

## Submitting a Position Paper (For Faculty Advisers and Mentors)

As an important part of the research and Final Conference preparation process, Jr. Model UN delegates are highly encouraged to prepare and submit OPTIONAL (not mandatory) position papers for their country delegations. Taking the form of an official published statement by a country's foreign ministry, position papers outline a delegation's position on the topic under consideration. Position papers also serve as invaluable tools that can be used as a reference throughout the conference and are a helpful prerequisite to having students write resolutions.

### Position Paper Guidelines

Students are encouraged submit position papers either **individually** or **in country/topic/committee groupings** to the Council. Position papers should be no more than **two pages** in length and should be **divided into paragraphs**. These paragraphs should include:

- A brief introduction of the country and its history with regard to the topic, including UN actions the country supported or opposed in the past;
- Actions taken by the country's government with regard to the topic;
- Statistics to back up the country's position on the topic; and
- Ideas for creative solutions to solve the problem and/or what the country believes the General Assembly should do to address the topic.

### Position Paper Format

When writing a position paper, proper format is mandatory. Please follow the format as provided in the Position Paper Template (available for download on the Council's website or in your Google Drive folder) using the following standards:

- A header that includes **(in bold)**:
  - 1) \*Student or Students' full names (first and last names);**
    - a. \*We will use this information if the Position Paper is deemed eligible for an award at the Final Conference, so please double check who (either an individual student or the entire country/topic/committee grouping) wants to be credited for the work.
  - 2) School name;**
  - 3) U.N. Committee (this is either 1 or 2 depending on your Student Assignments document);**
  - 4) Topic assignment; and**
  - 5) Sponsor (Country assignment);**
- **Font** must be **Times New Roman** sized between **10 pt** and **12 pt** and either **single** or **double-spaced**.
- **Margins** must be set at **1 inch**.
- The paper must be **no more than two pages** in length and **separated into paragraphs** with the information listed above.
- To discourage plagiarism and encourage integrity for the research process, a separate **list of sources** is *strongly encouraged* and should be included on a third page. The source list can be provided using MLA or APA citation formatting – depending on the preference of the school.

### **Submission Guidelines**

- Use the link provided to you by Council Staff to open your school-specific **Google Drive Folder**. If you do not have a link or are unable to find it, please reach out to Council Staff for access.
  - Click the **'Position Papers'** Folder
  - Use the **'Position Paper\_Template'** Google Doc to create or upload student Position Papers. Please have students reference proper heading format (as outlined above) and the instructions on **How to Write a Position Paper**.
- You are encouraged to submit position papers on Google Drive in one of two ways: either **'stacked'** in which a single position paper for each student or country delegation is correctly formatted in a single document with multiple pages, or **'individually'** where you would create and/or upload a position paper in an individual document for each country/topic/committee grouping.
- Position Papers must be submitted as a **Google Doc** or **Word Document** and uploaded to your school-specific Google Drive folder by the stated **Position Paper Deadline Date** to be considered for an award. *Note that late submissions may not be eligible for awards.*
- At the Final Conference, Council staff will announce and hand out any Position Paper awards. Papers are awarded to an individual student or group of students based on the header you complete so please be sure that this information is accurate before uploading to Google Drive.

### **Helpful Tips for Writing and Submitting a Great Position Paper:**

- Double-check that the heading has been filled out correctly and properly. Position papers can be submitted individually or in country/topic/committee groupings. There are many times where we get a great position paper, but cannot give an award because there was no name, country, committee number, etc. included.
- Follow proper formatting for a position paper. This includes everything outlined in detail above
- Many students get confused about writing solutions for the problem and do so from the perspective of their country delegation. Note that the solutions offered should ideally be addressed to the General Assembly at large (and not, for example, solely to the government of the country your students are assigned to).
- The best position papers include relevant, and up-to-date facts and statistics and reference credible sources. The Council's topic briefing paper and topic resources page are both great places to find this information.
- Proofread, proofread, and *proofread!* Position papers should be submitted without any grammatical or spelling errors. Using spell-check and having students peer-edit Position Papers before submitting is a great way to avoid common errors and formatting mistakes.

**Note:** Position papers that are submitted using any other format or not meeting resolution guidelines as outlined above may be deemed ineligible for awards at the Final Conference.