



MCKENDREE
UNIVERSITY

MCK MUN INTERNATIONAL

Bringing Global Perspectives to Future Leaders

PROCEDURES AND STYLE FOR THE INTERNATIONAL PRESS DELEGATION

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McKendree Invitational

MODEL UNITED NATIONS



I. Purpose

The International Press Delegation (IPD) serves as the international press corps at MCK MUN. Each Reporter will investigate specific committees and council activities. Their articles will be uploaded online several times throughout the conference in the *MCK MUN Chronicle*, a periodical prepared, edited, and produced by IPD Reporters and Secretariat members.

II. Role of IPD at MCK MUN

While a media source would typically adopt the perspectives of its home nation; the *MCK MUN Chronicle* strives to present events at MCK MUN 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. As a result, Reporters should strive to avoid inserting personal perspectives and biases into the reporting process.

The *MCK MUN Chronicle* presents information to all participants at MCK MUN 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 MCK MUN simulations. Depending on the availability of personnel, individual Reporters will be assigned a “beat” of one or more committee/council/commission simulations.

2. **Reporting of special conference events.** Occasionally, opportunities arise in which Reporters may work together in reporting unique or significant events at MCK MUN. Such reports may include group or personal interviews with keynote speakers or key MCK MUN 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 *MCK MUN 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 MCK MUN that are prominently advertised in the *MCK MUN Chronicle*. Relevant advertisements include

those for any pertinent announcements provided by the Secretary General. Advertisements in the *MCK MUN Chronicle* will be the responsibility of the Publisher.

5. Press Conferences. Representatives at MCK MUN may request a Press Conference with the IPD. Press Conferences must observe the dictates of diplomatic courtesy and must relate to matters of substance with the MCK MUN simulations. Representatives are encouraged to schedule Press Conferences directly with MCK MUN Chairs, Reporters or Editors upon submission of a Press Conference Request. Final approval for all Press Conferences will be determined by the Editors and Publisher.

6. Press Releases. Representatives at MCK MUN may submit Press Releases to the *MCK MUN Chronicle*. Press Releases must observe the dictates of diplomatic courtesy and must relate to matters of substance within the MCK MUN simulations. Final approval for all Press Releases will be determined by the Editors and Publisher.

7. Interviewing. As reporters some of your sources will come from interviewing various delegates in committees around the conference. You are required to adhere to the following limitations. Interviews are not to be conducted in the following situations:

- A. In committee during formal session.
- B. During voting procedure in committee rooms.
- C. While in caucus if it is disruptive to the flow of committee, you need to get the delegation's attention and ask if they are willing to step to the back of the room or out in the hall.
- D. MCK MUN staff may be utilized for clarification of procedural matters and answering questions on the flow of committee but are not a source of substantive quotes on workings of the committee.
- E. If you have any questions pertaining to when you are allowed to interview a delegate, ask your committee's Chair or the IPD Head Editor.

III. Personnel Responsibilities

IPD personnel include the Reporters, Editors and Publisher:

1. Reporters. IPD Reporters are not required to have any previous experience in journalism. All necessary skills will be taught at the beginning of the MCK MUN 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. 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 MCK MUN simulations in which they should observe debate, listen to caucus discussions, interview Representatives, and examine draft resolutions. At least one daily issue of the *MCK MUN Chronicle* should contain an article discussing the salient features of the progress in each MCK MUN simulation.

Because Reporters will be interacting closely with Representatives throughout the Conference, Reporters are expected to make a speech to each committee/council/commissions on their respective beats at the beginning of the Conference. Drafts of these speeches will be created by the IPD Director-General, 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 *Chronicle* (see section IV) — editorial deadlines serve two purposes: (1) to give 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. Finally, if the IPD staff decides to render Editorial Board decisions,

Reporters will be expected to attend the discussions and provide their input for the writing of the editorial article.

2. Editors. The Editors of the *MCK MUN Chronicle* are responsible for any corrections to spelling, grammar, or style for all articles in 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 Editors will also moderate meetings of the Editorial Board and will coordinate the schedules and assignments of the Reporters.

3. Publisher. The Publisher of the *MCK MUN 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 four issues of the *MCK MUN Chronicle* are produced during the conference. The volume number of each *Chronicle* is the conference year (for example, the MCK MUN ‘12 conference will be the 1st MCK MUN, so its *Chronicle* will be volume I). With the exception of the first edition, IPD Reporters will be responsible for the substance of all *MCK MUN Chronicles*.

The general timetable for each issue of the *MCK MUN Chronicle* is as follows:

1. **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, 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. 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. Suggestions regarding the length of submissions may be offered. All edits will be returned to the submitting Reporter for alteration.

2. **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, excluding scheduled breaks. Reporters must provide final copies 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 copies into the *Chronicle* and will perform a final edit for style and layout.

3. **Press time.** Typically one hour before scheduled distribution (on morning issues, press time can be overnight); the Publisher will print/upload the final copy of the *Chronicle* for duplication by Delegate Services.

4. **Distribution.** Once duplication is completed, IPD personnel and any other available Secretariat members will collate the *Chronicle*. Reporters may take copies of the issue to distribute along their regular beat. The *Chronicle* will be uploaded on the McKendree University Model UN webpage.

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 MCK MUN Conference.

V. Reporting Etiquette

Reporters are entrusted with delivering accurate and objective Conference news through thorough, objective, and courteous investigation. The Conference is designed to give Reporters broad freedom in reporting, but Reporters cannot enter or leave during a vote. 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.

Staff members are NOT to be subjects of stories written by IPD delegates. If you notice problems with the any member of the MCK MUN staff contact the Secretariat. Stories that in any way reflect poorly on MCK MUN staff will not be tolerated. There are proper channels in place to make a formal complaint about a staff. Using your position as a delegate reporter in not one of them.

VI. IPD Delegation Movement

IPD delegates are not allowed to walk between committees without be accompanied by a McKendree University staff member or advisor. However, during voting procedure IPD delegates are allowed and even encouraged to remain in the committee room, but are required to adhere to the same rules as other delegates and not leave the room or disrupt proceedings. IPD delegates are not allowed to enter a committee room after voting procedure has begun. If an IPD delegate leaves a committee room during voting procedure, they will not be allowed back into that room until voting is complete.

VII. Slander and Libel

Treat your fellow IPD delegates, country delegations and staff members with the utmost respect and diplomatic courtesy expected of an international reporter. There are will be no tolerance for slander or libel in any articles published by IPD. If instances are brought to the attention of MCK MUN staff, appropriate actions will be taken immediately.

VIII. 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; during the editing process, information can be rearranged to conform to the proper structure. Additionally, it is recommended that the first paragraph (the “base” of the pyramid containing an attention-grabbing summary of 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 *MCK MUN 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 in the next section, the conventions of style which will be applied to the *MCK MUN 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 *MCK MUN CHRONICLE*

A

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: MCK MUN, ECOSOC, FAO, HG, HSC, ICJ, IPD, NATO, UK, UN, US, USSR. *See also Times, Titles.*

Acronyms. All countries and committees are spelled out on first reference and abbreviated on second references. There are no periods on acronyms three letters or longer.

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 5thII/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.

B

Believe. Always preface sentences like “The German delegates believes ...“ with the German delegate said he believes ...“ Belief implies faith. Think is usually more appropriate.

Bloc. Bloc is never spelled with a k.

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 *MCK MUN Chronicle*, *New York Times* and *The Economist*.

C

Committee. A specific committee like Fourth Committee is capitalized and spelled out while committees in the generic sense are not. If you are speaking about the actual UN committees use the style of UN Third Committee.

Countries. Use the proper name for all countries on first reference and abbreviations on second reference i.e. Republic of Korea and Russian Federation.

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, for example \$54,000, \$135,000 or \$214 million.

D

Dates. MCK MUN uses the European style of written dates: Day Month Year (no commas or abbreviations). For example, 11 April 2012 is the first day of MCK MUN 2012.

Delegate. Do not refer to delegates by their names. Use instead, for example, the delegate from India on first reference, India on second reference.

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

Diplomatic courtesy. While Reporters are encouraged to faithfully report on the statements of Representatives within each MCK MUN simulation, no quotation should violate the dictates of diplomatic courtesy. All articles, editorials, letters, and press releases to be included in the *MCK MUN Chronicle* will be carefully edited to ensure that all content remains courteous to all participants at MCK MUN. 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.

E

Economic and Social Committee. On first reference. ECOSOC on subsequent references.

Emotions. Delegates do not feel. We do not know what they are feeling. Unless it is in a direct quote, do not use the word feel.

G

General Assembly. On all references.

H

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 sociopolitical. *See also Numerals.*

I

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

M

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

N

Names. Reporters should never guess the spelling of a person's name to be reported. Verbal verification is mandatory on all named sources. Naturally, 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 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 MCK MUN General Assembly voting record for exact naming of each Member State. If questions arise consult the Editor or Publisher.

Numerals. Any number ten or less should be spelled out in English. Numbers over ten are reported using standard Arabic numerals, such as 2012. 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% (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.*

P

Percentages. Percent symbols will be used to report percentages, for example 35.8%.

Q

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, 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.”

R

Representatives. When quoting or naming a Representative at MCK MUN, Reporters should capitalize the word “representative” if it applies to a specific person. Representatives at MCK MUN 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/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.*

S

Said. Do not use words like claimed or alleged.

Security Council. It is always referred to as Security Council and is never abbreviated. Security Councils will be referred to as North and South in the event of multiple Security Councils. During the Fall Session, the councils will be designated as the Security Council and the Experimental Security Council.

Spacing. One space is used to separate words, as well as following commas, semicolons, colons and periods. Since the *MCK MUN Chronicle* is published in a variable width font, two spaces between sentences will not be 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 MCK MUN 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.” However, Dias was actually a Portuguese explorer who discovered the Cape of Good Hope.

Staff. Do not mention staff in your articles.

T

Tense. Always use the past tense

That. That is usually superfluous. There is no that after “he said” for example. *CORRECT: He said the resolution was great. INCORRECT: He said that the resolution was great.*

Think Always preface sentences like “The German delegates thinks ...“ with “The German delegate said he thinks ...”

Third World. Within the international community, the use of the term “third world” is actively discouraged. In the *MCK MUN Chronicle*, all developing nations will be referred to as such. *See also Developing Nations.*

Times. Time of day should be reported numerically, with anti-meridian and post-meridian abbreviations in lowercase, no periods, and one space after the time. For example, 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 MCK MUN official titles include Secretary-General, Under-Secretary-General, Director-General, Assistant Secretary-General, Deputy Secretary-General.
- Representative: 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.*
See also Names.

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

U

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

United Kingdom. On first reference. UK on subsequent references.

United Nations. On first reference. UN on subsequent references.

United States. On first reference. US on second references.

V

Verbs. Do not end sentences with a verb.

Votes. When covering voting in committee/council/commission 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/i 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 vice-chair or vice-president, who keeps the official record of events.

IX. Representative Introduction

Representatives,

MCK MUN INTERNATIONAL
Bringing Global Perspectives to Future Leaders
Reporters’ Opening Speech

My name is _____, and I am a Reporter for the International Press Delegation. I have been assigned by the IPD to keep the Conference up-to-date about the progress of [insert committee/council here] over the next several days.

My purpose today is to give you two different sets of information: first, how myself and other Reporters will interact with this committee; and second, how you can properly utilize the IPD’s resources.

As a Reporter, I will be observing this [committee/council] in action, during both formal and informal debate. Additionally, I may take photographs during the Conference and ask some of you for interviews. If you have an issue that you would like to bring to my attention, I am readily identifiable by my Reporter Badge.

The International Press Delegation offers two services that Representatives can take advantage of throughout the Conference: (1) press conferences; (2) press releases. Both of these services can be utilized by filling out the International Press Delegation Request Form, which is available at the Documents Table. After filling out the proper form, please deliver it directly to the IPD Secretariat.

Press conferences are available to make announcements to and take questions from the International Press Delegation. Press conferences must relate to matters of substance within the Conference.

Press releases are available for Representatives to submit — prepared statements for publication in the *MCK MUN Chronicle*.

Like press conferences, press releases must relate to matters of substance within the Conference.

Finally Representatives, please keep in mind the following when utilizing the IPD’s services. Anything submitted to the IPD must observe the dictates of diplomatic courtesy. Additionally, all IPD requests are subject to the final approval of the IPD Secretariat.

Thank you for your attention, Representatives. I look forward to working with you over the next several days.