

Dear Journalists,

Welcome on board.

It is with immense pride and pleasure that we welcome you at the International Press (IP) in HPS FairGaze MUN 2.0.

This platform will give you an opportunity to harness and improve your abilities in the media world. At the conference, we aim to produce a brief and perfunctory newsletter that illustrates the complete day's event to the best of our capabilities.

This is a guide that will take you step by step in the realm of what are you going to face in the two days of the conference. This guide will take you through the notion and the methodology you will have to follow and together we can create what we aspire.  
Best wishes. I look forward to work with you all.

Thank You,

*Shreya Chatterjee*  
Editor-in-Chief

Alaukik Mishra  
Head of Caricature

## **TYPES OF CONTENTS**

### **Beat-based Article (300-450 words)-**

It is virtually impossible to report every Caucus/Point in your article. Therefore, your focus should not be on putting in as much information as you can, but to put in only the relevant information. The best way to include the most pertinent information in your article is to recognize a 'beat' and write a beat-based article. A beat-based article is essentially a specialized article wherein the journalist presents an in-depth coverage of a particular issue, situation, institution, or likewise, and which also involves amassment of more knowledge than a traditional news report. The beat of such an article, then, is a central idea around which the contents of the article are formed. Ideally, it is the core concern or subject and should pertain to every single line used in the forming of the article. You shall be able to identify the beat of the day's discussion only through careful observation and attention, so be sure you are present, mentally and physically, during all formal sessions.

### **Opinionnaire or Op-Ed articles (400-500 words)-**

You may choose to write Editorials on one or more of the debates on- going in the council. Reporters may write Op-Eds for the newsletter after they have finished reporting from the council, which may include their take on the agenda. Editorials or Op-Eds do not have to contain any information on what happened in the council/committee but concerns what the author thinks of the discussion at hand. Editorials and Op-Eds have to be very high in standards of writing and expression, and publication shall be at the subject of discretion of the Editorial Board. In clear words, Editorials and Op-Eds differ from News articles in matters of substance than events.

### **Interview Report (ideally one page long)-**

Interviews may take place with the consent of the individual in question. Since this will be a form of personal interaction – it is important to ask permission before printing anything discussed in the interview. While professional interviews extend to all participants and members of Executive Board, we urge you to also hold informal interviews which may include satire if need be. Interviews must not disrupt any ongoing committee proceedings and must be done during break time or during an arranged time slot other than the ones allotted for committee sessions.

### **EB profile (250 to 300 words)-**

An EB member profile is a fun-filled, mostly humorous, and light-hearted article, whose purpose is to essentially be an entertaining read. It can include, but is not limited to, the individual's funny habits, how they handle committee, their general disposition/demeanour, and his /her thoughts about himself/herself. Ensure that you do not place obscure, awkward information in random, broken paragraphs. Instead, try to weave all your information together, making sure the transition is not abrupt, and leave out unnecessary details that don't seem to work. Ensure that you are not offensive, insulting, or blunt. You are free to use satire, sarcasm and humour, but don't make the article just a list of insults. While you are not under any obligation to write what someone tells you to say about him/her, be mindful of presenting your report in a refined and thoughtful manner.

### **ACCURACY:**

- Sourcing: You are expected to use sources unaltered. Cross-check and corroborate information wherever possible and be honest while citing them.
- Quotes- Make sure that the quotes are not altered except to delete and random and redundant word from the quote that do not make sense in the quote itself otherwise. Quotes should be accompanied with relevant context and circumstances. Also, do not forget to mention who are you quoting and make sure that the spelling is correct.
- Take no sides, tell all sides- Balance and fairness are classic buzzwords of journalism ethics. Reports must be balanced in the sense of attempting to present all sides of the story. You should strive for accuracy and truth in reporting and not slant a story so a reader draws the reporter's desired conclusion.

### **MARKING SCHEME:**

1. Content/ Essence.
2. Creativity
3. Vocabulary
4. Grammar and the language proficiency
5. Paragraph structure
6. Punctuations
7. Punctuality and instructions adhered

#### General Information:

- Font- Times New Roman
  - Heading Font Size: 18.
  - Font size for the Body - 14.
  - All the articles must have a by-line. By-line font size 16.
  - Your article should include the name of the journalist, and the date.
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- All the articles should have the filename in this format- name of the journalist\_type of article\_committee.
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- A maximum of 12 percent plagiarism will be allowed.

### **PRESS CONFERENCE**

It is basically when a press delegate enters the committee and begins to question delegates on their stance on the agenda at hand. The questions that are put across could be in a way to intimidate delegates and a delegate who is composed, and answers correctly is always favoured. The questions that are put up by the journalists are normally sharp ripping half-baked arguments into shreds.