INTERNATIONAL PRESS DELEGATION

Procedures and Style Guide

I.   PURPOSE

The International Press Delegation (IPD) serves as the international press corps at AMUN.In all interactions at AMUN, Reporters in IPD aim to communicate and clarify the true intentions and consequences of committee actions and debate for all participants at AMUN. They will investigate specific committee activities, interview representatives and collaborate with AMUN Secretariat members in order to share newsworthy events among participants. Reporter's content will be disseminated several times throughout the conference in the AMUN *Chronicle*, a periodical prepared, edited and produced by IPD reporters and Secretariat members. In addition, reporters will be able to use the official AMUN IPD Twitter account. While a media source would typically adopt the perspectives of its home State, the AMUN *Chronicle* strives to present events at AMUN in an objective fashion. Therefore, IPD reporters are not expected to write "in character" for any home State – all IPD participants are part of a multinational, international press corps. As a result, reporters should strive to stick to the issues. They should avoid inserting personal perspectives and biases into the reporting process.

II.   CONTENT

Reporters present information to all participants at AMUN via the following formats:

1. News articles. The bulk of writing for the AMUN *Chronicle* will consist of news reporting that draws upon debates, caucuses, resolutions, press releases and interviews observed by the reporter in the various AMUN simulations. Depending on the number of reporters who register for the IPD in a given year, each reporter will be assigned to a beat of one or more simulations.

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 or key AMUN Secretariat members, or press conferences 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. Additional meetings and events transpire during AMUN that are prominently advertised in the AMUN *Chronicle*. Examples include Permanent Representative meetings, the Representative 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 request a Press Conference with the IPD. Press Conferences must observe the dictates of diplomatic courtesy and must relate to matters of substance within the AMUN simulations. Representatives are encouraged to schedule Press Conferences directly with reporters or Editors upon submission of a Press Conference Request, found in each conference room and the IPD pressroom. Final approval for all Press Conferences will be determined by the Editors and Publisher.

6. Press Releases. Representatives at AMUN may submit 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 granted by the Editors and Publisher.

7. Personals. Representatives at AMUN may submit Personals to the AMUN *Chronicle*. Personals must observe the dictates of diplomatic courtesy and good taste but do not need to pertain to Conference business. Final approval for all Personals will be granted by the Editors and Publisher.

8. Letters to the Editors. Representatives at AMUN may submit 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.

9. Social Media. Reporters may submit draft tweets to be published on the official IPD Twitter account (@AMUNIPD) on general newsworthy events throughout conference that were unable

to be included in the *AMUN Chronicle*. This may include, but is not limited to, notable quotes from representatives or emphasizing a vote in committee. The AMUN Secretariat retains the final authority to approve tweets. Representatives should discuss with the reporter that covers his or her committee if they wish to be quoted in a tweet.

10. Electronically Published Content. In addition to all of the above, some content may be selected, or specifically created, to be published online on the AMUN mobile-app, the AMUN web page, or Facebook in an effort to promote readership of the *AMUN Chronicle.*

III.   Personnel Responsibilities

1. Reporters. IPD reporters are not required to have previous experience in journalism. All necessary skills will be taught at the beginning of the conference. Reporters are expected to read this document and to be thoroughly familiar with the Style Manual (section VI). All article submissions will be edited by at least two Secretariat members; it is expected that, as the Conference proceeds, on-the-job training and editorial review will help reporters gradually improve their style.

Reporters will be individually assigned to a regular beat of one or more AMUN simulations in which they will observe debate, listen to caucus discussions, interview Representatives and examine draft resolutions. At least one issue of the AMUN *Chronicle* per day should contain an article discussing the salient features of the progress in each AMUN simulation. Because reporters will be interacting closely with Representatives throughout the Conference, Reporters are required to introduce themselves in a speech given to each simulation on their respective beats at the beginning of the Conference. Drafts of these speeches will be created by the IPD Director and the IPD Secretariat will assist reporters with editing, preparing for and practicing their speeches.

Reporters are also expected to observe the relevant deadlines for each issue of the AMUN *Chronicle* (see section IV). Editorial deadlines serve two purposes: (1) to give enough time for Editors to provide style assistance to the reporters for their stories; and (2) to allow the Publisher to plan the length and layout of each story.

Covering Beats
While AMUN Secretariat will share guidance on editing in accordance to AMUN Style and grammar rules, reporters' primary responsibility is to use supporting evidence to communicate newsworthy events to the reader. Reporters have complete control over who is featured in the Chronicle and what the reader learns from a featured representative. Reporters seek a diverse set of quotes from different representatives in published content. In addition, reporters are obliged to seek advice or quote *Secretariat* members but should focus

content on the debate within his or her beat and not on individual *Secretariat* members. While covering a beat, reporters should be:

- Engaging. Focus on the "how" and "why" of the topics that are being discussed in your committee and avoid reciting observations of committee actions.
- Issues-focused. In order to maintain objectivity, write about the issues and avoid quoting personal attacks within committee.
- Respectful. Avoid quoting representatives unless they agree, especially when conversations may be off-the-record.
- Detail-oriented. When quoting a representative, always write down the State they represent and the correct spelling of his or her first/last name. Otherwise, quotes will not be published.
- Direct. Ask direct and probing questions to investigate representatives' motives. For instance, avoid asking matter-of-fact questions such as "who were the co-signatories on your resolution?" Instead, ask "why did you chose to partner with your co-signatories and how did they contribute to the resolution that just passed?"

Style Manual
The guiding principle 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 the "inverted pyramid." This writing style puts the broadest information at the beginning of the article (the "base" of the pyramid), then, as the article progresses, the information becomes more detailed and specific (the middle and apex of the pyramid). A well-written article then concludes 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 skilled writers of prose and narrative—this style requires practice to master. For beginners, it is recommended that the article be written with the important newsworthy element of the story at the start (in the lede) of the story, keeping in mind the five W's and the H ("who," "what," "why," "where," "when" and "how"). During the editing process, the details of style can be worked into the story. Additionally, it is recommended that the first paragraph (the "base" of the pyramid containing an attention-grabbing piece of information that is further detailed later in the article) be written after the rest of the article is complete, 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. All reporters are expected to be familiar with this Style Manual.

2. Editors. The Editors of the AMUN *Chronicle* are responsible for any corrections to spelling, grammar or style for all articles in each issue. Generally, at least one Secretariat member will assist in the editing process, but final responsibility for this task lies with the Editors. The Editors also will moderate meetings of the Editorial Board and will coordinate the schedules and assignments of the reporters. Lastly, Editors are responsible for coordinating and moderating press conferences.

3. Publisher. The Publisher of the AMUN *Chronicle* is responsible for the physical layout of each issue. Publication timetables may be readjusted by the Publisher after discussion with the Director of the IPD. 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 Secretariat members.

4. Director and Deputy-Director. Director and Deputy-Director (if one is assigned) are ultimately responsible for all functions performed by the International Press Delegation. They assist and supervise the Editors and Publisher in the performance of their duties and facilitate interactions between IPD and other departments at AMUN. They perform final edits on reporter articles prior to being given to the Publisher and have final editorial authority within the IPD press room.

V. Publications Timetable

At least five issues of the AMUN *Chronicle* are produced during the conference. The volume number of each *Chronicle* is the conference year (for example, the AMUN 2017 conference will be the 28th AMUN, so its *Chronicle* will be volume XXVIII). With the exception of the first edition which is produced by the AMUN Secretariat, IPD reporters will be responsible for the substance of each edition of the AMUN *Chronicle*. The general timetable for each issue of the AMUN *Chronicle* is as follows:

1. Preliminary deadline. This deadline typically occurs two-and-a-half hours before scheduled press time, excluding scheduled breaks. Reporters are expected to provide a word-processed preliminary copy of their assigned articles (including any editorials or special assignments) by this deadline. Ideally, these articles will have already been peer-reviewed by another reporter. Any reporter who cannot meet this deadline should inform the Editors as far in advance as possible. Editors will proofread all submissions for style, grammar and spelling. Editors will provide editorial guidance, such as who to interview and what angle to take with a story. All edits will be returned to the submitting reporter for alteration.

2. Secondary deadline. This deadline typically occurs two hours before scheduled press time, excluding scheduled breaks. Reporters must provide final copies for each assigned article, including completed corrections as suggested by the Editor and Director. Submissions should follow the instructions previously given by the Publisher regarding file formats. The Publisher will incorporate all final copies into the *Chronicle* and will perform a final edit for style and layout.

3. Press time. Typically 45 minutes before scheduled distribution (on morning issues, press time can be overnight), the Publisher will print the final copy of the *Chronicle* and deliver it for duplication to Delegate Services in the Mississippi Room.

4. Distribution. Once duplication has been completed, AMUN Secretariat members will collate and distribute the *Chronicle*. IPD Staff or reporters may be asked to help deliver copies of the *Chronicle* to the simulations rooms if Delegate Services Production staff need extra help.

Please note that this timetable may be adjusted by the Director and Publisher depending on need. 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. A possible distribution schedule of the AMUN *Chronicle* follows:

Vol. 1, Saturday: Day of registration, to be completed by Editors, Publisher and Secretariat.

Vol. 2, Sunday Morning (note: press conferences today from 10 a.m.–12:00 p.m. and 2:00–4:00 p.m. held in 20 minute increments):
- Budget Meeting: 7:15 p.m. Saturday night
- Preliminary Deadline (revisions): 8:30 p.m. Saturday night
- Press time: Sunday morning at 8:00 a.m.
- Distribution: 9:00 a.m. Sunday morning

Vol. 3, Sunday Evening (note: press conferences today from 10:00 a.m.–12:00 p.m. & 2:00–4:00 p.m.):
- Budget Meeting: 8:30 p.m. Saturday night
- Preliminary deadline (peer reviewed): 10:15 a.m. Sunday morning
- Secondary deadline (revisions): 10:45 a.m. Sunday morning
- Press time: 4:30 p.m. Sunday afternoon
- Distribution: 7 p.m. Sunday afternoon

Vol. 4, Monday Morning (note: press conferences between 10:00 a.m. – 12:00 p.m. & after 5:00 p.m. held in 20 minute increments)
- Budget Meeting: 10:15 a.m. Sunday morning
- Preliminary deadline (peer reviewed): 4:30 p.m. Sunday afternoon
- Secondary deadline (revisions): 7:00 p.m. Sunday night
- Press time: 8:15 a.m. Monday morning
- Distribution: 9:00 a.m. Monday morning

Vol. 5, Monday Evening (note: press conferences between 10:00 a.m. – 12:00 p.m. & after 5:00 p.m. held in 20 minute increments)
- Budget Meeting: 4:30 p.m. Sunday afternoon
- Preliminary deadline (peer reviewed): 9:15 a.m. Monday morning
- Secondary deadline (revisions): 9:30 a.m. Monday morning
- Press time: 12:30 p.m. Monday afternoon
- Distribution: 6:00 p.m. Monday evening

Vol. 6, Tuesday Morning (note: no press conferences may be scheduled Tuesday))
- Preliminary deadline (peer reviewed): 9:00 a.m. Tuesday morning
- Budget Meeting: 9:15 a.m. Monday morning
- Secondary deadline (revisions): 9:30 a.m. Tuesday morning
- Press time: 1:30 p.m. Tuesday afternoon
- Distribution: 3:00 p.m. Tuesday afternoon

V. Reporting Etiquette

Reporters are entrusted with delivering accurate and objective Conference news through solid, reliable reporting. The Conference is designed to give reporters broad flexibility and independence in investigating and writing. 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 member.

Reporters should not use microphones or address the bodies of the simulations they cover without first receiving prior permission from the AMUN Secretariat (Chairs, Presidents, Rapporteurs or Simulations Staff) in charge of that simulation. A reporter should never interrupt the formal proceedings of any simulation.

Reporters are encouraged to speak with Representatives or Secretariat as needed to produce their content for the *AMUN Chronicle* while simulations are in a suspension of their normal rules. When interviewing any subject for the *AMUN Chronicle* reporters must be certain to get the subject's full name and country representation or Secretariat title.

A special note about the International Court of Justice (ICJ): No one, including reporters, can

enter the chambers of the International Court of Justice during deliberations. Reporters should also refrain from interviewing justices before they reach a verdict regarding any case. Reporters are encouraged to interview advocates and to observe oral arguments and the reading of opinions. A schedule of ICJ events will be made available to the reporter assigned to the Court as soon as possible.

ELEMENTS OF STYLE FOR THE AMUN *CHRONICLE*

Abbreviations. No periods should be used between letters of an abbreviated organization or agency. Only standard acronyms and approved abbreviations should be used. If questions arise see the Editors. Abbreviations and acronyms should always be explained, with the name or title written out in full the first time it is used, followed by the abbreviation in parentheses. e.g., African Development Bank (ADB)]. See also Quotations, Times, Titles.

Amendments. Each amendment receives a designation letter at the end of the resolution number. For example, the second amendment for resolution 3 in the Fifth Committee would be written 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. (e.g., The Representatives' resolution was voted on today.)

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*.

Contractions. No contractions should be used.

Currency. Dollar values are displayed with the appropriate currency symbol. Values on orders at, or greater than, one million are summarized by writing out the numerical value. For example $54,000, $135,000 or $214 million.

Dates. AMUN uses the European style of written dates: Day Month Year (no commas or abbreviations). For example, 16 July 1896 is the birthday of Trygve Lie, the first Secretary-General of the UN.

Developing nations. Within the international community, use of the term "third world" is strongly discouraged. In the AMUN *Chronicle*, all developing nations will be referred to as such. See also *Third World.*

Diplomatic courtesy. While reporters should accurately report on the statements and actions 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 all content remains courteous to all participants at AMUN. If a reporter feels a quotation given by a Representative during an interview is discourteous, the Representative will be encouraged to rephrase the statement in

a more courteous fashion. Discourteous statements will be removed from the reporter's article.

Hyphenation. Hyphens should only be applied according to American English grammar. If questions arise, consult the Editor. Examples of typically hyphenated prefixes include non-, sub- and ex-. Some compound words are hyphenated as well, such as socio-political. Additionally, compound modifiers are typically hyphenated [e.g., twenty-three years]. 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 and are italicized. 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 always be capitalized.

Names. Reporters should never guess the spelling of a person's name to be reported. Verbal verification is mandatory on all named sources. While all participants at AMUN wear credentials with their names prominently displayed, reporters should always confirm with the Representative that the name on their credentials is the preferred spelling or version of their name. All proper names are capitalized. See also Titles.

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 State signed the UN Charter. For example, the United States of America should always be referred to as the "United States." Additionally, some country names are longer than those commonly used. For example, North Korea is recognized at the UN as the "Democratic People's Republic of Korea." See the AMUN General Assembly voting record for exact naming of each Member State. If questions arise, consult the Editors.

Numerals. Any number less than 10 should be spelled out. Numbers 10 and greater are reported using standard Arabic numerals, such as 16 or 20,300. Numbers 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 percent 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* and *Votes* for how to properly cite numbers used in those respective instances.

Percentages. Percentages are expressed in figures, with the percentage symbol spelled out (e.g., 2 percent).

Phrasing. After or before presenting a quoted statement, it is necessary to use "said" instead of "joked, smiled, laughed, etc.," as "said" is a prefered standard among publications and allows the reporter to remain an objective party to the quoted statement. For example, "The Representative of Canada said, "It is our positions that..."

Quotation marks. Per standard American 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 (e.g., "...") 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 (e.g., [...]). This indicates that the bracketed information is not a direct quotation; rather, a clarification provided by 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 for the first time in an article, further references to that same Representative may be shortened: "Representative Reavis." When referring to a representative, or a group of representatives generally, the word should remain in all lower case if the topic is non–AMUN related. For example, "Model UN gives student representatives a good avenue for learning about international relations."

Resolutions. When reporting on a resolution, its official designation numbers should be used. Each committee/council/commission 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." Combined 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." Concurrent General Assembly Plenary resolutions receive the designation "GA Plen" on their resolutions. 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 ensure 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 is not necessary.

Spelling. Reporters should spell check all articles before the primary editorial deadline. This will greatly assist the Editor. The most common spelling error at AMUN is "dais." This is the raised platform on which the moderators of a committee/council/commission are seated. Commonly, this platform is misspelled as "dias," which is the name of the Portuguese explorer who discovered the Cape of Good Hope (Bartolomeu Dias).

Third World. 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. See also Developing Nations.

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

Titles. The categories of titles to be used include:
<u>Standard professional titles</u>: Periods will be used on abbreviated titles, such as Mr., Ms., Amb., Dr., Pres.
<u>UN titles</u>: 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.
<u>Representative</u>: This title should not be abbreviated and should be used in conjunction with the name of the Representative and the name of the Representative's country. See also Representatives and Names.

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/commission simulations, Reporters should only name vote totals on substantive issues, namely resolutions and reports. 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 summarize the result of the vote as follows: "Resolution 1st/I/1 failed with a vote of 24/32/17." Resolutions that pass by consensus should be reported as such, noting the number of

abstentions from consensus. Vote totals and abstentions from consensus should be confirmed with the committee/council/commission Vice-Chair or Vice-President, who keeps the official record of events.