

IP Style Guide

Letter from the Executive Board

Greetings,

Welcome to the International Press. We are excited to work and provide you with unique experiences as reporters.

Words carry heavier weight than swords. They hold the power to prove, influence and to persuade. As reporters, you act as the link between committee rooms and the world. It is your duty to ensure that words carry transparency and accuracy and most importantly, truth.

A journalist observes the proceedings of a committee and transforms them into valuable insight supported with factual evidence to create pieces that leave a long-lasting impact on the reader. To do so, they must be well equipped with research and knowledge about the agenda being discussed. At the heart of International Press lies unity: we work as a team to create extraordinary coverage throughout the conference.

This document will help you understand how the International Press works and offers basic information and tips on how navigate the conference. We look forward to collaborating with you.

Regards,

Gur Simran Kaur
Head of International Press

Aashish Sai Krishna
Editor-in-Chief

Khyathi Geethika
Director of Photography

Journalism

About International Press

The International Press (IP) is not a traditional committee of the United Nations. Here, the IP refers to the collection of international press agencies that gather from all the corners of the world to report on the activities and the proceedings of various UN committees.

One of the most important tasks that journalists in the International Press perform is formal reporting. They are primarily required to cover the event and describe it to others in the best thought-out and concise way possible, and for this purpose, they are supposed to take notes and submit articles that encapsulate the discussions in their respective councils. A good news article should be articulate, brief, and be able to convey the very essence of any discussion.

There are three things which come as a part and parcel of any International Press Team at a Model UN Conference simulation.

1. **RESEARCH**: Comprehensive research forms the basic framework of the art of reporting. A journalist in a committee needs to be well informed and equipped with their research since it is not going to be country specific. Half-baked knowledge on the agendas reflects as factual inconsistencies in your articles. Please go through the background guides of your respective committees to have a better understanding of the agenda. Knowledge of current debates pertaining to the agenda is also encouraged.

2. **UNITY**: The International Press team will consist of a number of reporters as well as photojournalists who need to be working in sync with each other. Your competitive spirit should never come in the way of team-work.

3. **CODE OF CONDUCT**: Reporters are expected to maintain diplomatic courtesy at all times towards fellow members of the team, delegates, the executive board, and the Secretariat. Even while critically looking at council proceedings; it is imperative that respect be extended to the delegates. Frivolous reporting, like reporting on a delegate's attire or manner of speaking, is highly discouraged.

Types of Submissions

Beat:

A beat-based article is simply a short, informative piece that follows a topic under the agenda or a certain happening that occurs in committee. Beat articles are unbiased, should be structured with research, and factual evidence.

Word limit: 200 to 300 words

Opinionated Editorial:

An opinionated editorial (Op-Ed) is an article where the journalist can express their opinion with regarding the agenda or any aspect of it. However, they must be backed with proper evidence and analysis as otherwise, it is just propaganda.

Word limit: 400 to 600 words

Interview Report:

An interview is a medium for conversing with a delegate to know more about their stances, actions and motive, etc. Questions that are asked should be framed in a way that draws out insight while remaining relevant to the agenda, along with a concluding paragraph that summarizes the entire interview.

Word limit: 300 to 500 words

Creative Piece:

This is a submission where the journalists can showcase their creativity. The range is endless from poems, letters to complex stories with twists. The piece should reflect the agenda and provoke thought while connecting to the essence of topic.

Word Limit: 150 to 800 words

Opinion Poll:

A committee can have various opinions on different topics. An opinion poll is an effortless way of surveying the committee, interpreting the data and analyzing the results in form of a report.

Word limit: 200 to 400 words

Consolidated Report:

This submission covers all three days of the conference in a summary format. Written in reported speech, it provides the reader with an overview of the proceedings of the committee.

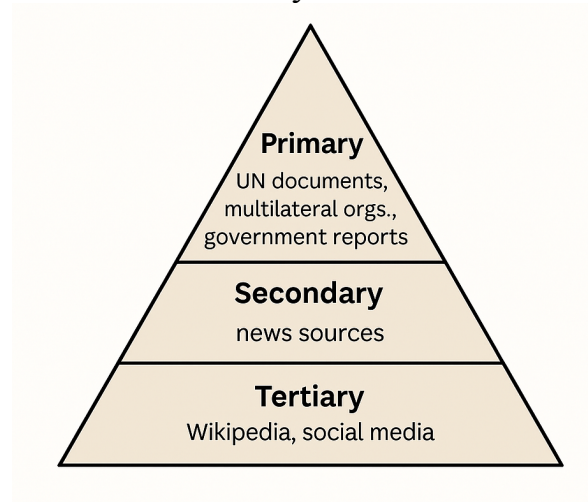
Word limit: 300 to 500 words

Press Conference:

A press conference is a chance for reporters to ask delegates about their actions or statements and gain clarity on them. Reporters must maintain decorum and courtesy throughout, irrespective of the delegates' behaviour. Questions must be derived from verified sources.

How to Research?

A journalist is expected to be accurate with their research. Reporters should not form any opinion without factual basis. Not all sources are reliable. Refer to the diagram below to understand credibility of evidence.



1. Primary Sources:
 - i) United Nations documents like UN Resolutions or any related body such as UNODC can be used as credible proof to support a statement.
 - ii) Government Reports can be used as official information and help in research.
 - iii) Official UN sites such as www.ohchr.org can also be used as evidence.
- 2) Secondary Sources:
 - i) International news agencies such as Reuters or BBC and their articles or press conferences are a good source of evidence. They provide a sense of transparency. However, do not use controversial sources as they may be unreliable.
 - ii) State owned news agencies such as Xinhua News Agency (China) or CBC (Canada) also act as a source that is generally used either in favour or against a country and their statements.
- 3) Tertiary or rarely credible sources of information:

- i) Wikipedia: Since it is an open network based organization, it cannot be relied upon.
- ii) Social Media: Though most of the posts and comments in social media are not credible, certain press releases or posts by the government or a person of interest can be rarely used, only after consulting with the EB.

General Formatting & Submission Guidelines

- Submit all articles by the time mentioned on each day's briefing.
- File format must be a Word document (.docx).
- Use the naming format given below.
- Your articles will be reviewed by the editorial team and feedback will be provided accordingly.
- Font: Times New Roman
- Headline: Font size- 16 points, **Bold**
- By-line: Font size- 14 points, **Italics**
- Body: Font size- 12 points
- Alignment: **Justified**

Naming Format: Reporter Name_Committee_Type of Article_Day

Example: Simran Kaur_UNHRC_Beat_Day 1

Important Guidelines

- Always write in **third person** for Beat, Consolidated Report, Interview and Opinion Polls.
- By-lines are mandatory.
- Plagiarism is strictly forbidden. In case of making references, sources must be cited.
- Refrain from referring to a delegate by name. Instead, refer to them as "Delegate of..."
- Do not use personal pronouns while referring to a delegate.
- Punctuality is expected. Submit all articles by stipulated time.
- Refrain from writing terms such as "moderated caucus" and "unmoderated caucus". Instead, use "formal debate" and "informal debate".
- Abbreviations are to be used only after introduction.
Eg. The delegate of United States of America (USA) refrained from answering.

- Avoid contractions in sentences. Use “do not” instead of “don’t”.
- Attach relevant photographs to articles and mention their credits under the photo, in a text box.
- Maintain well punctuated sentences and syntax.

Journalistic Ethic & Practices

- Verify facts from credible sources.
- Maintain objectivity and avoid personal bias in reporting.
- Be respectful even when covering controversies.
- Avoid trivial or inappropriate content.
- When in doubt, approach the Editor or IP Head.

Photo & Visual Guidelines

- Photos must include clear captions and credits.
- Infographics, data charts, etc are encouraged for Opinion Polls.
- Do not include misleading or unrelated visuals.
- If using photos from the Internet, cite their source.

Style Checklist

- Is your article fulfilling the word limit?
- Did you proofread for grammar and spelling?
- Is your by-line included?
- Are all facts verified and sources accurate?
- Have you formatted your articles as per guidelines?
- Is your tone formal?

Marking Scheme:

1. Grammar and Syntax
2. Research
3. Behavior and Decorum
4. Originality and Plagiarism
5. Press Conference
6. Punctuality
7. Creativity

Photojournalism

Introduction to Photojournalism

Photojournalism is not just about capturing moments, but also to tell stories that resonate with your audience. A photojournalist does not just capture faces, rather they show the potential of every frame to bring the truth to the table, uphold the duty of telling an honest story, and inspire society at large to make meaningful changes.

As photojournalists, make the best out of documenting the debates, teamwork, and formal atmosphere of the event. Focus on understanding the context of the debates as much as possible, while letting your creativity flow around that content. Avoid limiting yourself to familiar faces and explore and highlight the dynamics of different committees to capture the unique contributions of all. Collaborate with your fellow journalists/reporters to bring out the best in your work. Remember to follow the provided guidelines to make every shot count!

“Some voices echo through a mic, some through written resolutions, while you give them a voice through light and shadow”.

General Formatting and Guidelines for Photojournalists

- Submissions are to be made in .jpg or .jpeg format via Google Drive within properly organized folders.

GUIDELINES for the Photojournalists:

- Photojournalists are recommended to go out for a recce to understand lighting and
- space of the assigned committee rooms, if needed.
- Photojournalists must carry their own gear and equipment, ensure that their batteries are charged, along with bringing additional batteries, SD Cards and any other equipment required for use.
- Photojournalists must ensure to carry their work without any disturbance/noise to fellow committee members.

- Photojournalists must ensure to have taken consent of the subjects involved in their photographs during or after the conference, especially for publishing any work.
- Photojournalists are expected to keep in mind that using flash is strictly prohibited.
- Photojournalists must keep in mind that editing/cropping of photographs is strictly prohibited unless informed otherwise by the DOP.
- Photojournalists are advised to adhere to deadlines, and use their collaborative skills to
- the fullest extent possible (interact and work with the reporters and fellow delegates
- whenever possible).
- Photojournalists are encouraged to share a photo dump capturing all committees and key moments from the conference proceedings, while not mandatory.

Marking Scheme (Max. 100)

- a. Framing (10)
- b. Composition (10)
- c. Exposure (10)
- d. Lighting (10)
- e. Clarity/Focus (10)
- f. Story/Narrative (15)
- g. Collaboration/Teamwork (10)
- h. Creativity/Uniqueness (10)
- i. Punctuality/Adherence to Deadlines (10)
- j. Decorum and Discipline (5)

***submissions will be marked based on the completion and relevance of tasks assigned for each day.**

Themes to be Covered:

Portraits:

Portraits are close-up shots that focus on faces, their expressions, gestures, and the essence of the individual at that moment.

Monochromes:

Monochrome uses a single color or different tones of that single color. However, it is most commonly associated with black and white. It is a creative technique used to adjust the contrast of the photograph as per the photographer's liking, allowing them to also capture and set the mood of the scene.

Emotive Photography:

'Emotive' as the word goes, here is to capture emotions. Emotions can be specific, obvious or even hidden sometimes. Emotive photography strives to evoke emotions not only in the photograph but also in those who look at it. Look for laughter, nervousness, frustration, or any such emotions to capture.

Behind the Scenes:

Behind the scenes documents the backbone of the event. The people that work in the background - The Secretariat, the Organizing Committee, and the Executive Board. Capture candid or portraits of the behind the scenes.

Editorial Photography:

Editorial shots show a visual storytelling method where you must capture a single frame or a sequence of photos that tell a story. Add a small description or a caption of at least 50-100 words to not fall short of making it feel like a news article.

Photojournalist's POV:

Capture your fellow photojournalist in action! Find them clicking pictures, trying to find the perfect angle, or adjusting their camera to show the essence of the people who are never seen in front of the lens.

Press Conference:

Press is an essential part of an MUN conference that continues to keep the motion and emotion of the deliberations and discussions high. Capture the press team and delegates answering/asking tough questions with rigor, and expressing their strongly held opinions.

Abstract Photography:

Abstract photography is a unique perspective that makes you find meaning in the smallest of details. It can consist of a shape, color, pattern, or anything ambiguous to the human eye.

Sample Images:

Portraits:



Credits: [Khyathi, Rushikesh Reddy]

Monochromes:



Credits: [Khyathi, Rushikesh Reddy]

Abstracts:



Credits: [Khyathi, Rushikesh Reddy]

Editorial:

Government in action or government inaction?



Our government's inaction: an orderly and structured discourse with the most serious intentions and implications on some of the most pressing matters of the country, the status of women. **Our governments in action:** a mockery of decorum and deliberation; the status of women in furthering personal political agendas; a grand delusion of discretion. **Us in action;** voting them into the parliament. **Our inaction,** not voting them in parliament. **The effect?** All the same; a sidelined woman amongst authoritarian men.



THE LOK SABHA ERUPT

Tensions escalated in the legislative assembly after the ruling party disregarded accusations from the opposition. The opposition, labeled as "AATANKVADI" (terrorists) by the ruling party, demanded justice for defamation. This led to a heated exchange, with physical altercations breaking out as members threw objects and hurled insults. The situation was eventually brought under control by Delhi police, and Balashowry Vallabhaneni was refrained from speaking further in the committee.

Credits: [Khyathi, Rushikesh Reddy]