LETTER FROM THE EXECUTIVE BOARD

Hello Journalists, welcome aboard! It gives me immense pleasure to welcome you all to the International Press Team of the Daly College Youth Parliament 2019.

The concept of an IP is one that we all, in our individual as well as collective capacities, feel strongly about. In the world today, the power that news agencies and other mass media exercise is tremendous.

This Youth Parliament, we encourage each and every one of you to exercise the voice that you have been given not with restraint but with integrity; not with caution but with sensitivity; and lastly, not with presumptions but with an open mind.

This study guide gives you a gist of your roles and responsibilities for the conference. Please go through each section carefully and in case of any queries, contact any one of us. As an editor, along with my efficient team, will guide you and a lot of times push you to your limits because we want the best output you can produce.

Our expectations are limited to the requirements of your specific roles as journalists and photographers, and we welcome you to exceed them. The Press Corps Committee is a marvellous opportunity to report on topics of international importance and to frame informative, thorough, and fruitful debates.

Please do not hesitate to contact us with any questions you may have for the Press Corps.
We are thrilled to meet you and are looking forward to a challenging, interesting and instructive conference and committee.

We wish this proves to be an incredibly enriching experience for each one of you.

Contact us on: internationalpressdcyp2019@gmail.com

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Overview

DCYP 2019 is simulating Press Corps with an idealistic vision and it would not be simulating any news agency but come out as an indigenous journal that reflects the editorial policy which is one of its own kind.

Contrary to popular belief, there is not much difference in the reporting style throughout the world across all news agencies. Usually, they are objective and pursue a level of neutrality. The only difference that therein lies is the issues that they pick up. The reporter will not merely report the council proceedings but also draw upon the debate and analyze it.

The essence of the newsletter will be the political and analytical articles, debates, drawings and interviews along with other entertaining elements like caricatures, memes etc.

We are looking at a simulation of press corps which will be deliberative and well researched. It will be filled with articles, editorials, Op-eds, Interviews, press conferences and subtle form of intelligent humour.

You shall be familiarized with all these forms in one-by-one manner through this guide.

Research

Before starting your research, all members of the IP should understand that just as delegates are role-playing as representatives of nations, you as a reporter or photographer are also representing the international media. Everything a delegate says is a statement made by a State official in a public forum and has repercussions in the international community. Therefore, it is your job to process all these statements and analyse them. We need a well-researched team to make the International Press at this conference a success. You cannot be less researched than delegates. You will then not be able to critically analyse the ongoing debate. Knowledge is power, and a better understanding of the discussion will lead to more intelligent, politically relevant and thought-provoking reports.

The structure of research should be as follows:

1. Break down every word of the agenda yourself and make a note of concepts that you think are pertinent to them.
2. Read the background guide.
   Please note that just as the background guide is a basic tool for delegates, it is merely one aspect of your research.
3. Develop a literal understanding of the agenda.
4. Study the political, legal, social and economic aspects of the agenda.
5. Go through articles, research papers or any relevant documents.
6. A thorough knowledge and understanding of contemporary events is a must.
   This ensures that your articles stay relevant.

ROLE OF INTERNATIONAL PRESS AT DCYP 2019

1. News Articles: The bulk of writing for the newsletter will consist of news reporting, drawing upon debates, caucuses, resolutions, press releases and interviews observed by the Reporters in the various DCYP committee simulations. Depending on the availability of personnel, individual Reporters will be assigned a “beat” of one or more committee/council simulations on which to report, and may be assigned to conduct interviews during tea or lunch.

**(For further elaboration, read next section on Beat)*

2. Editorials and Op-Eds: delegates of International Press 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. 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. 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, Op-Eds differ from News articles in matters of substance than events.

3. Interviews: An interview is an opportunity of a personal interaction with a person. It is an effective tool which should be utilized to bring out those aspects which will not come in light otherwise in the course of the MUN. Interviews can be done with the Executive Board members, delegates, secretariat and various organizing committees. However, intelligent and conference pertaining issues are to be considered.

4. Press Conference: The basic ingredient of the press conference is research. You will be allowed to ask 4-5 delegates of your council polite and subsidiary questions on probably the second or the third day of the conference, with the prior permission of your Executive Board. You will be trained and guided by your editor in chiefs for the press conference in the briefing.

** the opportunity to conduct a press conference will be subjected to the time constraints that the organizers have. Their permission and word will be deemed final.*

Guidelines for Reporting

One of the most important tasks that journalists in the International Press perform is formal reportage. They are primarily required to cover the event and describe it to others in the most structured and concise way possible, and for this purpose, they take notes and submit articles that contain the major happenings/discussions in their respective councils. A good news report ought to be articulate, succinct, neutral in tone and opinion, and be able to convey the essence of a discussion/occurrence to someone who has not personally witnessed it.

The key points to remember while writing are:

1) Keep your article brief and to-the-point. Council reports should ideally not exceed 200-250 words.
2) Your article must not betray your personal perspective on the agenda. It is very important to maintain objectivity and report the incidents/conversations with as much neutrality and accuracy as possible. This is a key difference between reporting and writing an Op-Ed article. For this purpose, you are advised to be meticulous with your notes and include quotes as much as possible, with due credit to the speaker. The correct format and punctuation required for quoting is, for example:

"Those people are criminals who want to take over the city and kill the community," said Sheikh Rafe'a Abdulkareem Albu Fahad, who is leading the tribal fight against al-Qaeda in Ramadi.

3) Your article must be coherent and well-structured. It ought to contain an identifiable opening, two descriptive paragraphs, and a conclusion. You must give your article a relevant headline and a by-line containing “By (Your Name)”. Lack of the same may result in negative marking. Every line mentioned in the article ought to be pertinent to the idea you are attempting to convey.

**(For further elaboration, read next section on Beat)*

4) Grammar and punctuation must not be compromised with. A spell-check of the final draft is essential.

DIFFERENT FORMS OF REPORTING

Beat Reporting

Considering that any Youth Parliament has multiple discussions in every session, 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 recognise 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. All the previously mentioned rules of reporting apply to beat reporting as well. Include as many factual details and quotes as possible, within the context of the article, as facts help readers understand your work better.

Beat Capturing Exercises:-

1.) Consider this excerpt:-

President Barack Obama and Afghan President Hamid Karzai agreed on Friday to speed up the handover of combat operations in Afghanistan to Afghan forces, raising the prospect of an accelerated U.S. withdrawal from the country and underscoring Obama's determination to wind down a long, unpopular war.Signaling a narrowing of differences, Karzai appeared to give ground in talks at the White House on U.S. demands for immunity from prosecution for any American troops who stay in Afghanistan beyond 2017, a concession that could allow Obama to keep at least a small residual force there.

Now you have three options for the beat:-
Obama Karzai accelerates the end of US combat role in Afghanistan
USA set to withdraw troops from Afghanistan
Afghanistan welcomes US peace talks

The correct Answer:- Obama Karzai accelerates the end of US combat role in Afghanistan
(Because it conveys the essence of the press statement)

Examples to look up for Beat Reporting

http://www.pulitzer.org/archives/6200
http://www.pulitzer.org/archives/9166
http://www.pulitzer.org/archives/6849

After you have seen the best of beat reporting, please visit www.aljazeera.com and read the daily reports. Familiarize yourself with the reporting style.
All of the articles given above talk about a specific incident/development/debate, and contain facts, figures and quotes to substantiate their subject. If you observe carefully, the contents of each article point to one core idea being communicated to the reader.

Opinion Pieces

Op-Ed in very simple terms refers to an opinionated article. It is often understood to be an abbreviation for opinion editorials or an abbreviation for *'opposite to the editorial'* page.

There are different styles of writing op-eds as different op-eds serve different functions. There are really no specific types of op-eds but familiarizing oneself with the variety of writing styles would help one write interesting and informative op-eds.

The first step to writing any op-ed is research. Research does not just include finding or verifying facts but also examining different perspectives on an issue.

For instance, if you are an Indian writer writing an op-ed on the withdrawal of US troops from Afghanistan, it is imperative for you to read publications from Pakistan, India and US , at the very least to be able to comment on the issue. At the end of the day, an op-ed is very simply a comment but cannot be a senseless one.

Some of the functions that op-eds perform include, but are not restricted to:
- Debating a proposition and/or providing rebuttals
- Providing background and/or historical perspective on a contemporary issue
- Highlighting aspects/dimensions that are hitherto not covered by 'news pieces'
- Provide suggestions and/or map out a plan of action
- Explain an idea, concept in immense detail
- Share expertise

An op-ed is almost like an essay though an essay may demand a holistic perspective or an all-round approach- something that is not mandatory for an op-ed. However, an op-ed differs from an editorial in the sense that an op-ed reflects an individual's views while an editorial reflect a newspaper's policy. Hence, the moral onus on an editorial is much higher and an editorial cannot take sides on an issue openly. It is supposed to be a presentation of views, yet abstain from being subjective.

Things to keep in mind while writing an op-ed:

As much as an op-ed is an opinion and doesn't require one to state facts, it should still be based on facts, verified accurate facts. You need not mention the date of US troops' withdrawal but if you are examining the immediate aftermath of this move, not knowing the right date defeats the entire purpose of your op-ed.

Again, since an op-ed is not factual, it doesn't mean one can beat around the bush easily. An op-ed is a fairly long piece of writing and hence, it is important to structure it in a way that the audience doesn't lose interest.
Even though the primary purpose of an op-ed is to express opinion, it cannot express senseless arguments. An informed opinion should find its way to the audience's mind after reading the op-

ed. There is a possibility that readers may disagree with your stance but nothing is worse than arguments that can't be comprehended or are too complicated. If you are attempting to express a complicated argument, try to break it down into simple concepts and use easy language to express it.

The way one structures an argument also makes a difference to how it is comprehended. In a conventional structure, it is preferable to focus on a single point and arrange arguments in such a way that they build up to the concluding, final point which is the key emphasis of the article.

However, a lot of writers prefer to write op-eds that focus on more than one aspect and is multi-dimensional in its analysis of the issue at hand.

It is, however, important to always remember is that too many points can lead to confusion and one should use the given word limit as a yardstick to determine how many aspects could be covered.

The key defining feature of an op-ed is ANALYSIS.

What comprises analysis?
Analysis refers to examining an argument against different perspectives and paradigms. The more perspectives one would engage with, the more holistic analysis will one generate. One can derive new and interesting arguments by reading different publications with different ideologies. Further, a smart journalist/op-ed writer should be able to read between the lines as well.

What makes an argument?
An argument should begin with a statement of the proposition followed by the reasoning and if possible, concluded with an example. For example, if you are trying to state that popular culture also shapes rape culture, then my argument should not just state this fact, it should also explain how that happens.

**When arguments are not backed with reasoning, they become assertions and assertions make an op-ed shallow.*

Different styles of writing an op-ed

The following section includes some op-eds. These are not necessarily the most amazing pieces of writing but have been included just to illustrate the different styles. More than their individual merit, it would help if you compare these with each other.

Example 1: http://www.huffingtonpost.co.uk/the-cambridge-union-society/feminism-we-still-need-cambridge-union-society_b_2858567.html

Some of the best op-eds are written when they attempt to answer a why/what/how question. As a writer, coming up with a question why/what/how question helps to gain clarity and sort otherwise muddled thoughts.

Example 2:
http://caravandaily.com/portal/muslims-aap-and-a-missed-opportunity/
This (wannabe) op-ed is trying to deal with an extremely important and valid thought. But like AAP, the article too seems to have missed the opportunity. Apart from reeking with assertions, there is absolutely no substantiation. Extremely poor read. No arguments are examined, no hypothesis or if-then-else analysis. This topic easily be expanded into an excellent op-ed by creating linkages which are currently missing in this piece.

Example 3:
http://www.thehindu.com/opinion/op-ed/life-rape-and-death-in-an-indian-city/article5125290.ece
Structurally, this piece goes back and forth from facts to opinion and vice versa. It contains background information about the people. The facts are provided to us as a build up to the arguments. This op-ed can almost be mapped diagrammatically as it attempts to build linkages-like understanding a rapist and his circumstances in the context of the city and its geography, just an example of the several intricate links that the author attempts to build.

At the end of the day, there isn't really a standard way of writing op-eds. However, some strategies and structures make some articles more readable than others. And the only way to learn those is by reading and analysing as many op-eds as possible.

Interviews

Conducting interviews for news stories is an important skill for any journalist. A "source" – anyone a journalist interviews - can provide the following elements that are vital to any news story:

- Basic factual information
- Perspective and context on the topic Being discussed
- Direct quotes
- Ideas on how to approach the story

The constant reporting of your beats may provide with little opportunities of you getting ample time for a detailed interview. The ideal interview times are refreshment breaks and through chits.

**Chits are one tool which we encourage you to use for substantive purpose only. You can bring out the relevant points through chits and you can take permission for a prior interview through them.*

Preparing for the Interview:

- ***Research*** – Do as much research as you can. If you're going to interview, say, a head of state, read up on the subject and make sure you understand basic terms such as "fiscal policy." A well-prepared reporter inspires confidence in the person being interviewed.
- ***Developing Questions*** – Once you've thoroughly researched your topic, prepare a list of questions to ask. That will help you remember all the points you want to cover once the interview is underway.

Keys to a Successful Interview

- Establish a Rapport – When starting out, don't abruptly launch into your questions. Chitchat a little with your source. This puts your source at ease.
- Keep it Natural – An interview can be an uncomfortable experience, so keep things natural and conversational. Instead of mechanically reading out your list of questions, weave your queries naturally into the flow of the conversation. Also, maintain eye contact as much as possible. Nothing is more unnerving to a source then a reporter who never looks up from their notebook.
- Be Open – Don't be so focused on getting through your list of questions that you miss something interesting.
- Maintain Control – Be open, yes, but don't waste your time. If your source starts to ramble on about things that are clearly of no use to you, don't be afraid to gently – but firmly – steer the conversation back to the topic at hand.
- Wrapping Up – At the end of the interview, ask your source if there's anything they want to discuss that you hadn't asked about. Double-check the meanings of any terms or words they used that you're unsure about. And always ask if there are other people they recommend that you speak with.

* ***A Note about Note-taking*** *– Beginning reporters often freak out when they realize they can't possibly write down everything the source is saying, word-for-word. Don't sweat it. Experienced reporters learn to take down just the interesting stuff they know they'll use, and ignore the stuff they won't. This takes some practice, but the more interviews you do, the easier it gets*.

****Taping*** *– Recording an interview is fine, and generally it's best to get the permission of the person you're recording. Taping can be helpful if you're doing a long interview that you'll have time to listen to and type out later.*

Instead of putting a lot on your plate, we will just request you to read only the following interview.
http://www.voltairenet.org/article180124.html
www.aljazeera.com/interviews

Elements of style

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: DCYP, CS, DS, ECOSOC, FAO, GA, HG, HSC, ICJ, IPD, NATO, UK, UN, US, USSR.

Apostrophes:. This punctuation mark will only be used to indicate possessive nouns or secondary quotations. Apostrophes are never used to indicate pluralisation.

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.

Capitalization: Nowhere shall anything but Abbreviations be capitalized.

Books and print sources: Names of all books and print sources should be capitalized and italicized, such as the *the newsletter, New York Times and The Economist.*

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

Hyphenation: Hyphens should only be applied according to British English grammar. If questions arise, consult the Editors.
Examples of typically hyphenated prefixes include non-, sub- and ex-. Some compound words are hyphenated as well, such as socio-political.

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.

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 DCYP official titles include

Secretary-General, Under-Secretary-General, Director-General, Assistant Secretary-General, Deputy Secretary-General. Secretary-General shall never be abbreviated as Sec Gen.

Research Methodology

You can use the following guidelines for effective research. You must be adequately prepared to understand the debate.

- **Go through the backgrounds for basic understanding of the agenda and then the documents and links it mentions.**
- **Read about the agenda and various perspectives on it. Aid and form an opinion.**
- **Understanding the legal, social, cultural and economical implications of the debate.**
- **Read about the foreign policy and agenda perspective of nations that you might think will majorly impact the debate.**

Submission

Deadlines:- Following deadlines is one of the most important parts of this press. Understand that you not following deadlines will impact a chain of events causing much trouble. You will be made aware of the deadlines in your briefing.

Format:- your articles and opinion pieces will be named in the following manner. The name of your article and then your name separated by a hyphen.

Eg:- Supposedly your article is a beat reporting of “India denies signing nuclear deal” then it shall be renamed as In”diadeniesssigningnucleardeal-Ashmi”

It shall be followed similarly with the opinion pieces such as
“AnopenletterfromNSAtoIndia-Ashmi”

In interviews, you shall write the designation of the person and council and then your name for submission.

Eg: File submission name- “Interview with Iran(HRC)-Ashmi” but my head line might be “We believe in capitol punishment”

All journalists must ensure that your article has a title and a byline.
Also , submit your photographs in a folder titled in the manner- “Ashmi Jha_HRC_day1”. You may edit your photographs before submitting them.

***The font shall be size 12 Times New Roman.**

Photographs: It is mandatory to submit a photograph along with the op-ed and interviews. Failure in doing so will result in negative marking. It will also be appreciated if other reports have photographs to go along with them that can be printed in the editorial.

There will also be a special award for the Best Creative Journalist’ who will be judged on the basis of photographs submitted apart from the ones in the report or any memes or caricatures that one develops throughout the course of the IP.
**It should however, be noted that marking for the creative journalist award will be done separate from the individual journalist marking for the daily reports and other requirements that are to be submitted as stated above.*

Pendrive: All your submissions must be done through individual pen drives which will suitably be labelled by your name.
**You will not be allowed to edit your articles after your submission and you will be evaluated on what you submit.*

About the Press Corps Committee

“Journalism is literature in a hurry.”
- Matthew Arnold -

I .What is the role of a Journalist?

Each of you will be assigned a set number of Committees which are simulated at DCYP 2019. As a journalist, it will be your job to report, comment on, and question the proceedings of the committees and share them with the attendees of the conference via a newsletter. We expect you all to produce the requirements stated earlier based on what you witness in your assigned committees. Additionally, we are open to the idea of you adding personal opinions to your piece (where appropriate) and would welcome a touch of humour to your article if it is meant to be from the point of view of a columnist rather than a reporter.

II. What is the role of the Chairs?

As Chairs of the IP, we are first and foremost responsible for the allocation of tasks and assignments to all journalists. We are also the first point of contact should you have any queries regarding your role or if you wish to bring an idea or matter to discussion regarding the proceedings of our committee. In the days leading up to the conference and even during the conference we will be constantly in the background, monitoring your progress and providing support where needed. Since we will be functioning as a group of publications under one roof, we will also fill in the roles of Editors and Editor-in-Chief for the articles and work that you would like to publish in the newsletter.

III. Why does Press Corps play a major role at DCYP 2019?

In today's fast paced world where every minute a discovery is made and every second a revolution takes place, it is our responsibility as members of the media to spread the word and voice the thoughts and questions of the masses. In this capacity, our presence at DCYP 2019 serves as a platform for exchange and gathering of information regarding the discussion of issues of global importance.

IV. Who is part of Press Corps?

Tentatively: Journalists, Columnists, Reporters, Photographers and Cameramen.

V. What will my duties look like during the conference?

On the morning of each day of the conference, the members will be handed their assignments and sent out to gather information, interview delegates and chairs during breaks and unmoderated caucuses, and sit in on committee sessions. By midday, the writers should have an idea of what their piece is going to be about and start producing a draft. Everyday will have a set deadline for writers to hand in their work for perusal by chairs who may suggest alterations, edits, etc. Once the writers have made their changes, the articles will be formatted into the newsletter and sent to the printers.

Further details will be given during the planned briefing session.

VI. What are we expecting from a Journalist?

As your chairs, we expect you to have some basic knowledge of creative and investigative journalism and a good command of the English language in both oral and written form. For any piece of work that you produce, we would appreciate if you were open to comments from the Dais and willing to make minor changes. Being tech-savvy may also come in handy during committee proceedings. Lastly, we expect you to have fun during your chats with the chairs and while writing column articles.

VII. Specific tasks for our Journalists:

- Browsing through other committees' topics for in-depth research for your articles
- Reporting on committees
- Writing comments columns
- Taking photos
- Participating in internal meetings
- Interviewing chairs
- Conducting press conferences
- Have a role in the crisis committee

We hope you all prepare well and have a fruitful experience this edition of the Daly College Youth Parliament.