ISARMUN 2018

ISARMUN

PRESS TEAM

STUDY GUIDE

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Greetings from Editor-in-Chief

To all my friends in the Press Team,

Welcome to the family!

In a few weeks, we are ready to welcome delegates from across the state— and even across the globe. My name is Anata Pratiwi, people can simply call me Anat, or to be shorter Nat. I will be serving as the Editor-in-Chief for IsarMUN 2018.

First and foremost, I am currently taking double degrees in Mechanical Engineering program from Sampoerna University and Louisiana State University. This will be my first-time experience on becoming Editor-in-Chief beside other roles that I have been taking in every Model United Nation attended before. I am unbelievably excited for the new IsarMUN season upon us and cannot wait to present you what Press Team have in store.

To more effective cooperation and maximum results expected, this Study Guide will include the big pictures and plans of how this year's Press Team going to work.

On behalf of the Press Team and all of us at IsarMUN, I am so excited for working with you and seeing all the thrilling events that will ensue!

At your service,

Anata Pratiwi

Introduction to the Press Team

The Press Team of IsarMUN 2018 will be simulating the UN Meetings Coverage & Press Release and it will come out as the indigenous publication as the result.

Press Officers of the Meetings Coverage Section, United Nations Department of Public Information, capture in writing the deliberations of United Nations meetings as they happen. Coming from political science, international affairs and journalism backgrounds, Press Officers also have to have good ears and fast fingers, often "taking it from the floor" – writing a synopsis at the same time while listening to a speaker deliver a statement. That summary must accurately render in concise, clear words, the gist of what is being said. [1]

Many times, Press Officers will have a written copy of a delegation's intervention and must quickly encapsulate eight or nine pages into one to three paragraphs. The capacity for synthesizing or "l'esprit de synthèse" guides the Section and its Press Officers. [1]

Carefully reviewed by Editors and Editorial Assistants who check the accuracy, terminology and writing quality of draft copies, these press releases are jargon-free, easily understood synopsizes for the public, press, Governments and civil society to keep informed of international issues being discussed in the Security Council, General Assembly, Economic and Social Council, as well as other United Nations bodies. [1]

[1]"We've got the United Nations covered | Meetings Coverage and Press Releases", *Un.org*, 2018. [Online]. Available: https://www.un.org/press/en/about. [Accessed: 04- Nov- 2018].

Expected Results

1. Newspapers

Press Team is expected to publish printed newspapers which will be covering the result of all committees' meeting and the highlights of IsarMUN's success. Press Team will also publish the online version of newspapers through online platform http://issuu.com. Press Team will be working together starting from designing, collecting photos, writing articles, until final printing.

1.1. Writing Procedure for News Article

a. Article should not exceed 150-350 words.

b. Article must be **objective, neutral,** and **accurate**. Members are expected to report the actual incidents happen during committee's session. For this purpose, members are advised to be meticulous with the notes and include quotes as much as possible, with due credit to the speaker. Below is the correct format on quoting:

"This could turn into a witch-hunt and could be interpreted as a license to carry out violence, intimidation, bullying, harassment and discrimination against those perceived to be LGBT," Ms. Bachelet stressed.

c.   A member shall at least collect 1 (one) article per day to the Editor-in-Chief to then be reviewed for publications.

d. Through many discussions in every committee, also every other activity in the conference, members are expected to produce a Beat-Based Article. Beat-Based Article should be covering an issue in-depth. Beat reporting is a genre in journalism that allows the journalist to focus on the particular topic. Below are the beats which members can choose for their article:

(Please keep in mind, that your beat preference can be changed in the first Press Team Briefing based on the Editor-in-Chief concern.)

- Economic (including Monetary and Fiscal policy)
- Social status (e.g. gender perspective, stateless people)
- Education
- Labor
- Entertainment
- Culture
- Crime

e. Elements of Style

- **Abbreviations** → Only standard acronyms and approved abbreviations should be used. If questions arise, see the Editor-in-Chief. Some example abbreviations include: IsarMUN, ECOSOC, FAO, IPD, NATO, UK, UN, US, USSR, KUT.

- **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. Indian Rupees shall be written as INR and not Rs.

- **Boldface text** → There is no situation in which boldface should be used in an article. Headlines and article titles may be bolded by the Editor-in-Chief.

- **Hyphenations** → Hyphens should only be applied according to American English grammar. If questions arise, consult the Editor-in-Chief. Examples of typically hyphenated prefixes include non-, sub- and ex-. Some compound words are hyphenated as well, such as socio-political.

- **Member States** → In print, references to United Nations "Member States" should be initially capitalized.

- **Names** → Member is prohibited to guess the spelling of a person's name to be reported. Verbal verification is mandatory on all named sources.

- **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."

- **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.

- **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 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.
- **Spacing** → One space is used to separate words, as well as following commas, semicolons, colons and periods. Since the The newsletter is published in a variable width font, two spaces between sentences will not be necessary.
- **Spelling** → Reporters should be sure to spell check all articles before the editorial deadline. This will greatly assist the Editor.
- **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 IsarMUN official titles include Secretary-General, Under-Secretary-General, Director-General, Assistant Secretary-General, Deputy Secretary-General. <u>Secretary-General shall never be abbreviated as Sec Gen.</u>

1.2.   Admission

Each day, member is expected to email at least 1 (one) article to press@isarmun.org with the subject: **Press_(Name)_(Article Headline)** no later than the Article Submission time scheduled.

2. Daily Live Report & Interview

The daily live report will be conducted **once a day per member**. A live report may include interview with the delegates. This live report and interview will be published through the Facebook/Instagram live of IsarMUN 2018. Below are the regulations of Press Team Live Report & Interview:

1. The duration of the Live Report (including interview) is maximum 2 minutes.
2. Live report may include any issues regarding the whole conference or the committee sessions.
3. Members are not allowed to do live report inside the committee session room or to do delegates interview during committee session.
4. Each member will be given their own time allocation for conducting the live report and is prohibited to do it other than the specified time.
5. Daily Live Report shall include the face of the member in the frame. If one does interview, there must be both member and the interviewee in the frame.
6. Daily Live Report must be started by mentioning the name of the member of the Press Team doing it.

2.1. Preparations for Interview

1. **Research** → Members must first do research about the topic of the interview. It is vital to know every single term mentioned in the interview.
2. **Developing Questions** → Prepare and list every question to ask in the interview before conducting it.

3. Press Conference

Press Conference will be conducted right after a committee session ended with resolutions as the result of session. The Editor-in-Chief will then coordinate with The Honorable Chairs on scheduling Press Conference. This shall be conducted inside each committee's room as The Press Team will be invited.

All members are allowed to ask questions to the delegates about every issue regarding their final resolution right after the declaration being read. Below is the arrangement of Press Conference:

1. Representative from the committee will declare the resolution of the committee. (max. 7 minutes)
2. Question-and-answer session between Press Team and All Delegates in Committee. (10 minutes)
3. Closing marks from the committee representative. (3 minutes)

Press Team Working Schedule

No	Friday	Saturday	Sunday
1.	**Morning team briefing** (09.00-10.00)	**Morning team briefing** (09.00-09.45)	**Editorial Meeting** (10.00-13.00)
2.	**Working hours** (10.00-12.00)	**Working hours** (09.45-12.00)	**Working hours** (13.00-13.20)
3.	**Daily live report session** (12.00-13.35)	**Daily live report session** (12.00-13.35)	**Daily live report session** (12.00-13.35)
4.	**Lunch** (13.35-15.05)	**Lunch** (13.35-15.05)	**Lunch** (13.35-14.30)
5.	**Working hours** (15.05-16.10)	**Working hours** (15.05-16.10)	
6.	**Article submission** (16.10)	**Article submission** (16.10)	
7.	**Editorial Meeting** (16.10-17.10)	**Editorial Meeting** (16.10-18.00)	
8.	**Daily live report session** (17.10-18.10)		