

PROCEDURES AND STYLE

AMERICAN MODEL UNITED NATIONS INTERNATIONAL PRESS DELEGATION

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I. Purpose

IPD serves as the international press corps at AMUN. Each Reporter will investigate specific committee and council activities. Their articles will be disseminated to all participants several times throughout the conference in the *AMUN Chronicle*, a periodical prepared, edited and produced by IPD Reporters and Secretariat members.

II. ROLE OF IPD AT AMUN

While a media source would typically adopt the perspectives of its home nation, the *AMUN Chronicle* strives to present events at AMUN in an unbiased fashion. Therefore, IPD Reporters are not expected to write “in character” for any home nation - all IPD participants are part of a multinational, international press corps. Similarly, the personal perspectives and biases of individual Reporters should also be avoided during the reporting process.

The *AMUN Chronicle* presents information to all participants at AMUN via a variety of formats:

1. **News articles.** The bulk of writing for the *Chronicle* will consist of news reporting, drawing upon debates, caucuses, resolutions, press releases and interviews observed by the Reporter in the various AMUN 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.
2. **Reporting of special conference events.** Occasionally, opportunities arise in which Reporters may work together in reporting unique or significant events at AMUN. Such reports may include group or personal interviews with keynote speakers, key AMUN Secretariat members or a press conference held by one or more delegations at the conference.
3. **Editorial Board Opinions.** With the coordination of Secretariat members, IPD personnel may choose to hold an Editorial Board meeting during which all staff present agree to render an opinion on behalf of the international press in the next issue of the *AMUN Chronicle*. After the Editorial Board has agreed on the

substance of the opinion, a specific Reporter will be selected to write an editorial article expressing that opinion.

4. **Advertisements.** A variety of additional meetings and events transpire during AMUN which are prominently advertised in the *AMUN Chronicle*. Relevant advertisements include those for Permanent Representative meetings, the Delegate Dance, the Conference Services Sales Desk, and any other pertinent announcements provided by the Secretary-General. Advertisements in the *AMUN Chronicle* will be the responsibility of the Publisher.
5. **Press Conferences.** Representatives at AMUN may obtain forms for requesting a Press Conference with the *AMUN Chronicle*. Press Conferences must observe the dictates of diplomatic courtesy and must relate to matters of substance with the AMUN simulations. Representatives are encouraged to schedule Press Conferences directly with reporters or Editors upon submission of a Press Conference Request. Final approval for all copy resulting from Press Conferences will be determined by the Editors and Publisher.
6. **Press Releases.** Representatives at AMUN may obtain forms for submission of Press Releases to the *AMUN Chronicle*. Press Releases must observe the dictates of diplomatic courtesy and must relate to matters of substance within the AMUN simulations. Final approval for all Press Releases will be determined by the Editors and Publisher.
7. **Personals.** Representatives at AMUN may obtain forms for submission of Personals to the *AMUN Chronicle*. Personals must observe the dictates of diplomatic courtesy and general good taste but do not need to pertain to conference business. Final approval for all Personals will be determined by the Editors and Publisher.
8. **Letters to the Editors.** Representatives at AMUN may obtain forms for submission of a Letter to the Editors of the *AMUN Chronicle*. Letters must observe the dictates of diplomatic courtesy and must relate to matters of substance within the AMUN simulations. Final approval for all Letters to the Editors will be determined by the Editors and Publisher.

III. PERSONNEL RESPONSIBILITIES

IPD personnel include the Reporters, Editors and Publisher:

9. **Reporters.** IPD Reporters are not required to have any previous experience in journalism. All necessary skills will be taught at the beginning of the AMUN conference. Reporters are expected to have read this document and to be thoroughly familiar with the Style Manual (section V), and should be able to write effectively in English. Since all article submissions will be edited by at least two Secretariat members, Reporters are not expected to write flawlessly; however, on-

the-job training and editorial review should help Reporters in improving their style as AMUN proceeds.

Reporters will be individually assigned to a regular “beat” of one or more AMUN simulations in which they should observe debate, listen to caucus discussions, interview representatives and examine draft resolutions. Each issue of the *AMUN Chronicle* should contain an article discussing the salient features of the progress in each AMUN simulation.

Reporters are also expected to observe the relevant deadlines for each issue of the *Chronicle* (see section IV) - editorial deadlines are set in order to give time for Editors to provide style assistance to the Reporters for their stories as well as to allow the Publisher to plan the length and layout of each story. Finally, if the staff of IPD decide to render Editorial Board decisions, Reporters will be expected to attend the discussions and provide their input for the writing of the editorial article.

10. **Editors.** Editors of the *AMUN Chronicle* are responsible for all spelling, grammatical and style corrections to all articles for each issue. Generally, more than one Secretariat member will assist in the editing process, but final responsibility for this task lies with the Editors. The Art Director will assist and edit photos, assist in copy editing and addressing consistency in style. The Editors will also moderate meetings of the Editorial Board and will coordinate the schedules and assignments of the Reporters.

11. **Publisher.** The Publisher of the *AMUN Chronicle* is responsible for the physical layout of each issue. Publication timetables may be set and adjusted by the Publisher. The computers and software to be used in the production of the *Chronicle* will be selected and maintained by the Publisher with the assistance of other Executive Secretariat members. (Note: Editors and Publisher are discreet IPD Secretariat roles, but may be performed by the same person.)

IV. PUBLICATIONS TIMETABLE

At least five issues of the *AMUN Chronicle* are produced during the AMUN International conference. The volume number of each *Chronicle* is the conference year (for example, the AMUN ‘02 conference will be the 13th AMUN, so its *Chronicle* will be volume XIII). The substance of all but *Chronicle* Number 1 will be the responsibility of the IPD Reporters.

The general timetable for each issue of the *AMUN Chronicle* will be as follows:

12. **Primary deadline.** This deadline typically occurs 2 hours before scheduled press time for mid-day issues, or 1 hour before an overnight break for morning issues. Reporters will be expected to provide a word processed preliminary copy for their assigned articles (including any editorials or special assignments) by this deadline. Any Reporter who cannot meet this deadline should inform the Editor as far in advance as possible. Editors will proofread all submissions for style, grammar and

spelling. Additionally, suggestions regarding the length of submissions may be offered. All edits will be returned to the submitting Reporter for alteration.

13. **Secondary deadline.** This deadline typically occurs 1 hour before scheduled press time for mid-day issues, or at the close of business for morning issues. Reporters must provide final copy for each assigned article, including completed corrections as suggested by the Editor. Submissions should follow the instructions previously given by the Publisher regarding file formats. The Publisher will incorporate all final copy into the *Chronicle* and a final editing stage for style and layout will be conducted.
14. **Press time.** Typically 30 minutes before scheduled distribution (on morning issues, press time can be overnight), the Publisher will print the final copy of the *Chronicle* for duplication in Delegate Services.
15. **Distribution.** Once duplication is completed, the final collation and folding of the *Chronicle* will be conducted by IPD personnel and any other Secretariat members who are available to assist. Reporters will take copies of the issue to distribute along their regular beat.

Please note that this timetable may be adjusted by the Publisher. Any changes to scheduled deadlines will be announced at Editorial Board or IPD personnel meetings. The Editors and Publisher will set guidelines for regular meetings and specific reporting assignments shortly before or at the beginning of the AMUN conference. Tentative distribution times for the six *AMUN Chronicle* issues are as follows:

Vol. 1 Saturday: Day of registration, to be completed by editors and publisher and staff. Reporters are asked to submit a 200 word biography and picture to be printed in the “Meet the Staff” section of *The AMUN Chronicle 2005 vol. 1*. Please e-mail your completed bio and picture to ipd@amun.org by Friday, November 11th 2005.

Vol. 2 Sunday: note: press conferences today between 10-Noon, & 2-4

- **Stories:** Opening Ceremony, Keynote Speaker Profile
- **Final Copies of stories due:** 12:00am
- **Layout Deadline:** 1:00am
- **Publication Deadline:** 8:30am
- **Reporter Meeting:** 8:30am
- **Distribution:** 9:30am

Vol. 3 Sunday night note: press conferences today between 10-Noon, & 2-4

- **Stories:** All committees
- **Final Copies of stories due:** 4:00pm
- **Layout Deadline:** 5:00pm
- **Publication Deadline:** 7:00pm
- **Reporter Meeting:** 7:00pm

- **Distribution:** 8:00pm

Vol. 4 Monday Afternoon *note: press conferences today between 6-9:00pm*

- **Stories:** All committees
- **Final Copies of stories due:** 10:00am
- **Layout Deadline:** 10:30am
- **Publication Deadline:** 11:30am
- **Reporter Meeting:** 11:30am
- **Distribution:** 12:00pm

Vol. 5 Tuesday *note: no press conferences today*

- **Stories:** Dance, all committees wrap up
- **Final Copies of stories due:** 12:00pm
- **Layout Deadline:** 1:00pm
- **Publication Deadline:** 2:00pm
- **Reporter Meeting:** 2:00pm
- **Distribution:** 3:00pm

Note: In previous years, only five issues were published, based on the availability of copy from the Reporters. Either the second Chronicle on Sunday or the second on Monday may be cancelled.

V. Reporting Etiquette

Reporters are entrusted with delivering accurate and objective conference news through thorough, objective, and courteous investigation. Conference is designed for reporters to have broad freedom in reporting. We ask specifically reporters not enter the International Court of Justice courtroom during justice deliberations. Reporters are also encouraged to refrain from interviewing justices before they reach a verdict regarding any case. Reporters will report in a manner that exhibits a spirit of diplomatic courtesy in all simulations and are encouraged to address any concerns or questions with an IPD staff person.

IV. STYLE MANUAL

The guiding element of reporting style is to engage the reader with the most interesting and important information on a topic at the beginning of the article. This style is often referred to as “inverted pyramid.” This suggests that the broadest information is contained at the beginning (the “base” of the pyramid), then the article becomes more detailed and specific as it progresses (the middle and apex of the pyramid). Finally, a well-written article will conclude with a final statement reiterating the importance and significance of the event being reported.

It is important to note that the inverted pyramid style of writing does not come naturally to even the most experienced writers of prose and narrative - this style requires practice. For beginners, it is recommended that the article be written without consideration to journalistic style, then during

editing the information in the draft may be rearranged to conform with journalistic style. Finally, it is recommended that the first paragraph of the article (the “base” of the pyramid containing an attention-grabbing summary of the article) be written after the rest of the article, thus assisting the Reporter in organizing a hard-hitting summary of the story.

When organizing any printed material (including periodical publications such as the *AMUN Chronicle*) it is extremely important to remain consistent in the usage of style. The appearance of the paper should be consistent in headline formatting, margins and bylines.

Beginning on the next page, the conventions of style which will be applied to the *AMUN Chronicle* are listed alphabetically. Some of these elements will vary among different journalistic sources while others are standard applications of English grammar. Any additional questions regarding consistency of style should be brought to the Editors or Publisher. All Reporters are expected to be familiar with this Style Manual.

ELEMENTS OF STYLE FOR THE *AMUN CHRONICLE*

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: AMUN, CS, DS, ECOSOC, FAO, GA, HG, HSC, ICJ, IPD, NATO, UK, UN, US, USSR. *See also Times, Titles.*

Amendments. Each amendment receives a designation letter at the end of the resolution number. For example, the second amendment for a resolution in the Fifth Committee might be summarized as 5th/II/3/B. *See also Resolutions.*

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

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.

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 *AMUN Chronicle*, *New York Times* and *The Economist*.

Dates. AMUN uses the European style of written dates: Day Month Year (no commas or abbreviations). For example, 17 November 2001 is the first day of AMUN '01.

Developing nations. Within the international community, the use of the term “third world” is actively discouraged. In the *AMUN Chronicle* all developing nations will be referred to as such.

Diplomatic courtesy. While Reporters are encouraged to faithfully report on the statements of representatives within each AMUN simulation, no quotation should violate the dictates of diplomatic courtesy. All articles, editorials, letters, press releases and personals to be included in the *AMUN Chronicle* will be carefully edited to ensure that all content remains courteous to all participants at AMUN. 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 Editor or Publisher. Examples of typically hyphenated prefixes include non-, sub- and ex-. Some compound words are hyphenated as well, such as socio-political. *See also Numerals.*

ICJ cases. Cases before the International Court of Justice, or those which have been discussed and decided, should be named according to the case titles in the *Issues at AMUN* handbook, for example, “*Germany v. United States.*”

Italic text. Book titles and other print source names are italicized. ICJ case titles are italicized as well. Latin terms are also italicized, such as *ad hoc*, *quid pro quo* and *ad infinitum*.

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 AMUN 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." See the AMUN General Assembly voting record for exact naming of each Member State. If questions arise consult the Editor or Publisher.

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. *See also Currency, Percentages, Votes.*

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 a 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."

Representatives. When quoting or naming a representative at AMUN, Reporters should capitalize the word "representative" if it applies to a specific person. Representatives at AMUN should be named using the following style: "Representative [name] of [country]." For example, Representative Will Reavis of Algeria noted that "of the forty-nine major armed conflicts that have broken out since 1990, light weapons were the only types of

weapons used in forty-six of them.” After naming a representative once in an article, further references to that same representative may be shortened: “Representative Reavis.” When referring to representatives generally, the word should remain in all lower case.

Resolutions. When reporting on a resolution, its official designation numbers should be used. Each committee/council uses a standard format for reporting its resolutions: committee/topic/number. For example, the third resolution on the second topic in Fifth Committee is designated as “5th/II/3.” General Assembly Plenary resolutions receive an additional designation of “GA” on their resolutions, indicating that the resolution passed in committee and is now being considered by the Plenary session. The above resolution would then be designated “GA/5th/II/3.” Reporters should obtain or view a copy of a resolution to be discussed in an article and verify its identification number (in the upper-right hand corner of the document). This procedure should insure against misrepresentation of information contained in specific resolutions. *See also Amendments.*

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

Spelling. Reporters should be sure to spell check all copy before the primary editorial deadline. This will greatly assist the Editor. Common spelling errors which apply to AMUN include:

- **Dais:** This is the raised platform on which the moderators of a committee/council are seated. Commonly this platform is misspelled as “dias,” however Dias was actually a Portuguese explorer who discovered the Cape of Good Hope.

Times. Time of day should be reported numerically, with anti-meridian and post-meridian abbreviations in lowercase with no periods one space after the time. For example, the Opening Plenary session of AMUN ‘01 will occur at 6:00 pm on Saturday.

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 AMUN official titles include Secretary-General, Under-Secretary-General, Director-General, Assistant Secretary-General, Deputy Secretary-General.

Treaties. All official treaty names will be capitalized as titles.

Underlining. There is no situation in which underlining should be used in an article.

Votes. When covering voting in committee/council simulations, Reporters should only name vote totals on substantive issues, namely resolutions. Vote totals on procedural motions, such as changing agenda topics, are unnecessary. A vote total should be summarized numerically by the standard for/against/abstentions format, for example 35/24/16 summarizes a vote of 35 in favor, 24 opposed and 16 abstentions. In an article, the Reporter would also summarize the result of the vote as follows: “Resolution 1st/I/1 failed with a vote of 24/32/17.” Resolutions which pass by consensus should be reported as such, noting the number of abstentions from the consensus. Vote totals and abstentions from consensus should be confirmed with the committee/council Rapporteur, who keeps the official record of events.

