



THE SOLACE SUMMIT

WORDS OVER SWORDS

MODEL UNITED NATIONS

INTERNATIONAL PRESS

Study Guide



THE SOLACE SUMMIT

WORDS OVER SWORDS

Table of Contents

- 01** Overview & Points to Remember
- 02** Beat-Based Article & Opinionated Editorial
- 03** Feature Article & Interviews
- 04** Report Writing & Press Conference
- 05** Short Writing Articles
- 06** Elements of Style
- 07** Guidelines for Photographers & Caricaturists



THE SOLACE SUMMIT

✍️ WORDS OVER SWORDS ➡️

01 Overview & Points to Remember

Welcome to the newsroom! Being part of the International Press is a bit like being handed a backstage pass to history in the making — except you also get to write the headlines. Your job is to chase down the crises, catch the drama as it unfolds on the committee floor, and turn it into content sharp enough to shape how the world (well, the delegate body) sees the issue.

Your articles can take many shapes — we'll walk through each type in this guide. But whatever form your piece takes, we're looking for the same core ingredients: unbiased reporting, real research, sharp argumentation, a touch of wit, and above all, professionalism. Think of your article as a little piece of ink-and-paper art that actually moves the needle.

One golden rule before anything else: journalism isn't about tearing delegations down — it's about opening their eyes to angles they hadn't considered. Deliver the truth, deliver it with flair, but deliver it with heart.

Points to Remember

Submission format: ArticleType_YourName_Coffee_

Formatting specs — because presentation matters:

- Headlines: size 16
- Byline: size 14
- Body text: size 12
- Font: Times New Roman
- Word limits will be announced at the International Press Briefing on the day of the conference (a wiggle room of +/-40 words is allowed, so breathe easy).
- Every piece needs a byline and a headline — no ghostwriters here.
- Submissions go through Google Classroom.
- Give your article one more read before you hit submit — plagiarism has no place in this newsroom.
- Grammar and punctuation should be spotless. We know you've got it in you.
- Creativity is the name of the game — make your work unmistakably yours.
- Deadlines are sacred. Miss one, and negative marking follows. Deadlines will be shared during the Briefing.
- No delegate is ever to be disrespectful, in writing or otherwise.
- Comments on a delegate's appearance or accent are absolutely off-limits.
- As the eyes and ears of the outside world, your reporting needs a solid factual backbone. Lean on credible sources — UN and World Bank reports, Reuters, national government agencies — and let the data do some of the talking.

02 Beat-Based Article & Opinionated Editorial

Beat-Based Article

While the agenda is the umbrella hanging over the committee for the next two days, the real story often lives in the smaller storms brewing underneath it. Delegates will pull at every thread of contention connected to the issue — and your job is to spot the thread worth following.

A beat-based article zooms in on one such thread, known as the beat. It's a specialist's piece — deep, detailed, and built to teach the reader something they didn't know walking in. Pull your beat straight



THE SOLACE SUMMIT

✍️ WORDS OVER SWORDS ➡️

from the committee floor; it should be compelling enough to earn a reader's attention on its own merit. Once chosen, the beat becomes the spine of your article, and everything you write should serve it.

To catch a good beat, keep your eyes and ears in the room. Spend the first half of the day soaking up the discussion and zeroing in your core idea, then use the rest of your time to back it up with solid facts.

- A beat-based article is specialised and factual — statistics are welcome here.
- No personal opinion required; stick to what's actually happening in committee and the facts around it.
- Accuracy is non-negotiable — get delegate names and facts right.
- Direct quotes and concrete detail add real credibility to the piece.
- Once you've locked in your beat, feel free to explore a specific angle of it based on your own research.

Opinionated Articles / Opinion Editorials (Op-Ed)

This is where you get to have a voice. Op-Eds let journalists step out from behind neutral reporting and say what they actually think — grounded in the committee's agenda, but filtered through your own perspective.

We want to see that you've done your homework on the agenda, because a well-researched opinion hits differently than a vague one. Having a stance is essential, and it should come through in how you write, not just what you say. Op-Eds are useful for:

- Debating a proposition and/or firing back with rebuttals
- Providing background or historical context on a current issue
- Spotlighting angles that straight news pieces tend to miss
- Offering suggestions or mapping out a plan of action
- Breaking down an idea or concept in real depth
- Sharing your own expertise

Research is still the backbone here — an opinion without research is just noise. Be clear about your point of view. This isn't the place for a neutral, balanced essay; it's the place for a take, and a take can't sit on the fence. Criticism is fair game, but make it constructive — sharp enough to make the point, kind enough not to sting.

Things to Keep in Mind While Writing an Op-Ed

- Base it on verifiable facts, though it needsn't quote them directly.
- Stay within the word limit — concise beats sprawling, every time.
- Express an opinion, but make sure it's backed by reasoning, not just noise.
- You choose how many angles to cover, just keep the argument tight, not fuzzy.
- Build toward a real conclusion — no trailing off mid-thought.

03 Feature Article & Interviews

Feature Article

Features are your creative playground. They're not necessarily as high-stakes as an Op-Ed or a Report, but they're where you get to really flex — poetry, prose, diary entries, open letters, whatever form your



THE SOLACE SUMMIT

WORDS OVER SWORDS

imagination reaches for. The only rule: keep it committee-centric, or it won't earn its place in the newsletter.

- Go as creative as you dare.
- Keep it tied to the committee.

Interviews

Interviews are a newsroom staple — conducted face-to-face or via chits, since we know cornering a delegate mid-debate isn't always realistic. A good source can hand you:

- Basic factual information
- Perspective and context on the issue at hand
- Direct quotes
- Leads on how to shape the story
- Names and contacts of other people worth interviewing

Points to Remember While Conducting an Interview

- Come prepared — research first.
- Don't be married to your script; if the delegate hands you something better, chase it.
- Cap it at 3–4 questions per delegate.
- Keep your transcription tight and to the point.
- Capture every important thing the interviewee says.
- Be genuine, and don't shy away from the tough questions.

04 Report Writing & Press Conference

Report Writing

A report is your recap of what actually happened in committee — the substance, not the procedure. We'll not interested in a play-by-play of the Rules of Procedure; we want the quality content that was actually discussed. Reports are formal, neutral, and concise. No personal bias allowed — just the facts, told well enough that someone who wasn't in the room could still follow along. Incidents can be reported, opinions cannot.

Direct quotes from delegates are welcome and encouraged to back up your reporting.

Press Conference

Where the schedule allows, every committee will hold a press conference. Come prepared with three questions aimed at specific delegates, plus one for the committee at large. Whatever answers you gather can be woven straight into your submission.

05 Short Writing Articles

Filler



THE SOLACE SUMMIT

✍️ WORDS OVER SWORDS ➡️

Filler articles are the fun, quick reads — humorous, informal, a little satirical, and generally short. They may or may not tie into the agenda, but they're a great way for the Executive Board to get a feel for your voice and personality as a writer.

Breaking News

Think punchy one-liners and headline-grabbing snippets — a controversial remark from a delegate, a dramatic committee moment, anything with instant hook value. Write these to grab attention in the first three seconds and leave readers wanting the full story.

06 Elements of Style

Consider this your style bible — the fine print that separates polished journalism from a rough draft.

- Abbreviations:breviations: No periods between letters of an abbreviated organisation. Stick to standard acronyms — ECOSOC, GA, HSC, ICJ, IPD, NATO, UK, UN, US, USSR.
- Apostrophes: Used only for possessives or secondary quotations — never for pluralisation.
- Currency: Use the correct currency symbol. Round large figures — \$54,000, \$135,000, \$214 million. Indian Rupees are written as INR, never Rs.
- Capitalisation: Nothing gets capitalised except abbreviations.
- Books and print sources: Capitalise and italicise titles — the newsletter, New York Times, The Economist.
- Developing nations: Skip the term "Third World" entirely — it's outdated and discouraged.
- Diplomatic courtesy: Report faithfully, but never at the cost of courtesy. If a quote crosses a line, ask the delegate to rephrase — or leave it out.
- Hyphenation: Follow American English conventions (non-, sub-, ex-, socio-political). When in doubt, ask the Editors.
- Names: Never guess a spelling. Verify every name verbally, and capitalise all proper nouns.
- National references: Use standard UN country names — e.g. China, not "People's Republic of China"; Libyan Arab Jamahiriya for Libya.
- Numerals: Spell out numbers ten and under; use numerals above ten (e.g. 2001). Add commas for five-plus digits (1,345,000). Use decimals or percentages for fractions (0.5 or 50%). Roman numerals only when the source itself uses them (Chapter VII), and ordinals are spelled out (First Committee).
- Percentages: Use the % symbol — e.g. 35.8%.
- Quotation marks: Closing punctuation always sits inside the quotation marks.
- Quotations: Weave quotes grammatically into your sentence. Use an ellipsis (...) for omissions, and square brackets [...] for any clarifications you add — never for actual quoted words.
- Spacing: One space after words, commas, semicolons, colons, and periods.
- Spelling: Run a spell check before every deadline — your Editor will thank you.

Marking Criteria

- Quality of Content
- Research
- Plagiarism
- Coherence and Grammar
- Punctuality



THE SOLACE SUMMIT

WORDS OVER SWORDS

Word Limit

07 Guidelines for Photographers & Caricaturists

Behind every great newsletter is a great set of visuals. Here's how to make yours count:

- **Task Briefing:** Attend the International Press briefing for detailed instructions on each task, including submission criteria. Know what's expected before you shoot or sketch.
- **Task Deadlines:** Every task comes with its own deadline — plan around it. Late work may not make the cut.
- **Task Variety:** From capturing key moments to bottling the atmosphere of the conference, your assignments will span the full spirit of the conference. Caricaturists, get ready to bring personalities to life on paper.
- **Professionalism and Ethical Standards:** Respect everyone's privacy and boundaries, ask permission where it matters, and make sure your work paints the event and its participants in a good light.
- **Technical Specifications:** Aim for high-quality, well-framed, creative photography. Caricaturists should chase both accuracy and flair. Mind your lighting, composition, and the little technical details that elevate a piece. Don't skip the briefing.
- **Collaboration and Support:** This committee runs on teamwork. Trade ideas, give feedback, back each other up — it makes for a better newsletter and a better experience for everyone.