



Edify Model United Nations-2023

# INTERNATIONAL PRESS FORMAT & STYLE GUIDE

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## Message from the International Press Executive Board

Greetings to all the Reporters and Photojournalists!

Welcome to the International Press, a rollercoaster ride that will forever remain in your memory. Every one of you has a bright mind who can change the outlook of the ever-changing world. We are providing you a platform to express and voice your thoughts and the responsibilities that you hold will determine the success of this massive, reputed conference.

To make this journey a little less tedious, the board has put together this style guide that will assist you through the conference. Some of the key elements of the International Press are to be bold, unique, and unbiased (most of the time). We hope you have a great time with us for the duration of the conference and we hope that you absorb and assimilate all the knowledge that you can get your minds on. This is a learning journey, and we wish you make the most of it.

If you are a newbie, don't worry. We've got your back and we're all here to help you and guide you. This guide will give you the instructions necessary to write a report and/or take a photograph. We expect you to carefully research the agenda of your respective committee and stay fully informed. Again, if you're in a muddle, we can help you get out of it.

We hope you have an amazing experience.

Sincerely,

**Anan Sameer**  
(International Press Head)

**Samhita Mukherjee**  
(Editor-in-Chief)

**Ananya Reddy**  
(Director of Photography)

## Code of Conduct

As members of the International Press, you are expected to respect and follow the rules and regulations given below:

1. Your commitment to the deadlines ensures the success of the printing of the newsletter on time. So, stick to your deadlines!
2. Always maintain diplomatic courtesy, polite and professional while reporting.
3. plagiarism is strictly prohibited and proper citations and references must be provided for any borrowed content.
4. Journalists and photojournalists must be accurate with their reportings and personal biases should be avoided. Opinions and facts should be clearly distinguished.
5. Maintain editorial independence from any external pressure or influence.
6. The spirit of competitiveness should never come in the way of team-work, and the ultimate goal should be the publication of a prosperous newsletter.

## Reporter's guidelines

1. Punctuate your sentences properly including the semi-colons, commas, colons, periods, dashes/hyphens, apostrophes wherever necessary.
2. Each submission should follow these specifications:
  - Font style: Times new roman
  - Font size: 12
  - Word limits should be followed as specified.
  - By lines are necessary.
3. When using abbreviations, introduce them first before you abbreviate. For eg. The delegate of the United States of America (USA).
4. Numbers from one to ten must be written in words, while the others can be used in the numerical form.
5. Ensure that all your reports/articles have an eye-catching headline and a by-line. For e.g. *An analysis made by the reporter of the Continuous Crisis Committee (CCC), Arushi. What should the current focus be towards?*
6. Never refer to a delegate by his/her name. It's always the Delegate of a particular country.  
For eg. the Delegate of Lebanon began the moderated caucus...
7. Never include unnecessary details such as 'The Executive Board entertained a motion to break for lunch'. Always stick to the agenda.
8. The space for publishing your article is limited. Therefore, stick to the word limits given to you.
9. Avoid the usage of contractions.  
For eg. use Should not instead of shouldn't.

## Types of Articles

**Beat-based article:** This is an essential submission for any newsletter. This report focuses on a sub-agenda being discussed in the committee. This helps the reader understand the various discussions in the proceeding. A beat is expected to be analytical and elaborate. It is important that a beat should **not** consist of any opinions of the reporter.

Word limit: 300-500

**Opinionated Editorial:** This report is the true test of any reporter, it shows your critical thinking and reasoning skills. This is one of the biggest submissions that is expected from a reporter. An **Op-Ed** can consist of facts and opinions to form a strong argument. This report can focus on any segment of the committee proceedings. The opinions can be presented in any style, be it humorous, satirical, or interrogative but **do not** make it personal.

Word limit: 600-800

**Interview:** All the reporters are expected to conduct an interview during the three-day conference. The interview can be with any participant of the conference, delegate, executive board, secretariat, etc. The question **should** be relevant to the agenda. Once the interview has been conducted, the format of the submission should either be in the form of a question and answer or as a report.

Word limit: 400-600

**Opinion poll:** Reporters are expected to formulate a question that measures the opinion of the delegates regarding a particular topic or issue discussed related to the agenda. The poll can be in the form of a clear yes/ no or it could have options that the delegates can choose from. Then, you are required to analyze the results and based on that construct a report.

**Press conference:** It is a (duration) minutes session that is given to the International Press to conduct a question-and-answer session with the delegates. The reporters can frame questions covering all the discussions taking place in the committee. Composure, awareness and quality of the questions asked during the press conference are vital. Ensure that your questions are based on facts from trustworthy sources, as the burden of proof lies with the International Press when the authenticity is questioned.

**Feature/Humour story:** This is your time to shine. Use your creativity to design an interesting piece of article that would engage everyone. This can be in any creative form of your choice. However, make sure you **do not** get personal and **make sure** it is related to the agenda. There is no word limit for this submission, so you can take it easy on yourself.

**Article X:** Complete creative freedom! Choose any one of the articles above and write your heart out (within word limits).

## Guidelines for photographers

We welcome all photographers of the International Press on board. The whole idea of this brief is not to let those efforts go waste that all photographers put into clicking thousands of pictures. Also, all the pictures will not be worthy if you do not follow this guideline.

As a photographer you play a huge role in gathering memories of the three-day conference and also helping the reporters of the International Press to capture relevant pictures for their articles. Hence, it is imperative that the photographers work alongside the reporters.

Photographers click photos exclusively for the newsletter that is published by the International Press, therefore you **must** follow certain guidelines:

1. Photos **should not** be clicked in Monochrome or Sepia, if needed, you will be informed by your DOP.
2. Editing of pictures is the decision of the Executive Board, hence photographers are **not required** to edit their pictures.
3. There **should be** a total of 10 photos that are submitted each day.
  - At least three of them should be at the time of a moderated caucus or a procedural vote when placards are raised showing maximum participation.
  - Three to five photos each from the opening ceremony (Day 1 only) and unmoderated caucus should be there.
  - Finally, 2 creative photos need to be submitted, and brownie points for videos.

Photographers will be assigned a committee to which they have to submit their photographs, however, they are not bound to that committee only. The photographers will be **judged on**:

- Composition
- Lighting
- Meaning and the overall impact that it has.

Any further questions will be answered when we meet.

### Director of Photography

#### Contact Us

If you have any questions or problems during the conference:

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