



POSITION PAPER GUIDE [ILO]

***Note: there are major changes from previous years at BMUN and other committees. Please make sure to read the format and guidelines thoroughly.**

Writing a well-researched and substantive Position Paper is the best way to prepare for any Model United Nations conference. Through the position paper your delegation will express its ideas and policies by defining your nation/state's perspective on the issues at hand. Moreover, it is the means by which you bring all of your research together in a logical and succinct form.

Format:

- 3 pages maximum per topic (page count does not include Works Cited)
- Single spaced
- 12-point font, Times New Roman
- 1-inch margins

Sections:

1. Past and Current International Action (20%) (~2/3 page)
2. Country Policy (20%) (~2/3 page)
3. Proposed Solutions (40%) (~1 1/4 page)
4. Response to Questions to Consider (15%) (~1/2 page)
5. Works Cited (in MLA), as well as in-text citations

The percentages represent the weight at which the sections will be graded and recommended lengths for each section are provided. The remaining 5% that isn't listed in the sections is for the Chair's Discretion in grading, which is granted to papers that are correctly formatted with professional diction and proper grammar.

Our rubric this year will be based on a scale for each section. This scale will not be numerical to remove the association between numerical scores and letter grades. Instead, it will align with the rubric on the following page.

References

As mentioned in the guidelines, your bibliography should follow the standard MLA format for citations. This applies to both your bibliography as well as your in-text citations. Please remember to cite all external sources of information you use, not just for quotes but also for statistics, maps, and even past solutions and resolutions. Your bibliography will not count into the length of your position paper.

In-text citations should follow the format of (Author, Year: Page Number), i.e. (Author, 2018: 10-14). Where an author is not available, you may use a shortened phrase from the title, i.e. ("Syria: The Story of the Conflict").

For more information on how to use in-text MLA citations, visit [Purdue OWL](#).

All position papers will be extensively cross-referenced through various sources, both online and in-print. If there is any evidence of using the work of others without citations, **the delegate(s) will not be eligible for an award**. Any school that has multiple cases of plagiarism may be reconsidered for a School Delegation Award. It is the responsibility of the delegate and the advisor to ensure this does not happen.

Submission

Submission will be through Huxley. In depth instructions are provided on the last page of this guide, after the rubric. Position Papers are due on February 18th to be considered for the *Research Award*, and February 25th to be considered for *any committee award*. Late submissions will not be considered, and submissions will be graded on a rolling basis. It is advised that delegates submit their position paper when they are done instead of waiting till 23:59 PST the day of the deadline to get it in, to avoid technical difficulties.

SECTION EXPECTATIONS

Past and Current International Action	Country Policy	Proposed Solutions	Responses to Questions to Consider
<ul style="list-style-type: none"> • Cover international actions (UN actions, resolutions, previous solution efforts, etc.) both past and present • Focus on already implemented solutions that are relevant and continue to affect topic and evaluate their successfulness • Provide information that is not already in topic synopsis • Focus on international community with no reference to country or policy 	<ul style="list-style-type: none"> • Explain country's attitude towards the topic with information on the country's involvement internationally as well as national legislation regarding the topic • May include behavior such as ratifying treaties, enacting policies, or making statements of support or statements against policies • All countries have policies! Even if not directly involved, policy still exists 	<ul style="list-style-type: none"> • Longest and most important section in the paper • Propose a course of action that your country wishes the UN or your committee and other international actors to initiate to resolve or alleviate the problem • Provide an explanation on how these solutions will be implemented and why they will be effective 	<ul style="list-style-type: none"> • Responds to TWO questions to consider from the perspective of the country • Clearly identify the two questions answered, and do not answer more than two • Intended to inspire further research and thinking on the topic, mirroring practical and ethical dilemmas that plague decision making on an international level

RUBRIC

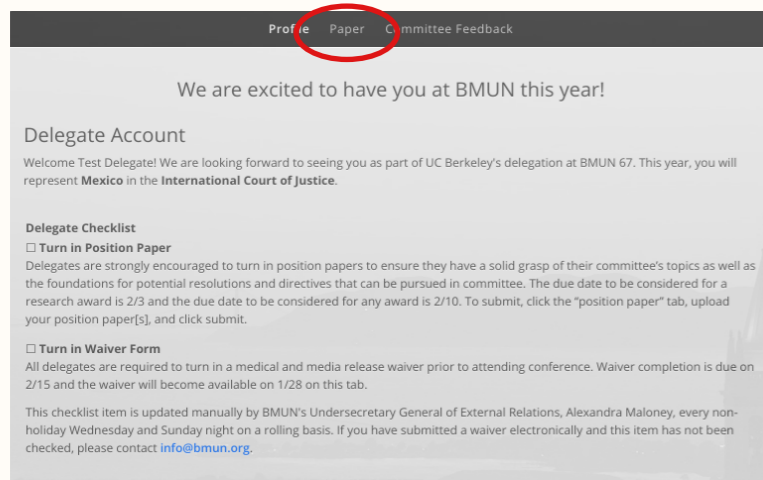
Section	Exceeds Expectations	Meets Expectations	Attempts to Meet Expectations	Needs Improvement	Missing Section
Past and Current International Action (20%)	Paper does an exceptional job of thoroughly covering past and current international action, is not just a summary of the synopsis, uses multiple reputable sources, and is written using professional language. Does not mention country involvement.	Paper does a good job of covering past and current international action, is not just a summary of the synopsis, uses a couple of reputable sources, and is written using professional language. Does not mention country involvement.	Paper attempts to cover past and current international action, is close to a summary of the synopsis, uses few reputable sources, and is not written entirely in professional language. Might mention country involvement, which is not covered in this section.	Paper briefly covers some relevant past and current international action, but is mostly a summary of the topic synopsis. Uses little to no reputable sources and is not written using professional language. Mentions country involvement, which is not covered in this section.	Section is missing entirely.
Country Policy (20%)	Paper does an exceptional job of thoroughly covering their country's policy and involvement with the topic. It uses multiple reputable sources, and is written using professional language.	Paper does a good job of covering their country's policy and involvement with the topic. It uses a couple of reputable sources, and is written using professional language.	Paper attempts to cover their country's policy and involvement with the topic. It uses few reputable sources, and is not entirely written in professional language.	Paper briefly discusses country's policy and involvement with the topic. It uses little to no reputable sources and is not written using professional language.	Section is missing entirely.
Proposed Solutions (40%)	Paper does an exceptional job of explaining in depth and well thought out solutions that perfectly reflect country policy. Solutions are well organized and well researched, keeping in mind feasibility and pre-existing solutions.	Paper does a good job of explaining thought out solutions that reflect country policy. Solutions are well organized and well researched, keeping in mind feasibility and pre-existing solutions.	Paper attempts to propose solutions that somewhat reflect country policy. There was an attempt at organizing and researching solutions, but needed more work and background knowledge to enhance their proposed solutions.	Paper proposes solutions that are either against country policy or are not feasible. Paper does not display much research or understanding of the topic.	Section is missing entirely.
Responses to Questions to Consider (15%)	Paper followed directions and responded to two questions to consider and clearly identified which two questions they selected to respond to. Responses were well thought out, well researched, and written in a professional matter from the perspective of the country. Shows deep understanding of topic.	Paper followed directions and responded to two questions to consider and clearly identified which two questions they selected to respond to. Responses were reasonably thought out, researched, and written in a professional matter from the perspective of the country. Shows fair understanding of topic.	Paper either followed directions and responded to two questions but somewhat poorly, or only answered one question and did a good job with that one response. Responses attempted to answer question, but fell somewhat short of being well thought out. Shows an okay understanding of topic.	Paper either followed directions and responded to two questions but poorly, or only answered one question and did a somewhat fair job with that one response. Responses attempted to answer question, but fell short of being well thought out. Shows a somewhat shallow understanding of topic.	Section is missing entirely.
Chair's Discretion (5%)	Paper is perfectly formatted, perfectly cited, and only has minor grammatical errors if any at all.	Paper is nearly perfect in formatting, is cited well, and has a few minor grammatical errors.	Paper has minor formatting errors and issues with citations with some grammatical errors.	Paper has major formatting errors and issues with citations with many grammatical errors.	Format entirely not followed. No citations and major grammatical errors.

HUXLEY SUBMISSION GUIDE

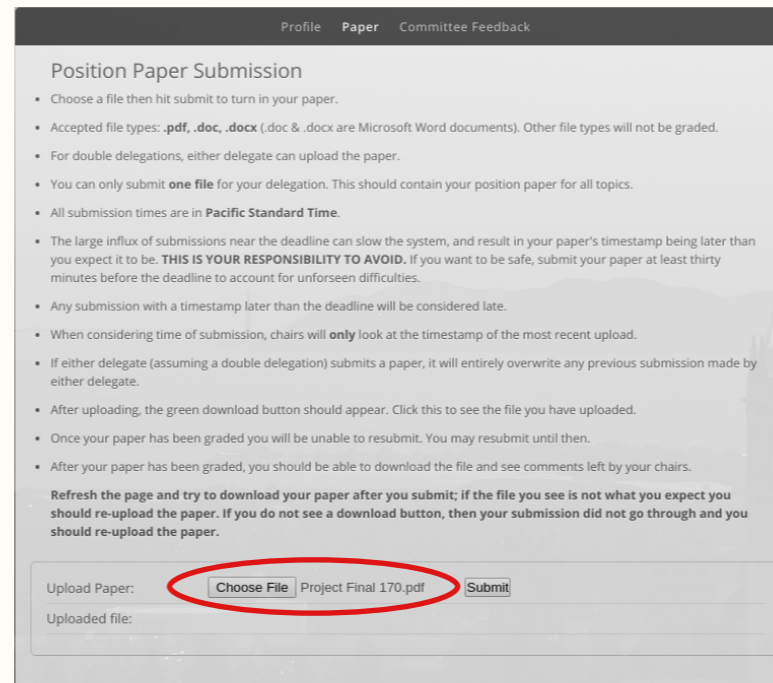
1

When you have completed your position paper, you will be submitting it through our online position paper system known as **Huxley!** First, you will need to log into your account at huxley.bmun.org. The first tab (shown below) shows your “Profile” page that has a checkoff list of things you need to do prior to conference.

To submit your paper, click the “Paper” tab on the top black bar of the screen. That will redirect you to the tab shown to the right. On this, **it is vital that you read all of the instructions before submitting.**



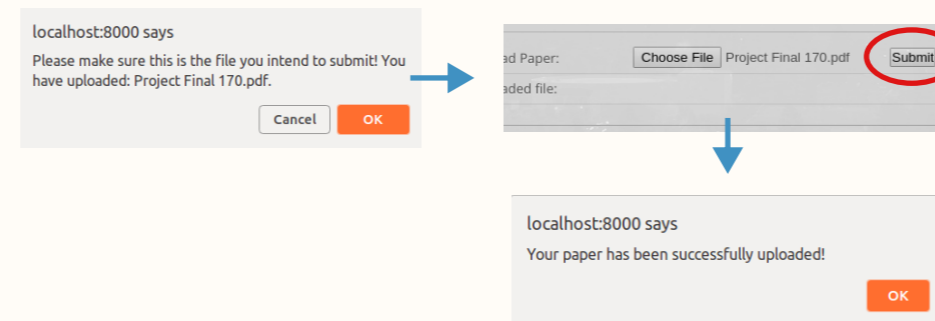
2



After you have read through all of the requirements, click the “Choose File” button. This will allow you to choose any document on your computer that is .pdf, .doc, and .docx. Reminder, you can only submit one file, so for committees with two topics, both position papers must be in the same document.

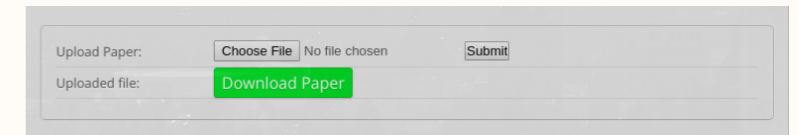
Once a file is selected, a pop-up should appear like the image on the right. Click “OK” on the pop-up and select “Submit” next to the file you just uploaded.

After this, you should get a pop-up confirming a successful submission!



3

You should see a large green button that says “Download Paper” (seen below).



Lastly, on the “Profile” page, there should be a check in the box by “Turn in Position Paper”! Then, you are good to go!

