

RING CONTRIBUTOR GUIDELINES

v.1.0

GENERAL

Do not propose a content idea or pursue any form of content if you have a conflict of interest (e.g., if the subject of the piece is your prof or supervisor).

Do not begin substantial work on generating articles, photographs, videos or any other type of content until you have received a formal assignment and direction from the editor.

Treat all sources respectfully and politely. You may ask for information, comments or quotes from, or ask to take videos or photographs of, anyone at the university but you must always identify yourself as representing *The Ring* and make it clear that the information being provided is intended for publication.

No one is required to answer questions or agree to be photographed or videoed for *The Ring*. If a source does not wish to cooperate, respect their wish and inform the editor.

If a dispute over content arises between a contributor and a source, consult with the editor.

WRITING

Use UVic Style [<http://communications.uvic.ca/publications/style/>] and the Canadian Oxford Dictionary as your authorities.

Avoid jargon; ensure that a general audience can easily understand the story.

Unless you are writing an opinion piece, do not express your own opinions.

Get comments from responsible spokespeople from all sides of an issue, offering fair coverage to each point of view.

At *The Ring*, we routinely give sources the opportunity to review quotes, statements or points attributed to them to ensure accuracy.

PHOTOS AND VIDEO

You generally do not need to get signed subject release forms for visual images of people in public places who will not be personally identified in accompanying captioning or text.

Otherwise, always get signed release forms from subjects of photography or videography.