

NEWSLETTER EDITORIAL POLICY

Policy number	2	Approved by Senior Exec on	14 Nov 2017
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Drafted by	Hugh Milligan	Scheduled review date	24 Nov 2018

1. INTRODUCTION

1.1. NUPSA’s newsletter is one of its key communication tools, and is distributed monthly to all onshore postgraduate students. It allows the Association to promote its ongoing advocacy work and upcoming events, and provides a platform for postgraduate students to discuss their experiences and articulate their thoughts on matters that concern them.

2. POLICY STATEMENT

2.1. This policy is intended to provide clarity, scope and consistency with regards to curating and editing articles for the NUPSA newsletter.

3. POLICY SCOPE

3.1. This policy applies to NUPSA employees, NUPSA Executive members, volunteers, or any other stakeholders engaged in editing or curating content for publication in NUPSA’s newsletter.

4. DEFINITIONS

4.1. **NUPSA** refers to the Newcastle University Postgraduate Students’ Association

4.2. **University** refers to the University of Newcastle

4.3. **Stakeholders** refers to any entities or persons invested in the activities of NUPSA including, but not limited to: consultants; contractors; University departments and their staff; NUPSA affiliated clubs and their members; ex-officio members of NUPSA.

4.4. **Third party** refers to a person or group who does not have a direct connection with NUPSA or the University.

4.5. **Commercial entity** refers to a person, group or company participating in a commercial, for-profit enterprise.

5. POLICY DETAILS AND PROCEDURES

5.1 Any content submitted should be written in English.

5.2 NUPSA reserves the right to make alterations to spelling at its discretion, including alterations related to region (i.e. American English to British/Australian English).

5.3 Where content is prose, NUPSA reserves the right to make alterations to grammar where necessary to ensure it is readable.

5.3.1 In such cases, NUPSA may (time allowing) contact the author to re-examine their edited work before publishing, to ensure their arguments, structure and authorial tone have not been unduly altered by the editing process. If there is insufficient time to accommodate this, NUPSA reserves the right to publish edited student works without consultation.

5.4 In selecting content for publication in the newsletter, NUPSA reserves the right to:

5.4.1 Prioritise content that is relevant to postgraduate students, their needs, challenges and interests, though it may include topics outside of this remit.

- 5.4.2 Prioritise content that is engaging to postgraduate students, either through clarity of language, emotive appeal or humour.
- 5.4.3 Not publish content that contains deliberately derogatory language, or which seeks to harass, vilify, bully or discriminate against another person.
- 5.4.4 Not publish content that contains coarse language. NUPSA defines the boundaries of 'coarse language' at its own discretion.
- 5.4.5 Not publish content that discloses confidential information or private details about NUPSA, the University, or any person without their consent.
- 5.5 NUPSA is a non-partisan entity, and will not publish content that promotes or disparages any political party or individual. Student-submitted content may, however, be published at NUPSA's discretion if it confines its discussion to specific legislation that affects postgraduate students.
- 5.6 NUPSA will not provide advertising for third party or commercial entities. NUPSA reserves the right to define third party or commercial entities at its own discretion.
- 5.7 NUPSA will not receive any monies or gifts for publishing content of any kind.
- 5.8 Articles submitted and/or selected for inclusion do not necessarily reflect the opinions and ideas of NUPSA.