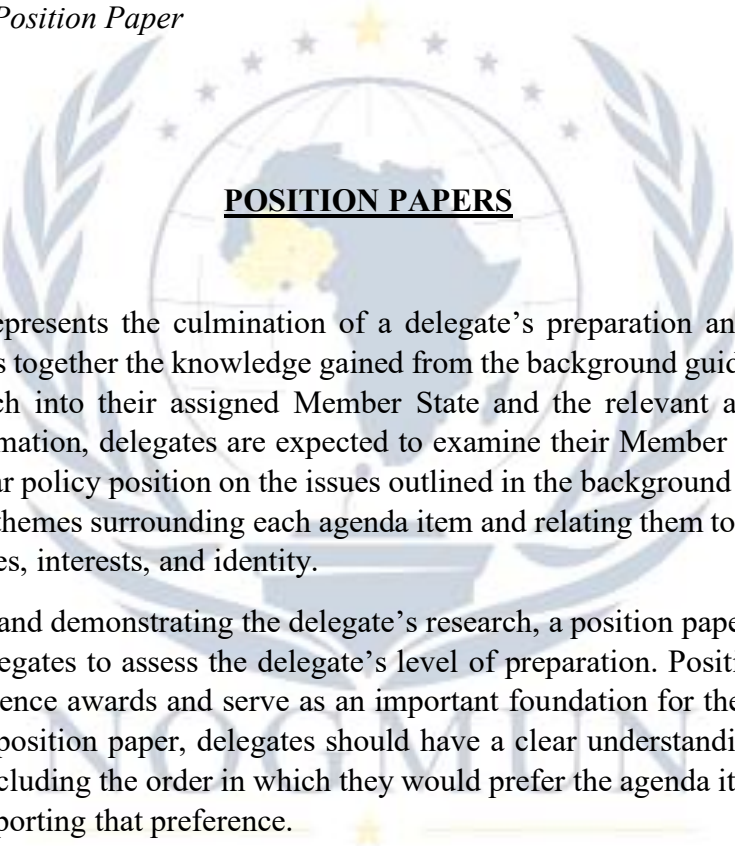


NOGMUN POSITION PAPER GUIDELINES

This document details the following key areas:

- o Where can I access research on the position of a Member State?*
- o Format requirements*
- o What criteria are NOGMUN Staffers using to score participants?*
- o Illustrative Position Papers*
- o How to Submit a Position Paper*



POSITION PAPERS

A position paper represents the culmination of a delegate's preparation and research before a conference. It brings together the knowledge gained from the background guide and the delegate's independent research into their assigned Member State and the relevant agenda topics. After gathering this information, delegates are expected to examine their Member State's perspectives and formulate a clear policy position on the issues outlined in the background guide. This requires identifying the key themes surrounding each agenda item and relating them to the Member State's unique circumstances, interests, and identity.

Beyond organizing and demonstrating the delegate's research, a position paper allows conference staff and fellow delegates to assess the delegate's level of preparation. Position papers may also contribute to conference awards and serve as an important foundation for the caucusing process. By completing the position paper, delegates should have a clear understanding of their Member State's priorities, including the order in which they would prefer the agenda items to be addressed and the reasons supporting that preference.

In essence, a position paper is a concise but comprehensive statement of a delegation's policies and perspectives on the assigned committee agenda topics. It is intended to help delegates organize their research, clarify their positions, and establish a focused approach to their participation throughout the conference. Position papers should be well researched, clearly presented, and consistent with the historical foreign policy and established positions of the represented delegation. When preparing a position paper, delegates must include:

- * A clear and concise statement outlining their Member State's position or policy on each assigned agenda topic.
- * Practical recommendations or proposed solutions for addressing and improving the issues presented in the background guides.

Delegates may also include relevant supporting information, such as:

- * Additional information about their Member State's history and involvement in the issue, provided that the information goes beyond what is already covered in the background guide.
- * International conventions, treaties, declarations, and resolutions that their Member State has endorsed or supported.
- * Relevant quotations from speeches delivered by heads of government or other prominent officials, as well as statements contained in official Member State documents.
- * Any other relevant information that strengthens the delegation's position and contributes to the discussion of the agenda topic.

The Three Key Components of a Position Paper

A strong position paper should be built around three essential components:

1. The Member State's Position

Clearly explain the Member State's stance, policies, and perspectives on the issue.

2. The Member State's History and Relationship to the Issue

Provide relevant background on the Member State's past involvement, experiences, policies, or actions concerning the issue.

3. Areas for Negotiation and Recommendations for Change

Identify possible areas of cooperation, negotiation, and compromise, while proposing realistic measures that could help address the issue.

Where to Research Your Member State's Position

Delegates should consult reliable and authoritative sources when researching their Member State's position. Useful sources include:

1. Relevant International Documents

- * The Charter of the United Nations;

* The Universal Declaration of Human Rights (UDHR); * The United Nations Millennium Development Goals (MDGs) and Sustainable Development Goals (SDGs);

* Relevant treaties, conventions, declarations, and resolutions. Delegates should also review any such documents referenced by the Director or Assistant Director in the background guide, including those identified in its footnotes.

2. Statements By Government And UN Officials

Delegates may examine speeches, official statements, policy documents, and other public communications issued by prominent officials, political leaders, or representatives of their assigned Member State, as well as relevant statements from United Nations officials.

3. Member States and Groups with Similar Positions

Delegates should consider which countries may share similar perspectives or interests on the issue. Research should include:

- * The alliances, organizations, or regional and international groups to which the Member State belongs;
- * Whether other members of these groups share or differ from the Member State's position;
- * The reasons for similarities or differences in their positions; and
- * How geographical, political, economic, or other shared circumstances may influence their positions.

Examples of relevant international groupings include — African Union (AU), European Union (EU), ECOWAS — Economic Community of West African States, NATO, OPEC, the G77, African Union (AU) and others.

Understanding these relationships enables delegates to identify potential allies, anticipate differing perspectives, and develop practical approaches to negotiation and cooperation during the conference.

How Is a Position Paper Different from an Academic Paper?

Unlike a typical academic paper, a position paper is designed to persuade while maintaining the formal, diplomatic tone commonly used in United Nations communications. Delegates should

therefore familiarize themselves with official UN documents, statements and publications by current and former Secretaries-General, as well as documents and statements issued by their assigned Member State. When preparing a position paper, delegates should consider how their Member State traditionally communicates about the issue. The language, tone, and perspective reflected in official statements from the Member State should inform the way its position is presented. Although position papers are persuasive, they should maintain an academic and professional standard of writing, including appropriate vocabulary, clear reasoning, and well-structured sentences.

Formatting Requirements

All NOGMUN position papers must comply with the following formatting requirements:

- * Maximum length: Two pages covering all assigned topics.
- * File format: Microsoft Word (.doc/.docx) or Adobe PDF.
- * Spacing: Single-spaced.
- * Margins: 1-inch margins on all sides.
- * Font: Times New Roman, 10–12 point.

Title Heading

The title heading should follow these specifications:

- * Use 12-point Times New Roman font.
- * Center-align the heading.
- * The first line should contain only the full name of the assigned Member State (e.g., The United States of America).
- * Leave the second line blank.
- * The third line should state: Positions for [Name of Committee] (e.g., Positions for the General Assembly Plenary).
- * Leave a clear space or line between the heading and the main body of the position paper.

Topic Headings

Each agenda topic should have a clearly identifiable heading:

- * Use 12-point Times New Roman font.

- * Align the heading to the left.

Number each agenda topic using Roman numerals (I, II, III, etc.).

Additional Formatting Requirements

- * Each topic heading must use the exact title of the agenda topic as it appears in the committee's Background Guide.
- * Leave one blank line between each topic heading and the beginning of the corresponding text.
- * Indent the first line of every new paragraph. Do not leave blank lines between consecutive paragraphs.
- * Position papers must not contain images, graphics, flags, maps, national symbols, or other visual representations.
- * Do not include any personally identifying information, including the delegate's name or educational institution, anywhere in the position paper.

Citations and Sources

- * Formal citations are not mandatory. However, delegates who choose to include them should use footnotes and follow a recognized citation style. All citations and references must remain within the two-page maximum.
- * Although formal citations are optional, NOGMUN strongly encourages delegates to acknowledge and reference the sources used in developing their arguments. Where an idea or information is drawn from the Background Guide or another published source, delegates may attribute it using phrases such as "As noted by," "As previously stated by," "According to," or similar wording.
- * Delegates must not reproduce substantial portions of text from the Background Guide or other sources without proper acknowledgment. Any exact wording taken from another source must be placed in quotation marks and accompanied by an appropriate citation.
- * Copying or reproducing text from the NOGMUN Background Guide or external sources without proper attribution constitutes plagiarism and will not be tolerated.

Plagiarism

NOGMUN maintains a strict policy against plagiarism in all forms. Any allegation of plagiarism may be reviewed and investigated by the NOGMUN Executive Staff, and appropriate action may be taken based on the findings and severity of the violation. Plagiarism may result in:

- * A zero score for the position paper, which may negatively affect the delegation's eligibility or score for the Outstanding Position Paper Award;
- * Notification of the delegate's faculty advisor; or
- * Additional disciplinary consequences, depending on the nature and severity of the violation.

How Will NOGMUN Staff Evaluate Position Papers?

Committee Directors and Assistant Directors will evaluate position papers using three main categories:

I. Format and Presentation

Staff will assess whether the position paper follows all formatting requirements provided by NOGMUN. This includes:

- * Whether the paper is no more than two pages and uses the required font type and size.
- * Whether the full name of the assigned Member State and the committee name are correctly included.
- * Whether each agenda topic is identified using the exact title provided in the Background Guide.
- * Whether the document has the required one-inch margins.
- * Whether the paper is single-spaced and follows all other specified formatting guidelines.

II. Writing Style, Tone, and Research

Staff will assess the quality, professionalism, and depth of the delegate's writing and research. This includes:

- * Whether the paper addresses each agenda topic within the context provided by the NOGMUN Background Guide.
- * Whether the delegate demonstrates research beyond the Background Guide by incorporating relevant UN resolutions, reports, conferences, conventions, treaties, official statements, and other credible sources.
- * Whether the paper maintains an appropriate professional, academic, and diplomatic tone and uses suitable terminology.
- * Whether the paper demonstrates strong grammar, sentence structure, clarity, and overall quality of writing.

III. Statement of Position

Staff will evaluate how clearly and accurately the delegate presents and supports the position of their assigned Member State. This includes:

- * Whether the paper provides clear and accurate statements of the Member State's position on each assigned agenda topic.
- * Whether the delegate explains the Member State's history, involvement, policies, or previous actions relating to the issues discussed in the Background Guide.
- * Whether the positions presented provide a meaningful foundation for debate and discussion during the conference.
- * Whether the paper identifies issues or positions that could contribute to or influence committee discussions.
- * Whether the delegate proposes a clear plan of action, practical solutions, or recommendations for addressing the issues.
- * Whether the position presented is consistent with the policies, interests, historical positions, and diplomatic character of the assigned Member State.

Position Paper Evaluation

Faculty Advisors may receive an overall Delegation Position Paper Evaluation outlining their delegation's performance and scores across the various committees.

Sample Position Papers

NOGMUN may provide examples of strong position papers from previous conferences to help delegates understand the expected standard, structure, and quality of a successful submission.

Submission of Position Papers

Position papers should ordinarily be submitted by the delegation's Patron/Faculty Advisor or Head Delegate, unless otherwise instructed by NOGMUN. The official position paper submission platform and instructions will be made available several weeks before the designated submission deadline for each conference.