

INTERNATIONAL PRESS STYLE GUIDE



OAKRIDGE MUN 2025



“Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.”

- Article 19, The Universal Declaration of Human Rights

WELCOME JOURNALISTS!

We are honoured and glad to have you join us at Oakridge MUN 2025.

The International Press is one of the most important aspects of the conference, as your role, whether as journalists or photographers, is to be the eyes, ears, and voice at this summit of change-makers and future leaders.

As a journalist, your pen must narrate the tales of the committee diplomatically and authentically, giving readers a clear and compelling understanding of the events.

We hope you have a great time at Oakridge MUN — but do remember that your performance will be assessed competitively. We hope you leave the MUN with tons of experience and unforgettable memories.

Let the stories begin!

Best wishes,

Aditi Santosh

Head of the International Press

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CODE OF CONDUCT

- We will ALWAYS follow diplomacy as a code and conduct, and NOT let go of professionalism.
- We will adhere to decency and NOT portray any form of unacceptable behaviour at any time during the conference, and always follow the line of astute and proper temperament and behaviour, with everyone and each other too.
- We will adhere to the conference dress code at all times and not deviate from it at any time.
- We will be present in the committee at all times, keeping a constant record of inside committee happenings, albeit without disrupting committee proceedings, which includes but is NOT limited to keeping all electronic devices on silent, paying attention, and the likes of it.
- We will NOT plagiarise our reports, nor will we refer to inadmissible sources whatsoever.
- We will NOT let bias towards any individual or entity reflect in our submissions.
- We will NOT use obscenities around the delegates or treat any of them without the utmost respect.
- We will strictly follow and adhere to the policies of Oakridge MUN 2025, as prescribed by the secretariat, and will NOT defy them at any point in time.

NOTE: failure to follow the same may lead to disqualification or varying severity in action, at the discretion of the IP Executive Board or the Secretariat, depending upon the case.

SUBMISSIONS: JOURNALISTS

This section contains the types of various kinds of articles and their detailed descriptions that you will be submitting over the course of your international press journey.

SUBMISSION TYPES:

- **Beat Based Article**
- **Opinionated Editorial**
- **General Report**
- **Press Conference Report**
- **Creative Piece**
- **Interview Transcript**
- **Opinion Poll**
- **Humor Story**
- **Article X**

1. BEAT BASED ARTICLE

Usually, beat-based reporting is an in-depth reporting on a particular issue or organization, over a period of time. The beat is the central idea of such an article, and must be very focused on throughout the article. A beat-based article for any conference must ideally be about 300-350 words long, and written about any one particular issue being debated in the committee assigned to the reporter within the ambit of the agenda. The article must be informative, with facts to supplement the point being reported about. Reporters writing beat-based articles must collect information that is up-to-date, and viable, and must also build up a base of knowledge on and gain familiarity with their beat, allowing them to provide insight and commentary in addition to reporting straight facts.

Technically, this is where your research on the specific topic reflects. How well-versed you are with the agenda is seen here.

To be a good beat reporter, one must be well-organized and determined with a clear sense of mission, and a wide range of sources. To impress the reader, one must also be well-versed in the language, issues, and events that matter, which would eventually give the reader a better understanding of the matter.

2. OPINIONATED EDITORIAL

An op-ed is a niche piece written by a subject expert who can have an elite opinion on the matter relating to that topic. In an op-ed, the reporter reflects on their individual perspectives and takes on the committee proceedings, and presents them wrapped in diplomacy. Taking subtle digs is fine, as long as brutality is kept at bay as far as possible.

Writing an opinionated editorial requires intense research. This does not imply simply finding facts, but also involves the examination of different perspectives on an issue. The argument or situation presented in the editorial must be substantiated with explanations to prove it. Although the purpose of an opinionated editorial is to express the opinion of a reporter, it cannot express a generic argument. An op-ed must ideally be 200-250 words.

The secret of any good opinionated editorial is analysis-examining different perspectives on an issue. The more perspectives one examines, the more holistic one's analysis becomes.

3. GENERAL REPORT

A piece written in reported speech exclusively, this submission focuses on how the entire committee's proceedings went that day, and gives a concise account of the same, in a specific style of structuring called the Inverted Pyramid Style of Structuring (more on that below). Ideally, to be written in paragraphs, this piece is not to cross 220 words at the most.

4. PRESS CONFERENCE REPORT*

The press conference is when questions are asked to the Delegates by the International Press journalist assigned to their committee on the second or third day of a MUN conference. The journalist may question any delegate with regard to anything stated during their speeches, or mentioned in their chits, and regarding the agenda.

Compared to other submissions, a press conference report requires additional research, which also forms the very backbone of a press conference. Armed with proper research, the journalists will be in a position to point out any inaccuracies made by the delegates in their speeches/foreign policies. Therefore, the reporters must be very attentive during the committee proceedings and take notes of any statement they feel they can ask questions about. Recording the exact statement will be extremely beneficial. There is no word limit for a press conference report; however, the press conference performance of a journalist constitutes up to 25% of the marking.

NOTE: A press conference is NOT a grilling session, but only a clarification session, and should be treated just as. (You can let the delegates walk themselves into a trap of their own words, but no grilling nor roasting is allowed.)

5. CREATIVE PIECE

A major contributor to your freestyle working autonomy will be the submission of a creative piece. These can be a poem, a set of haikus, a short story, etc., as long as the content is original and absolutely your own individual brainchild. This gives you the poetic ability to play with words and ideas, albeit in keeping with the agenda, as your piece should revolve around a central theme that is drawn from the agenda and committee proceedings. You can stretch up to around 800 words for the creative piece, the minimum being 150 words.

6. INTERVIEW TRANSCRIPT

A reporter is expected to interview either a Delegate, a bloc, or an Executive Board member at their convenience. The interview is strictly comprised of questions relating to the agenda or committee. A small deflection relating to the performance or pace of the committee is allowed, but refrain from treating this as a paparazzi fiesta where you can throw a volley of personal questions at the subject in question. Ideally, an interview transcript is not expected to have a word limit, but a considerable content contribution is highly appreciated. In a Model UN conference, an interview becomes inevitable and absolutely necessary because it delves into opinions that are absolutely personal, but nonetheless, gives us a better peek into how several subjects and issues are perceived in

committee. It helps a journalist gather primary data and also gives them a broader understanding of inside-committee opinions, forming a part of their research.

7. OPINION POLL

Ideally, not more than 200 words, an opinion poll captures the different opinions and perspectives in a committee, across a specific topic only. A pie chart will have to accompany, reflecting your committee's opinion rift.

8. HUMOR STORY

A satirical take on a rather intentionally unreasonable quip, as taken place in committee, the humor story hits the nail right to home, rather wittily. Creativity is an appreciated asset for this article, which should strictly not exceed 300 words.

9. Article X

Article X can be any one of the given writing styles listed in this guide or anything else as well. Stick to the word counts of the selected article types. Creativity is an appreciated asset for this article.

IMPORTANT GUIDELINES

Structuring:

A general report is always to be structured in an **inverted pyramid style** only. This is a form of representing content, where the happenings that occurred first get more importance and word space, while the happenings that occurred later get less and less importance, feature, and word space in the general report.

ABC of Journalism:

Accuracy-Brevity-Clarity forms the backbone of journalism, and these are three major parameters to keep in mind while preparing any article or submission. It means that the data presented should be accurate, no time delays or inaccuracy to be allowed; it should be brief, in essence, concise, and cutting out the extra frills and jazz; and clear, referring to your presentation thereof, which should be very clear with regards to the message you are trying to convey, or the point you are trying to drive home.

Abbreviations:

Before abbreviating, mention the whole name and then the abbreviation in parentheses.

Example: "The Non-Proliferation Treaty (NPT)."

Official names:

State the official name recognized by the United Nations, and then, in parentheses, mention the unofficial name of the country.

Example: People's Republic of China (PRC/China).

Numbers:

Make sure that numbers from one to ten are written in words, and numbers after that can be written numerically.

Example: (two, 20).

Percentage symbol:

Never use the percentage symbol. Always mention it as 'percent'.

Time:

The time should be written numerically, with anti-meridian and post-meridian abbreviations, in uppercase, without periods, and one space after the time.

Example: 6.00 PM on Saturday.

Style:

For this conference, we will be using American English.

GENERAL ARTICLE FORMAT

Title:

A title must be confined to 6-7 words and must sound catchy for our readers. Guidelines for titles are

1. Centre Aligned
2. Times New Roman font
3. Font size 16

By-line:


A by-line is usually used for giving a basic description of what the article is all about. Again, it must be catchy so that it motivates our readers to continue reading, and here are certain guidelines for a by-line that are to be followed*

1. Centre Aligned
2. Times New Roman, in italics
3. Font size 12.5

****Example byline: YOUR FIRST AND LAST NAME, reporting from YOUR RESPECTIVE COMMITTEE about proceedings of day 1.****

Body:

You must divide your body into paragraphs to ensure that it looks appealing, and here are its guidelines

1. Justified alignment 
2. Times New Roman font
3. Font size 12
4. Line Spacing 1.5

RECOMMENDED TIPS

All for one and one for all:

All members of the International Press will be your helping hand for the course of the three days. All of you must create a bond with each other and work like a well-oiled machine. You should be able to help each other out and collaborate with each other, to ensure that the newsletter(s) are brilliant and show the true essence of the International Press.

Your 911:

The International Press Board is always there for you. Do not hesitate to ask queries. Any discomfort you have or any issues that come up, do not be afraid. Let us know immediately, and we will do our best to help you out.

Rules are NOT meant to be broken:

As a journalist, you will have to stick to diplomacy. Anything you write/say should be diplomatic and not hurt the sentiments of any nation (unless they've personally abused us). Remember, we are here to inform the public, not let our personal ego get in the way.

Time and tide wait for none:

Each and every report must be submitted within the stipulated time frame and given deadline. Failure to do so will lead to penalization and, well, the wrath of the International Press Board.

Your helping hand:

Research! Any journalist must research. This will help you understand the discussion going on in the committee and help you look for interesting questions to ask delegates in your interviews and press conferences.

Be like me:

Use catchy titles. Catchy titles always grab the reader's attention and make the newsletter look more stylish and innovative. Your title can be a pun, a quote, anything! Just make sure it is short yet informative.

Copy Cat:

Do not plagiarize. The International Press Board will know if you plagiarized, and the consequences for doing so could potentially lead to your dismissal from the conference. You can use online tools to check your work for plagiarism before you submit.

Flattery? Too bad:

We aren't here to show off our amazing vocabulary skills. Do not use jargon. You are here to inform and preserve memories.

Use technical terms when necessary, but don't use a higher degree of vocabulary to be pompous.

Read and Re-read:

Always proofread your articles. Make sure there are no errors in your reports.

An eye for an 'I':

Everything you write represents the International Press. Hence, refrain from using personal pronouns at all times.

DEADLINES AND SUBMISSIONS

You will be informed of your deadlines on the days of the conference before the committee session begins. Please report to the IP room on time for the briefing on all 3 days.

Please make sure you inform the IP Executive Board if there are any delays in submission.

MARKING SCHEME

1. Accuracy, Brevity, Clarity (ABCs of Journalism)
2. Grammar and vocabulary
3. Structuring and formatting (syntax)
4. Press conference
5. Content (substance and creativity)
6. Orderliness (punctuality and sticking to word limits)
7. Research and diplomacy
8. Demeanor (being present in committee during all times, behavior, etcetera)
9. Overall appeal and relevance of content submitted
10. Brownies

**Good luck, journalists! We look forward
to working with you!**

- Oakridge MUN 2025 IP Team