



IPD Guide

CIMUN XV

November 29th - December 2nd





CIMUN

CHICAGO INTERNATIONAL
MODEL UNITED NATIONS

Welcome to the International Press Delegation! The IPD is a unique and fast-paced committee at CIMUN that produces an online newspaper called The CIMUN Chronicle. We also work alongside CIMUN's broadcast news source, CNN, to give IPD delegates opportunities to appear in and produce multimedia stories.

Review the **IPD Delegate Guide** and the new "IPD 101" video on YouTube (<https://www.youtube.com/watch?v=U3kMWWdpxDo>) to know what to expect and how our process works. To prepare for the conference, you must consult the Delegate Guide for your assigned beat and complete the first assignment by Nov. 23.

You don't have to be an expert writer to be in the IPD. Your talented editors will guide you through interviews, news writing style and tweeting #Breaking news. Above all, we are here to help you learn on your feet while covering CIMUN at your own pace.

The IPD is much different from any committee you may have been on before. In addition to viewing the IPD 101 video, you should:

1. **Bring a laptop/tablet, if possible.** Our process works best when reporters can work from different committees and quickly produce typed stories.
2. **Read the news.** When you read news regularly, you become more familiar with news writing style as well as national and international issues.
3. **Research.** The more you know about your beat and other topics, the more prepared you will be to ask questions (check out the Background Guides).

I look forward to meeting you in November! Please feel free to contact me with questions or concerns at ipd@cimun.org.

Michael McCarthy

Executive Editor of the International Press Delegation, CIMUN XV

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Beats and First Assignment

In news jargon, a beat is a topic or region a journalist covers on a day-to-day basis. A reporter on the crime beat, for example, might have police sources and attend court proceedings. At CIMUN, press delegates are assigned to represent a publication (e.g., *Chicago Tribune*) and cover a beat (e.g., Global Health/Ebola and Zika). These two assignments do not seamlessly overlap, which is intentional.

Generally, delegates cover their **beat** by conducting research, identifying relevant committees and sources (other delegates) and writing news stories. Delegates represent their **publications** by writing columns and opinion pieces that mimic their publications' editorial views. Beats are assigned before the conference so delegates can be more prepared and engaged with each topic.

Beats are meant to guide, not limit you. If you discover a great source or a development unrelated to your beat, you can still write about it. Beats help editors make sure every topic and committee gets coverage and provide delegates with a starting point, but you are highly encouraged to explore other topics that interest you.

Beat	Assigned to Publication	Relevant Committees
Arms Trade & Access to Weapons	Moscow Times	DISEC, SPECPOL
Climate Change and Sustainable Development	O Globo	SPECPOL, IAEA, UNHRC
Communism and the Cold War	Bangkok Post	UNGA, UNSC / USA, Vietnam, China, USSR Cabinets
Cybersecurity	Der Spiegel	UNSC, EU, DISEC, SPECPOL, UNHRC; USA, Russia, China, Germany Cabinets
Education	The Dawn	SOCHUM, UNHRC
Foreign Aid	RIA Novosti	U.S. Senate, UNSC; USA, USSR, China, Vietnam Cabinets
Freedom of Expression, Freedom of the Press	Pan African News Agency	UNHRC, EU
68 Civil Rights	Xinhua	Chicago City Council, U.S. Senate, USA Cabinet
68 Democratic National Convention	The Guardian	DNC, UNSC; USA, USSR, and China Cabinets
68 Presidential Campaign	Islamic Republic News Agency	Nixon for America, DNC, U.S. Senate, USA Cabinet

International Court of Justice	El Pais	ICJ
Maritime Tensions in the Indian Ocean and Arctic Sea	BBC	UNSC; USA, Russia, China, Germany Cabinets
Middle East - Historical	New York Times	UNGA, UNSC
Middle East post-Arab Spring	Clarín	Arab League, UNSC
Nationalism v. Populism (Historical)	Al-Jazeera	UNGA, UNSC
Nuclear Non-proliferation	EuroNews	IAEA, DISEC
Nuclear Proliferation (Historical)	Chicago Tribune	UNSC, UNGA
Personal Data, Privacy, and Technology	Le Monde	EU; USA and China Cabinets
Refugees - Human Rights, Education, Climate	Jerusalem Post	SOCHUM, UNHRC, Arab League, EU, Germany Cabinet
Refugees (Historical)	Al-Arabiya	UNGA, UNSC
Rise of Populism, Far-right, Nationalism	Buzzfeed	EU, Arab League; USA, Russia, China, Germany Cabinets
Venezuelan Crisis	Sydney Morning Herald	SOCHUM
Vietnam War	Fox News	DNC, Nixon for America; USA, Vietnam, China, USSR Cabinets

First Assignment

Your first assignment is due by 11:59 p.m. on Nov. 23, 2018 via email to ipd@cimun.org.

- 1. Research** your assigned beat by reading at least one of the relevant background guides and finding some news articles or other outside information about the topic. Identify a single issue that will merit discussion at CIMUN.
- 2. Interview** another delegate from your school (if possible), but avoid close friends. Ask them open-ended questions about their country's stance on the issue you identified. Quotes should be written in the following format: "Quote," the representative from [Country] said.
- 3. Write** a concise story of 200-400 words that combines quotes from your interview and information from your research. Try to keep your article as concise as possible and focused on one idea, using the rest of this document for guidance. **Optionally**, write your story as an opinion/editorial from the perspective of your assigned publication. Please indicate this in your email.

Please submit your article as a Word document or Google Doc to ipd@cimun.org with the subject line **[Publication] - [Beat] First Assignment** and include your full name in the email. These articles may be edited and published online ahead of the conference for delegates to read. Please email us with any questions.

Introduction to the IPD

Philosophy

The International Press Delegation (IPD) produces The CIMUN Chronicle, a digital newspaper, and partners with the CIMUN News Network (CNN), a staff-run broadcast news program.

To understand why these media outlets are vital to CIMUN, you must first understand the conference's philosophy.

At the core of the CIMUN philosophy is a strong focus on realism and innovation, with our primary goal being the accurate portrayal of the challenges faced by real-life diplomats and politicians. All committees at CIMUN feature a fully-integrated crisis simulation, forcing delegates to think on their feet and work as a team between multiple committees to solve demanding international problems.

From the Delegate Guide

Because the heart of our conference is an integrated political simulation where all committees must respond to events of international importance, it is necessary to have a reliable and comprehensive news source for delegates to follow. It is also necessary to report delegates' diverse opinions to influence the policy decisions that are made across committees. IPD serves the organization's goal of providing a realistic educational experience in two ways: (1) real politicians don't operate in a vacuum and must answer to the public; and (2) press delegates learn that reporters can impact policy by asking tough questions and calling out inconsistencies.

The IPD publishes news online at live.cimun.org, uses Twitter to post breaking news updates, and collaborates with CNN to produce programs such as CIMUN Says and CMZ.

Delegate Freedom

Press delegates have a great deal of freedom to move between committees located throughout the conference hotel to cover developing stories. You will also be given access to write tweets on a CIMUN-branded Twitter account, @IPDCIMUN. These are incredible freedoms that come with serious responsibility. The IPD editorial staff will respect delegates' privileges on the condition that delegates attend required meetings and maintain decorum.

Access and Press Conferences

Press delegates have access to all committees, but not necessarily cabinets. Members of cabinets, like actual government officials, meet behind closed doors and control whatever information is released—either officially, through a press secretary, or covertly, through leaks as anonymous or background sources. Both situations are possible at CIMUN. There may be opportunities for delegates to write stories or report leaks based on anonymous sources, but only with the permission of an editor. Additionally, committees may vote to hold a “closed session” where non-members, including press delegates, are cleared out of the room.

During the last 30 minutes of each committee session, cabinet press secretaries will provide statements to the press and answer questions. It is in your interest as reporters to ask questions, even if they do not directly pertain to the cabinet statements. In the past, questions from the press have forced cabinets to reveal unflattering information and sparked shifts in the politics of the conference. Reporters are expected to be respectful, yet assertive, with their subjects.

Editorial Meetings

During the 30 minutes prior to a press conference, or one hour prior to the end of committee session, delegates are required to return to the IPD room for an editorial meeting. In addition to seeking advice from editors, during these meetings, delegates also will have the opportunity to participate in the CNN program CIMUN Media Zone, or CMZ, for which participants offer brief teasers of the stories they are writing, similar in format to the Hollywood gossip show TMZ.

Beats

Delegates should write at least one story for their beat per day. These stories usually are published under The CIMUN Chronicle, and are expected to be unbiased (regardless of your publication) and factually accurate. Delegates are encouraged to explore a range of topics and

committees throughout the conference, within and beyond assigned beats. Delegates interested in covering stories outside of their assigned beat should speak with an editor.

Opinion

While The CIMUN Chronicle publishes hard news without bias, each delegate is assigned to represent the interests of a major international news outlet. Each paper's editorial board offers opinions on local and international policies. You should research these stances and may choose to write opinionated editorial articles that represent these views. These stories are published under the name of the delegate's assigned outlet.

Just because an article is published as an opinion piece does not mean you are excused from fact-based reporting. Opinions should be backed by well-researched facts and structured in a format that offers arguments and confronts possible counter-arguments.

Social Media

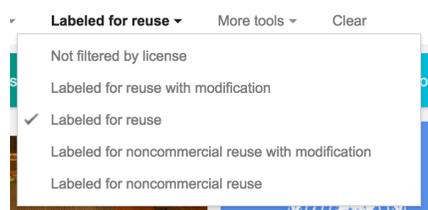
Twitter: @IPDCIMUN

Facebook: facebook.com/CIMUNIPD

Delegates will be provided with the username and password to the @IPDCIMUN Twitter account at the conference. Any misuse of the IPD Twitter account will result in revocation of access for all delegates. This includes, but is not limited to, posting obscenities, false statements, personal attacks, and any other content deemed inappropriate by CIMUN Media staff.

Broadcast/Video

Through our partnership with CNN, we are proud to offer delegates a chance to work on a video package or appear on-camera in CIMUN's broadcast news reports. Our editors can help you through this process, but we may ask for a draft of your script and some b-roll (iPhone video is usually fine) first in order to move faster and get a time slot in the broadcast for your work. A guide to writing for video and some shooting tips are included as an appendix.



Story Guidelines for Delegates

Story Format

The most common news story format is called inverted pyramid, where the most important information appears in the first few paragraphs of the story and the less important information appears in the final paragraphs. The first sentence, called the “lead,” should relay a condensed version of the story. This format makes it easy for readers to skim the Who, What, When, Where, Why from the story in the first paragraph or two, and allows editors to easily cut from the bottom. If you’re frustrated with writing a lead, it could be a sign that the story is too broad or you just don’t have all the information you need.

However, that format doesn’t lend itself to all stories. Thus, experimentation with story format is encouraged, but not required. Stories will be accepted regardless of whether they follow the inverted pyramid style, but accurate reporting of facts, proper grammar, and correct spelling are necessary components of all stories.

Stories should be edited to correspond to Associated Press (AP) Style. A condensed guide is provided later in this document. The editors also can assist you with AP Style.

Each story is limited to 400 words on the first draft. This limit allows the editors to move more quickly in editing stories, but it is also intended to encourage delegates to be more concise. If you wish to write a longer story that goes deeper into the issue, the editors will be happy to allow an exemption. The average beat story runs between 200 and 400 words.

Headlines, Bylines and Photos

Delegates must prepare a headline and find or take a photo for submission along with their story.

A headline is a short, tight description of your story in less than 8 words. Capitalize the first word and all words other than articles and prepositions. The editors are able to offer assistance.

The byline identifies the story’s author and publication. Your byline will be automatically generated using your login information. Some stories are published for The CIMUN Chronicle and some are published for your assigned publication, which should be noted in the byline. If

you are submitting an editorial from the perspective of your assigned newspaper, you should note this on the first line of your article body for the editors.

Since we publish online, **every** story must have an accompanying image. The image can be a photo from the conference, or a photo or graphic from the internet. When you find a photo online, you should look for images that have been offered by their creators as free from copyright restrictions for use in non-commercial projects. In a Google Images search, click **Search Tools**, then **Usage Rights** and select **Labeled for Reuse** from the drop-down menu. You can also use Flickr, Wikimedia Commons, and Creative Commons (<https://search.creativecommons.org>).

Style Guide

Press delegates are strongly encouraged to work on developing their own voice and style, but there are some consistency standards for The CIMUN Chronicle. Editors will be making revisions to stories, which will include abiding by the style guide. The style guide is mostly based on AP Style, but delegates are encouraged to use the following condensed guide:

Abbreviations & Acronyms

Use periods for 2-letter abbreviations, such as U.S. or U.N., and omit periods for abbreviations with three or more letters, such as CIA or NATO. Exceptions to this are: GA (General Assembly) and EU (European Union). Omit all periods in headlines.

If you are referencing organizations/institutions that are not committees or are not well known, use the full title first, with the abbreviation/acronym in parenthesis.

Direct Quotes

Direct quotes from delegates should be used, when possible, in all stories. Use the following format: “Quote,” Source, Title, said. For further explanation of how to identify sources, see the Sources section below.

Em Dash

Some writers use dashes, some don't. If you are going to write with dashes, please use the “em” dash, without spaces (e.g., News agencies use a variety of style guides—some even develop their own—when determining how to maintain consistency in their publications).

Sources

Avoid anonymous sources. We will make some exceptions, but ultimately, sourcing information is a foundational part of journalism. Identify sources by their country and committee. Avoid the word “delegate” and delegate names to maintain realism. Stick to titles (e.g., “We are looking forward to voting on resolution 2.1,” the Russian representative to the Security Council said).

You must either quote the publication directly or paraphrase in your own words. Sloppy paraphrasing, even with a citation, is considered plagiarism. Cite references to other publications plainly, without parenthesis or italics (e.g., according to The New York Times).

Numbers

Spell out numbers that start a sentence or, ideally, move the numeral further into the sentence, except when the number is a year. Spell out numbers one through nine (and first through ninth), but use numerals for 10 (and 10th) and above. There are several exceptions for things that are measured: a 3-year-old boy, a 9-0 decision, money, etc.

Money

Use numerals (e.g., 99 cents, \$206.50, \$20,000, \$5 million).

Dates

Avoid relative terms like “today” or “last week” and use specific dates if possible. Spell out months for references such as “December 2017” and “this December,” but abbreviate the month if the specific day is mentioned (e.g., Dec. 4 not December 4th). March to July are not abbreviated. Datelines in stories are not necessary.

An Associated Press Stylebook will be available for editor and delegate reference.

Please source all information, and if you don’t know how to spell something, use a dictionary. Our editors will be copyediting all of the stories before they are published, but the integrity of The CIMUN Chronicle is in the hands of everyone involved. If we publish lies, misspell words, or use poor grammar, no one will read the stories. Delegates with questions or concerns should speak with an editor.

Additional Resources

Your editors are here to help you through the writing process and to answer questions on grammar and style. Some of the best preparation for good journalistic writing is reading more news: your local paper, online national or international agencies, etc. Reading more news will expose you to great news writing and different writing styles.

If you want to delve deeper into something covered in this guide, we suggest the following resources.

Purdue OWL: Journalism - Purdue OWL has a series of pages on journalistic writing and AP Style: <https://owl.english.purdue.edu/owl/resource/735/01/>

Writing Leads - NPR's online storytelling tips are a great, accessible resource for journalists in any medium. Here is a guide to writing good leads in a variety of formats: training.npr.org/digital/leads-are-hard-heres-how-to-write-a-good-one/

Concise Writing - This article is somewhat old, but provides a handy list of common phrases and how and why you should cut them down: <https://web.archive.org/web/20170704140141/www.jour.sc.edu/news/csj/CSJ22Nov03.html>

The **IPD 101** training video and **Getting to Know CIMUN** series are available on the Model United Nations Development Organization YouTube channel: https://www.youtube.com/channel/UCx3_cgtAwi7CqloZmOmI5LO

Appendix: Writing for Video

The IPD strives to allow delegates to explore many forms of journalism, including audio and video reporting. These media require different considerations and different writing styles than print stories. This appendix is intended to prepare you to produce basic video stories that meet broadcast standards for use by CNN.

Glossary

There are many terms and acronyms used in broadcast news to refer to different types of video and the elements each video contains. While we don't expect you to know these terms, they are helpful in writing for video and understanding how newscasts are put together.

Package

A package is an edited story complete with video and the reporter's voiceover (narration). For our purposes, a package should run about 1 minute and absolutely no longer than 1:30.

Here's a package about life on the border with North Korea: <http://www.cnn.com/2017/09/05/asia/south-korea-dmz-village/index.html>. Notice the stand-up in the middle of the video where the reporter shows the proximity of the border and talks over propaganda messages.

VO/SOT

The anchor reads a script (VO for voiceover) live over a recorded video and then pauses to play a sound bite (SOT for sound on tape). These shorter stories can be helpful when something happens very close to the newscast (e.g., the governor just finished a speech and announced a major initiative) and there isn't time to produce a full package. Other times a local station uses footage from a national source.

A local news station might grab video of flooding in Houston and a SOT from a news conference from CNN, and write their own script. They could also use a package from KHOU, but that might not work with the time constraints of their rundown and it would be written for a local audience rather than a national one.

If you do not want to appear on camera or have your voice heard, you can write a script and provide b-roll for CNN anchors to use as a VO/SOT. These scripts should be about 30 seconds or less and include at least an opener VO, a soundbite (SOT), and a closing VO.

Here's an example of a VO/SOT from a morning news segment where the "soundbites" are Taylor Swift's "Look What You Made Me Do" and Right Said Fred's "I'm Too Sexy": <http://wgntv.com/2017/08/25/the-reason-why-taylor-swifts-new-song-sounds-like-90s-hit-im-too-sexy/>

B-roll

B-roll is video from the field that does not contain a stand-up or SOT. It should still contain ambient noise (see natural sound). B-roll could include shots of a building or landscape, people talking, or your interview subject doing something. B-roll is important because it adds variety to your overall report and can cover up jump cuts in your edit.

For example, if your subject says, "uh [long pause]," in the middle of a great quote, that makes them look funny in your report. You can edit out that piece of video, but now your subject's head jumps to a different spot on the screen (a jump cut). B-roll of what the subject is talking about will help here because you can preserve the audio of their great soundbite without showing the jump cut in the video.

Stand-up or Live Shot

When appropriate, a reporter will appear on camera at a location relevant to their report (at city hall or a crime scene), which establishes that the reporter is actually working out in the field. These shots are an opportunity for the reporter to add information that does not mesh closely with their visuals and that their subjects have not addressed. We would love for delegates to include a stand-up in their packages, but they can be nerve-wracking to shoot and are not required.

Rundown

A rundown is a spreadsheet of all the elements of a broadcast in order with the type of content (package, VO/SOT, anchor, graphic, etc.), an identifier or "slug," and the estimated run time. Television newsrooms use software like ENPS or iNews to manage all their scripts and fit them into the rundown. This software also feeds scripts to a teleprompter.

Shooting Video for CNN

You don't need a broadcast quality camera or a tripod to make a good story. Your smartphone or digital camera probably shoots HD quality video and can adjust to different lighting conditions. Your focus should be on what you are shooting: framing your subjects in a variety of shots (close

up, medium, wide). Instead of “zooming” on your camera, walk up closer to your subject for better results. If using a phone, remember to shoot horizontally as it best conforms with TV orientation.

Ensure that you are capturing audio, too. It may sound silly if you’re just shooting b-roll, but it’s important to have natural sound or “nats” (the ambient noise of a space) on your b-roll for a few reasons. First, you never want your package to go black (no video) or go silent (no audio). Second, if you want to capture a scene accurately, you need to include the sound of it.

Gathering Outside Video

Not every story has amazing visuals at the scene. Delegates debating a major international crisis might be interesting, but the footage is probably not going to be very compelling. While we definitely want to see b-roll from committees, there are some other sources of video that you can use to make your package more visual. Generally, you can use about 15 seconds of video from news clips as long as you credit the source and that clip is not your sole source of video. This would be considered fair use either for educational purposes or to provide commentary on the video. This is a great way to show something like a U.N. meeting or a development in Russia without being there. Local stations are often able to get video from their network (NBC, ABC, CBS) or through a service like CNN or AP. You will not have that capability at CIMUN, but there are ways to use outside video and images if you wish. Even better, find content that is labeled with Creative Commons or a non-copyright license. Use <https://search.creativecommons.org> to look for content.

Writing for Video

When you have video of a scene to show your audience, you can get away with less description and tighter writing, but it must be simple enough to understand instantly. Most people will not rewind the newscast to listen a second time. Simply reading your script aloud can reveal messy language and/or difficult pronunciations, and will help you time your story. The New York Film Academy has a simple guide on writing for video at <https://www.nyfa.edu/student-resources/writing-broadcast-journalism/>.

Please refer to their guide and the following items.

See it, Say it

When you have video and narration or a soundbite that correspond, it is a great idea to show that visual when you mention it. It sounds intuitive but packages are not simple to edit from the beginning. There are a lot of pieces you can move around to make your story work in different ways. Tying together your script and visuals makes for a more compelling story.

Anchor Toss and Tag

After a live shot or in a package that ends with a stand-up, a reporter will usually say something like, “Reporting live from the Mag Mile, I’m Michael McCarthy. Jessica, back to you.” This is called a “toss” and ties together the fractured components of a newscast. More creatively, you can write a “tag” where the anchor will say something like “Thanks, Michael. By the way the Mag Mile Festival runs through Sunday, so get out there and enjoy this nice weather!” The “tag” is a way for the reporter to fit in some extra information that might be important but difficult to fit into their story.

Format

Since we don't have newsroom software like ENPS, you will need to format your script in a word processor. Use the following format:

[Name - STORY SLUG]

[Estimated Run Time]

[PKG or VO/SOT]

[CAM: Michael]

THOUSANDS ORDERED TO EVACUATE TONIGHT AS HURRICANE IRMA THREATENS THE CARIBBEAN.

[VO]

[GFX: animation with radar]

NOAA (NO-UH) EXPECTS WIND SPEEDS TO TOP 150 MILES PER HOUR AS THE STORM TRACKS NORTHWEST.

[SOT]

[Lower: Jim Brewer, Traveler]

I’m just trying to get home to my family.

[CAM: Jess]

AND WE HOPE HE MAKES IT HOME SAFE. IN OTHER NEWS TONIGHT. . .

Brackets help separate the production lingo from your script. It looks odd, but this exercise helps you lay out the flow of your intended video.

Going On Air

Reading this guide is the first step to airing content on CNN. To get started, we really need an edited and practiced script and a thorough log of your video. **You are not expected to deliver a fully edited package.** Instead, we want to prepare you to write a usable script and gather quality video that CNN can use.

It is helpful to prepare a **log** that lists the approximate timecode and duration of soundbites, natural sound, and b-roll in your video. You do not want to get to the video editing process and then realize you had a great soundbite that you left out. This helps you take note of everything and makes it easy to copy and paste words into a script.

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