

# **KIIT**

## **INTERNATIONAL MODEL 20 UNITED 18 NATIONS 18**

**28th-30th SEPTEMBER**



**INTERNATIONAL  
PRESS**

**CONCEPT NOTE**

## LETTER FROM THE EXECUTIVE BOARD

Hello International Press Members,

The essence and gravitas behind the role of the press that made it rise to the stature of the fourth estate of democracy is hinged on the accurate and insightful dissemination of information. Information that then empowers the principles of freedom and choice among the people of the world by enabling them to hold their leaders accountable and their opinions wise.

While the delegates convene across multiple councils to deliberate over the issues plaguing our world today, it will fall upon the press team to keep that conversation true and unveering. In matters where the fate of the world hangs in the balance, ensuring that the voices of those that have hitherto remained silent, in a world driven by the loud, is made clear to ensure that the highest form of diplomacy triumphs.

Now that you have decided to be a part of the Press Team at KIIT MUN 2018, we would like to leave you with this message and idea in mind. We will be trying to shoulder a great burden in simulating the best journalism across the globe. Let's make sure that we can try to stay true to the core of International Policy and Journalistic Integrity while we learn, work and have as much fun as possible. As is said, the best work arrives from a place of amusement.

It is our pleasure to be able to work with everyone and help you the best we can in the days of the conference. Hope to see people as excited as we are.

*-Rishal Raj, Chief of International Press*

*-Tanaya Mohanty, Editor-in-Chief*

## GENERAL GUIDELINES

Now, that you have decided or at least considered taking up the role of an International Press member, there are some things that one must always keep in mind.

### 1. THE THREE PILLARS: GRAMMAR, TENSE AND PUNCTUATION!

Every good article has these three in their impeccable form. Fret not! If you are using MS Word, get rid of those red, blue or green squiggles and you can breathe. Maintain the tense of the article (ideally, past tense) at all costs! (Stick to English UK for spell check) To understand advanced punctuation, look up:

[http://anthroniche.com/media/pdfs/advanced\\_punctuation.pdf](http://anthroniche.com/media/pdfs/advanced_punctuation.pdf)

### 2. ABBREVIATIONS

Only standard acronyms and abbreviations should be used.

Letters of the names of abbreviated organizations or agencies should NOT be separated by periods.

It is advised to spell the organizations or agencies in full on their first occurrence in the article followed by the acronym/abbreviation within parenthesis.

For example, "*...raised in the United Nations Human Rights Council (UNHRC). However, the agenda of UNHRC..* "

### 3. NAMES

Names that are mentioned in the articles should be verified, no assumptions are to be made by the reporters while reporting a certain person by his/her name.

Only standard abbreviations for titles should be used, like Mr., Mrs., Dr., etc.

However, no UN designations can be abbreviated.

For example: Chairperson should not become Chair or Secretary General should not become Sec Gen.

When referring to any nation or organisation, the standard UN country and organisation names should be used. For example: Use China instead of using People's Republic of China. Refer here for the names:

<http://www.un.org/en/members/>

### 4. NUMBERS

- a. Any number less than 10 should be spelt in English
- b. Numbers greater than 10 should be represented by their standard Arabic numerals, and figures with 5 or more digits should be appropriately represented using commas
- c. Ordinals should be spelt and Roman numerals are to be used only when the reference originally consists of Roman numerals

## 5. QUOTATIONS

Usage of quotation marks should be in accordance with standard English grammar.

Excerpts from a speech should be preceded/ followed by ellipsis in the following manner, "...*considering recent developments.*"

(Note: In case of ellipsis being included at the end of a quote, it should be followed by a period to indicate its conclusion)

## 6. TEXT

- a. Capitalization: Only abbreviation and proper nouns are to be abbreviated.
- b. *Italics*: Sources, websites, books or print sources should be italicized.
- c. Boldface text: To be done by the publisher.
- d. Proper currency symbols to be used. Indian rupees should be written as INR and not Rs.

## 7. REFERENCES

Every article *must* consist of sources, mentioned at the end of an article, from where facts/information have been cited in the article. Please ensure that the sources are credible.

## 8. CONTENT

All articles must be divided into paragraphs, appropriately. Every article must consist of a title, by-line and an appropriate picture/illustration.

## 9. PLAGIARISM

Plagiarized articles will not be published or be eligible for marking. Journalists are expected to submit their original work only.

## 10. CONTRACTIONS

Usage of contractions such as don't, won't, shouldn't instead of 'do not', 'would not' or 'should not' are not acceptable.

That being said, even after honing one's writing and drafting skills to a perfection, it is important that you never forget about an important article approaching its deadline. We suggest you to know the urgency matrix. Take this from us: Always, always, prioritise your work! Submissions exceeding their deadlines are frowned upon. Last but not the least, no diplomatic courtesy should be violated while reporting at all costs!

## TYPES OF ARTICLES

There are multiples kinds of articles that the reporters are expected to write and submit during the conference. Note that the quantities mentioned are the minimum requirement, and more submissions over and above that can be made, and are more than welcome.

### 1. Beat-Based Articles (350–400 words)

A beat-based article typically revolves around the significant statements made by a delegate in a committee, supported by factual detailing. This requires a journalist to include relevant information gathered during the session as well as thorough research on the committee agenda. A beat-based article is about one particular, specific story (or 'beat'). The art of choosing a 'beat' is one that you will learn with experience; in essence, it can be about anything – a country taking a stance that changed the entire proceedings, a bloc introducing reform measures that are excellent, etc. Essentially, it should be something that made a difference, so when you choose your beat, ensure it is a significant one. However, the article should not reflect the journalist's opinion i.e. it should be unbiased and should be essentially written in the past tense.

### 2. Opinionated Editorials (600–800 words)

Opinionated Editorials are research-based opinions on anything at all that is relevant to the agenda. You have to write about your opinion and also tell the reader why you think so with the help of concrete facts and statistics. It is, in essence, a highly educated opinion.

Here's a sample,

<http://www.thehindu.com/opinion/editorial/the-hindus-view-on-yakub-memon-verdict/article7477992.ece>

### 3. Interviews (450–500 words)

Interviews are an integral part of a good newsletter. Journalists are supposed to take interviews, at the convenience of the delegate or executive board member. In no circumstance should a journalist disrupt the committee proceedings in order to take an interview. Questions asked in an interview should pertain to the agenda and the committee proceedings only.

Always remember, the purpose of an interview is to gain insight into background politics or to gather information that cannot be obtained by observation alone. Diplomatic courtesy must be maintained in all circumstances.

#### 4. Press Conference Report (no word limit)

The Press Conference aims to address issues that were not discussed in committee, inconsistencies in speeches made by delegates, etc. The Press Conference essentially aims to give the reporter a platform to voice her/his views and ask his/her queries of the committee so that, post the Press Conference, the committee proceeds in a better direction and in a better manner. The report may include additional content, such as the journalist's inference from the delegate's response. However, no assumptions are to be made.

#### 5. Character Analyses (600–800 words)

A study – an in-depth look – at:

- (a) One particular character's point of view, why s/he felt that way, how s/he went about enforcing it;
- (b) Two contrasting views of characters and why they contrasted so much is essentially what we expect from you in this particular submission. There are no limits to the characters you can choose – anyone from 'Hitler' to the 'personification of the nationalist sentiment of India' is fair game – so have fun with this piece! Research is key, though.

#### 6. Feature Articles (600 – 800 words)

You can ignite your creative wick for this one. Features are not essentially a reiteration of facts, but can be poetry, stories or any form of writing to express the journalist's idea that resonates with the agenda. A feature can be of a less formal tone but it is recommended that it is supported by factually correct information from legitimate sources. Feature articles again, can be classified into News feature or Human Interest feature.

#### 7. Opinion Polls (400–450 words)

This kind of article too, requires interaction of the press with the delegates. Strictly research-oriented, but allows space for both– the delegates' opinion as well as the journalist's inference. It is highly recommended to use graphical content like pie-charts and graphs to represent the outcome of the poll appropriately.

You may accompany your articles with any relevant illustration or photograph to make it more interesting.

Here's a sample,

<http://www.reuters.com/article/usa-guns-injuries-idUSL2NOFO1UA20130629>

Also, do not forget-

1. Never plagiarize
2. Be short and sweet
3. Good questions are harder to frame than good answers
4. Ego interferes with understanding
5. Take nothing for granted
6. Diplomatic courtesy should always be taken care of

### Diplomatic courtesy in press conferences

Journalists should not interrupt the discussion or become a party of debate. The interview can be made only when delegates agree to be interviewed by the press, and journalists must introduce themselves clearly before the interview. If a conflict or disagreement exists in any issue, journalists must not express their views, but should discuss about the boundaries of conflict with the head of press and editor-in-chief.

# Principles of Journalism

## Accuracy

Accuracy is always the main priority of journalism. It is always best to have a direct source in a news coverage. First hand research and careful observation are also required for an accurate news reporting. Preparation regarding a potential news story can lead to accuracy.

## Priority & Timeliness

At KIIT Intl. MUN 2018, we shall report news through various forms of media including newsletter, news articles, and social media. Journalists should understand the nature, function, and purpose of each kind of media as the timeliness of each of them is different from the others, and prioritise accordingly. For example, social media is often the first channel through which a journalist can give a headline or breaking news to the audience and a news article will later provide more details or in-depth analysis. A journalist of the Model United Nation Conference should be strict with the deadlines set by the editors.

## Impact

More often than not, a Model UN conference deals with a broad spectrum of issues that are of global concern. In order to write a good report, a journalist should be able to find and pick news out of the discussions by knowing and understanding which news angle is relevant to their audience or would create an impact or drive for a change in community and society.

## Transparency

The source and information provided in every news report must be able to be verified. Journalism is not simply free of bias but journalism should also test the public information and be against rumours and distorted information. As personal and cultural bias would exist in some issues, a transparent approach to the evidence is needed to make your story clarified to the public.

## Independence

Journalism should remain independent of any figures or organisations. The news report must not serve any particular outcome or organisation and should be short and simple. However, journalism can sometimes function as another diplomatic tool or channel in controversial stories in which many parties are involved.

A few other important things:

## INSTRUCTIONS FOR FONT AND SIZE

Report / Article Format:

TITLE (Font: Cambria Size: 18 Centre aligned)

BY-LINE (Font: Monotype Corsiva Size: 14 Left aligned)

BODY (Font: Calibri Size: 12 justified alignment)

All submissions should be in .doc format.

## \*FORMAT OF NAMING ARTICLES

For Journalists

- Submissions shall be accepted only in the form of a word document.
- All submissions must be named in the following manner:  
*Journalist's name\_ Committee name\_ Day\_ Type of submission.doc*

For example:

*Tanaya\_UNODC\_Day2\_Beat.doc*

For Editors

- All Edited articles must be submitted in the form of a word document.
- All Edited articles must be submitted in folders segregated according to committees
- In addition to articles, Editors must submit daily mark sheets as Excel files.

The format recommended is-

<i>Name of Journalist</i>	<i>Type of submission</i>	<i>Title of Article</i>	<i>Purpose: Newsletter/ Blog</i>	<i>Grade: (out of 10)</i>

All the best to you! Hope you have fun!