**ISHMUN**

**Chair Research Report Guide**

( Committee Name)

Chair Research Report Guide

Topic: The question of writing the research report

(The names of both student officers should be written here)



How to write a research report

 This research report guide is written with the purpose to inform the Student Officers (chairs and co-chairs) of the International School of Hellerup Model United Nations (ISHMUN) about the required format of their research reports. The Student Officers **must** follow the following guidelines for the drafting of their reports before the conference.

Expectations

The Planning team of the International School of Hellerup Model United Nations expects each of the participating student officers to write **one** research report per topic to be discussed at their committee during the conference. Chairs can divide the research among themselves but must submit all three reports by the given due date. Each research report should be a maximum of 3 pages and have from 1500-2000 words **excluding the bibliography**. All resources used should be unbiased and have a variety of opinions for each of the issues and there should be a minimum of 5 sources for each topic. All information should be written in a professional tone.

Format

When the reports are submitted for feedback or as final versions for the conference, they should either be in Google Documents or Microsoft Word. All information should be written in 12-point Times New Roman, with double line spacing. Other than that, there is no further requirement regarding the format, except that we do recommend the use of footnotes throughout all 3 research reports.

Outline

The following are the sections that must be written in each research report:

1. Introduction
2. Key Terms (defined)
3. Background Information on the topic
4. Major Countries and Organizations involved
5. Relevant UN Reports or Previous Resolutions
6. Previous Attempts to Solve the Issue
7. Possible Solutions
8. Bibliography (all sources that were used)

**Introduction**

The introduction should be a short, brief paragraph that sums up all contents of the research report and indicates what the delegates will read. It should also provide the contextual information about the topic as a whole.

**Key Terms**

Each Student Officer should identify and define any key terms mentioned in their research reports. The Key Terms can either be a vocabulary that is used or part of the debate in the topic. The use of dictionaries to define some terms is fine and should be cited appropriately. However, we do expect the Student Officers to provide their own definitions.

**Background Information**

The background information should make up most of the report, going back as far as the Student Officers think will be relevant to each of their topics. There should be a good development of Contextual understanding. Meaning that the report should show how the issue came into place and how it developed.

Student Officers may write their Background information in a Timeline form if this is necessary to better provide their contextual understanding. However, it should be noted that some issues ley themselves better in a timeline than others, which means that the Student Officers should decide which format of Background Information is relevant.

**Major Countries and Organizations Involved**

This section must contain all organizations and countries that are large stakeholders in the issue. The Student Officers must Identify each of the such as well as give a brief description of the involvement and the possible outcome.

**Relevant UN Reports and Resolutions**

There should be a list of the previous reports or resolutions passed by the United Nations. Each of the listed reports or resolutions must be related to the issue at hand. If relevant, the Student Officers can also mention which articles of the United Nations Charter and Universal Declaration of Human Rights are in question. This is needed when discussing some certain issues.

**Previous Attempts to Solve the Issue**

Previous attempts to solve the issue should be indicated. Furthermore, the connections should be made to the major stakeholders and their role during the attempt to resolve the issue. This section should also have reference of previous UN Resolutions.

**Possible Solutions**

There should be a clear indication of the of the possible viewpoints to solving the issue. Additionally, the chairs should highlight some specific suggestions that they think should revolve around during the discussion. The aim of the suggestions should make the discussion of the topic more interesting as well as reflect a range of different viewpoints.