be helpful if you're doing a long interview that you'll have time to listen to and type out later.

Instead of putting a lot on your plate, I will just request you to read only the following interview.

<http://www.voltairenet.org/article180124.html>

[www.aljazeera.com/interviews](http://www.aljazeera.com/interviews)

## Elements of style

**Abbreviations.** No periods should be used separating letters of an abbreviated organization or agency. Only standard acronyms and approved abbreviations should be used. If questions arise see the Editor or Publisher. Some example abbreviations include: MCGS MUN, CS, DS, ECOSOC, FAO, GA, HG, HSC, ICJ, IPD, NATO, UK, UN, US, USSR.

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

**Currency.** Dollar values are displayed with the appropriate currency symbol. Values on orders at or 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.

**Capitalization.** Nowhere shall anything but Abbreviations be capitalized.

**Boldface text.** There is no situation in which boldface should be used in an article. Headlines and article titles may be bolded by the Publisher.

**Books and print sources.** Names of all books and print sources should be capitalized and italicized, such as the the newsletter, *New York Times* and *The Economist*.

**Developing nations.** Within the international community, the use of the term “third world” is actively discouraged. No nation will be referred to as “Third World.”

**Diplomatic courtesy.** While Reporters are encouraged to faithfully report on the statements of representatives within each MCGS MUN simulation, no quotation should violate the dictates of diplomatic courtesy. All articles, editorials, letters, press releases and personals to be included in the newsletter

will be carefully edited to ensure that all content remains courteous to all participants at MCGS MUN. If a Reporter feels that a quotation by a representative is discourteous, the representative should be encouraged to rephrase the statement in a more courteous fashion or risk having it omitted from the Reporter's article.

**Hyphenation.** Hyphens should only be applied according to American English grammar. If questions arise, consult the Editors. Examples of typically hyphenated prefixes include non-, sub- and ex-. Some compound words are hyphenated as well, such as socio-political.

**Member States.** In print, references to United Nations "Member States" should be initially capitalized.

**Names.** Reporters should never guess the spelling of a person's name to be reported. Verbal verification is mandatory on all named sources. Also note that all participants at MCGS MUN wear credentials with their names prominently displayed. Naturally, all proper names are capitalized.

**National references.** When referring to any UN Member State or Observer, standard UN country names should be used. These names match those with which each nation signed the UN Charter. For example, the People's Republic of China should always be referred to as "China." Additionally, some national names are longer than those commonly used. For example, Libya is recognized at the UN as "Libyan Arab Jamahiriya."

**Numerals.** Any numeral ten or less should be spelled out in English. Numerals over ten are reported using standard Arabic numerals, such as 2001. Numerals with five or more digits should include commas, such as 1,345,000. Fractions and decimal numbers should be reported as decimal numerals or percentages, such as 0.5 or 50% (rather than "one half" or "1/2"). 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"). Ordinal numerals are spelled out within the text of an article, such as the First Committee of the General Assembly. In article headings or titles, the Publisher may choose to use ordinal abbreviations, such as 1st Committee.

**Percentages.** Percent symbols will be used to report percentages, for example 35.8%.

**Quotation marks.** As per standard English grammar, punctuation at the conclusion of 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 (i.e.:...) 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 (i.e.:[...]). This indicates that the bracketed information is not a direct quotation; rather it is a clarification on the part of the author. As an illustration of these rules, consider the following example. Amb. Kamal explained that “...while the matters are being studied by the UN, there is a commitment by the UN, such as the UNV [United Nations Volunteers], to take part in conflict zones.

**Spacing.** One space is used to separate words, as well as following commas, semicolons, colons and periods. Since the The newsletter is published in a variable width font, two spaces between sentences will not be necessary.

**Spelling.** Reporters should be sure to spell check all articles before the editorial deadline. This will greatly assist the Editor.

**Titles.** The categories of title to be used include:

- Standard professional titles: Periods will be used on abbreviated titles, such as Mr., Ms., Amb., Dr., Pres.

- **UN titles:** These titles will not be abbreviated. UN and MCGS MUN official titles include

Secretary-General, Under-Secretary-General, Director-General, Assistant Secretary-General, Deputy Secretary-General. **Secretary-General shall never be abbreviated as Sec Gen.**

**Research Methodology:-**

The confines of an in-house conference limit us to what we want to call investigative journalism but your preparations will be severe. You can use the following guidelines for effective research. You must be adequately prepared to understand the debate.

- Go through the backgrounds for basic understanding of the agenda and then the documents and links it mentions. The background guide can be obtained from the website of the conference.
- Read about the agenda and various perspectives on it. Aid and form an opinion.
- Understanding the legal, social, cultural and economical implications of the debate.
- Read about the foreign policy and agenda perspective of nations that you might think will majorly impact the debate.
- Access the quality of research required through [www.aljazeera.com](http://www.aljazeera.com) and see how the research and content is balanced.

**Submission**

**Deadlines:-** Following deadlines is one of the most important parts of this press. Understand that you not following deadlines will impact a chain of events causing much trouble. You will be made aware of the deadlines in your briefing.

**Format:-** your articles and opinion pieces will be named in the following manner. The name of your article and then your name separated by a hyphon.

*Eg:- Supposedly your article is a beat reporting of “India denies signing nuclear deal” then it shall be renamed as In”diadeniesssigningnucleardeal-Pallav”*

It shall be followed similarly with the opinion pieces such as

*“AnopenletterfromNSAtoIndia-Pallav”*

In interviews, you shall write the designation of the person and council and then your name for submission. But your article however will have the headline of the most important quote according to you.

*Eg: File submission name- “Interview with Iran(HRC)-Pallav” but my head line might be “We believe in capitol punishment”*

**Pendrive-** All your submissions must be done through individual pen drives which will suitably be named by your name.

You will not be allowed to edit your articles after your submission and you will be evaluated on what you submit.

**The font shall be size 12 Times New Roman.**

**Code of conduct and personal responsibilities:-**

I am sure you all are aware of the dress code being followed at these conferences. The dress code for international press will be Indian/Western formals. Wearing jeans, casual shoes will be not allowed and may result in your disqualification.

Diplomatic courtesy should be followed at all times. Addressing people with courtesy will be encouraged. Derogatory remarks to conference staff, secretariat, delegates or any members of the conference will not be tolerated.

Please make sure you are self dependent at the time of conference. Keep your laptops and cameras charged. Make sure you do not disturb the conference participants.

Hope it is a fruitful experience for you in the council.

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