

International Press Corps

Study Guide

For the Journalists

Heartiest greetings,

I extend a warm welcome to all the distinguished Press Correspondents in the IEM Model United Nations 2026, organised by the Communique of IEM Kolkata. Your presence and enthusiasm is highly valued. As someone who has participated in different committees across several MUNs and has finally ended up cherishing the International Press Committee the most, I agree to it being intimidating at first, especially when you are expected to capture what happens in the committee and weave it into words to recreate the imagery for the readers. However, the more you enrich your experience, the better will you grasp the crux, and eventually it gets easier for you as a Press Correspondent. Indeed, the art of writing creates wonders, and so is the art of articulated speaking. Hence, amalgamating these proficiencies driven by the interest in geopolitics is something I wish to foster in all of my Press Correspondents—as was once inculcated in me by my mentors during my initial steps.

This is where the study guide comes in handy, and not just this one but also the committee you will be assigned to on the first day, once the committee begins, i.e., Day 1. Ensure you're positively on time with all your submissions and fact-check everything you put in your articles. All formal correspondence within the committee is conducted in English. Furthermore, considering the massive spike in the employment of AI-based writers, using ChatGPT or similar GenAI based software, if discovered, will result in a strong negative grading of the Reporter and the corresponding article will be immediately scrapped.

Essential Requirements for Your Role as an IP Journalist:

The following are three things are the “**must haves**” at all the times while participating as a reporter in IP:

1. **A digital device on which you can author your articles.** And it is highly recommended to bring a personal laptop or tablet with you as it's challenging to write articles on a smaller device like a mobile phone. Along with submitting daily reports, you are also expected to be present and watching the events of your assigned committee.

Please Note: For the journalists, paper-based or scanned articles will, in no way be accepted. Henceforth, will not be reviewed and marked. Only electronic copies, both in .pdf and .docx or .doc, will be accepted.

Please avoid requesting authoring devices from the Secretariat. As all the logistical arrangements for your participation as a reporter must be finalised before the start of the MUN on Day 1.

2. **A working internet connection.** It is critical to have an active and working internet connection in your authoring device. However, pertaining to any unavoidable circumstance that requires immediate access to Wi-Fi connectivity, you may contact the Organising Team for assistance.
3. **A Google account.** Ascertain that you have a Google-configured email address and sound working knowledge of managing the same (i.e., how to change files, folders, links, and the like on your Google account). The procedure is straightforward.

Articles to be Submitted:

All the articles that the reporters will be required to submit during three days of the Conference and the corresponding deadlines will be announced on Day 1. And the format and the details of each of the articles will be explained completely during the orientation session and any further doubt will be clarified by the Executive Board anytime during the conference, but once the articles are submitted, any further edit to the existing document will not be entertained.

However, if any journalist wants to rework on their articles after submission, then they need to re-submit the article and will be marked on the last submission only.

Tips to Craft Great Articles:

Here are certain practices for drafting articles that you are supposed to submit. To reduce the grammatical errors, an in-built grammar check tool on your Internet browser (e.g., Grammarly extension or Microsoft Editor extension) should be pre-installed while writing articles.

- **Research:** Your ability to research your committee, its mandate, its agenda, the overall background and the foreign policies of the delegates assigned to your MUN committee will decide how well you design the final product, in essence, your submissions. As a helpful practice, thoroughly review and examine all the critical documents (agreements, treaties, meeting minutes, etc.) as mentioned in the study guide of your assigned

committee to understand its basics before delving into the details.

Here are some critical pointers to keep in mind when you conduct your research:

1. Take notes on terms and phrases as you listen to a committee's proceedings. These keywords will direct you on the right path in relevant research and also while drafting certain articles.
2. Read journals, periodicals, magazines, and news stories and watch relevant documentaries to learn more about your research topic.
3. When considering a topic, ask yourself,
 - a. "What is this?"
 - b. "Why is it significant?"
 - c. "What has been said about it previously?"
 - d. "What is being said now about it?", and
 - e. "What else can I say?"

And not being able to answer at least two of these questions projects towards the fact that the concerned issue is probably not worth focusing on in your submissions.

- **Arguments and Analysis:** You will be graded depending on how well you can analyse your research on both intellectual and humanitarian gradient, and present an articulated and coherent argument, especially in long-form articles. Always ask yourself the following questions before reading an opinionated article:

1. Why are people having this discussion?
2. How can I add value to this discussion?
3. Why and how to make the reader believe my words?

- **Narrative structure:** The ability to creatively convey a story without audio-visual aid is essential to becoming a good journalist. Journalistic articles are frequently referred to as creative nonfiction. Make it intriguing and entice your readers.
- **Grammar and vocabulary:** It's tough to comprehend an article with grammatical

discrepancy such as faulty spelling, misplacement of punctuations, and sloppy formatting. As a reporter covering politically charged issues, it's a must to use mature language—appropriate for the situation. Keep a thesaurus nearby, but refrain from using bombastic and extravagant language that makes it difficult for the everyday reader to comprehend your writings. While it is generally appreciated to have fancy words up your sleeve, generally and technically your readers should not have to look up more than a few words while going through what you've written.

Best practices for authoring a final draft:

Before submitting an article, take a quick inventory of the following checklist:

- The article has a **Heading** (Times New Roman, Size 16, Bold, 1.5 Line Spacing, Centre Alignment).
- The title or heading is followed by a **Subtitle** (Times New Roman, Size 14, Italics, 1.5 Line Spacing, Centre Alignment).
- The reporter's name or their short description on the writing prowess (**By-line**) is beneath the subtitle (Times New Roman, Size 12, Italics, Right Alignment).

(Please keep in mind that in this format of draft, headquarters of respective News Agencies and dates are not required.)

- The same is followed by your **Main Body** (Times New Roman, Size 12, 1.5 Line Spacing, Justified Alignment).
- All quotations are enclosed in double quotation marks (“ ”).
- Check your spelling.
- Conduct a plagiarism check and **attach the snapshot of plagiarism check along with the articles while sending e-mails.**
- Photographs in all articles are captioned (for example, "Source: IEMMUN'26 Archives.")
- All abbreviations must be written in full at least once in an article.

As I come to the end, I find it essential to repeat and remind you all the age-old saying that

“The pen is mightier than the sword”, because, as press correspondents, we have to hold the delegates responsible for their verbatims and actions. Now, as you commence your journey as the Press Correspondent of the news agency whose honour you bear, ensure that you prioritise punctuality, give complete coverage of the sessions, maintain journalistic integrity and, most importantly, enjoy the process! All the best, keep hustling!

Best Wishes,

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IEMMUN 2026.

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