



## Position Paper Guidelines

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Position papers are submitted by delegations before conference to introduce new concepts and/or signal their intentions in negotiation. Delegations at MMUN have the opportunity to submit a position paper to each committee in which their delegation is represented (1 paper per delegation per committee, even if two people are representing the delegation in a committee). Position papers are not academic papers summarizing research, but action-oriented policy statements that recommend actions to be taken by a committee. Delegates should write from the perspective of their Member State, not themselves, and not use any footnotes or citations.

Before writing a position paper, delegations should research their Member State, read the background materials for their committee, and conduct additional research so that they thoroughly understand the topic and their Member State's position on it.

Position papers are not a requirement for participation in MMUN or for delegate/delegation awards in committee and plenary; however, all delegations are encouraged to submit position papers as can form a crucial building block in researching your topic and preparing substantively for your committee. All position papers are evaluated by MMUN Staff and the highest rated position papers in each committee are recognized with awards.

Position papers are evaluated on the following criteria:

- **Position:** Refers to how the paper indicates the point of view of the Member State, region, and/or group on the topic at hand. Delegates may use examples based on their specific country and/or region to back up their position.
- **Research:** The extent to which the paper shows that research and analysis has been undertaken, including references to international documents and bodies. Research is evaluated based on how the paper demonstrates an understanding of the topics at hand.
- **Policies/Action Plan:** An assessment of whether or not specific actions or policies that the committee may act upon are included in the paper. These may take several forms, including suggesting action from Member States, international bodies, or other entities.
- **Writing Quality:** Grammar, spelling, and style are also taken into consideration in the evaluation of position papers. Delegates should proofread their position papers and carefully consider them before submission.

### Position Paper Requirements:

1. One position paper per delegation per committee
2. MMUN template required and found on [mmun.org](http://mmun.org) The template includes the following formatting requirements:
  - a. Paper size: 8.5x11
  - b. Margins: 1" on all sides
  - c. Font: Times New Roman, 10 point
  - d. File Type: PDF
3. **Must** not exceed one page.
4. The formatting of the position paper should align with the examples shown below:

## Position Paper Formatting:

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Delegation Name

\*FORMAT\*

Committee Name

**Topic A: Full Name of Topic as Printed in the Background Materials**

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**Topic B: Full Name of Topic as Printed in the Background Materials**

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Turkey

\*SAMPLE\*

General Assembly First Committee

**Topic A: The Illicit Trade in Small Arms and Light Weapons in All its Aspects**

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**Topic B: Role of Science and Technology in the Context of International Security and Disarmament**

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## Writing and Style Suggestions:

Position papers are written from the perspective of your Member State and service a specific purpose. Every word matters in diplomacy, and delegates should keep this in mind as they write. Position papers should be written in a diplomatic fashion, meaning they are professional in tone throughout and are not offensively criticizing or overtly demeaning any Member State. Position papers are meant to highlight issues that are important to the submitting Member State, but delegates should keep in mind that issues should generally be placed in a regional or global context so as not to draw negative attention on the Member State submitting the position paper.

As you begin to write your position paper, it is a good idea to plan how to connect your ideas and present your information as suggested policies and actions to be taken by the committee.

Below is a common way of organizing each topic on a position paper:

- Start by expressing how your State views the background of the topic.
- Explain what your State has done on the topic.
- Highlight past international or regional actions.
- Express what you want the committee to do with regard to the topic.

## Position Paper Submission:

Position papers are submitted via an online form on MMUN.org. A Head Delegate or Faculty Adviser should submit all of the position papers for a delegation. If you have questions regarding position papers, please contact the Under-Secretary-General of Operations at [usgo@mmun.org](mailto:usgo@mmun.org).