

THE FLETE – EDITORS’ GUIDELINES

All edits must be approved both by an Editor-in-Chief and by the original author of the article before publication.

The duties of Editors in the newspaper are as follows:

- To ensure the steady flow of content, including commissioning articles and accepting pitches.
 - Commissions should be timely, relevant, with scope for the writer to use their creativity, and carefully considered in context for their appropriateness. It is an Editor’s responsibility to ensure that the writer accepting a commission is suitable for the task – for example, an article about the Black Lives Matter protests would ideally be assigned to a Black writer.

- To ensure that the article submitted reads well and adheres to our guidelines. This includes:
 - Rephrasing any parts of the original that are unclear if necessary and clarifying these edits with the original author; as Editor you should use your own discretion but if you are unsure, contacting the author is the first step.

 - Looking out for controversial/non-factual statements. Once again, clarify with the author as to whether it is opinion or fact - if fact, ask them to put in specific detail/evidence.

 - If something is still unclear after these two steps, approaching the Editors-In-Chief so that wider deliberation can occur regarding the article’s publication.

 - Ensuring that if names are mentioned in the article, consent has been provided by those mentioned for their names to be published. The original author may already have done this; if they have not, reach out to those mentioned yourself. (This does not apply to public figures/celebrities.)

 - Reading the IPSO code of practice, (found [here](#)) in particular the sections on Accuracy, Privacy, Harassment and Discrimination, and as such ensuring that articles are sensitively written.
 - Be aware of so-called ‘dog-whistling’, in which the content of the article or its style may be a veiled reference to current events or controversies – if you suspect any, contact the Editors-in-Chief and the Managing Directors for guidance.

 - Delegating the editing process to another editor if you feel personally strongly about or are involved in the content of the article; take care to avoid any conflict of interest.
 - If such a conflict of interest should arise, inform the Editors-in-Chief/Managing Directors as a precautionary measure.

- Raising any other concerns you might have with the Editors-in-chief/Managing Directors – we're here to help!
- Ensuring that the article being edited falls into the right section: if something is reported and there is no direct evidence to substantiate the claim, it *must* come under the Opinions Section, *not* under News.
- **NOT** to:
 - Introduce additional information regarding the topic of the article. If you feel that something important has been omitted, suggest it to the original author.
 - If this information is sensitive/controversial in any way, you should let the Editors-In-Chief and Managing Directors know and keep them updated with any decisions and changes.
 - Edit excessively so as to change the writing style completely - we all have different preferences!
 - Publish an article without it being approved by the Editors-In-Chief.