

# Isle of Wedmore News CIC

## Editorial Policy

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### Introduction

This Policy defines what the Editorial team of the Isle of Wedmore News will accept, and not accept, for inclusion of an Article or Letter in the Isle of Wedmore News.

This Policy sets forth standards that govern the Isle of Wedmore News relationship with its contributors and the relationship between articles and advertising content.

The overriding consideration is that the Isle of Wedmore News maintains its editorial integrity and the trust of its readers. The Isle of Wedmore News believes that establishing and adhering to this Policy is important to protect the trust and transparency that should exist between a publication; its readers; and its contributors and advertisers.

The Isle of Wedmore News also recognises that no Policy can address every situation or issue that may arise in the course of doing business and we will revisit and update this Policy from time to time.

### Definitions

The “**Isle of Wedmore News**” is the magazine published by the Isle of Wedmore News CIC, in accordance with the Articles of Association and this Editorial Policy.

The “**Editor**” refers to one or all of the Copy Editor, Photos and Features Editor, or the What’s-On Listings Coordinator.

“**Copy**” means any text that the Author wishes to be included in their Article.

An “**Article**” is any submission of Copy, including any supporting photographs, graphics or other pictorial element, that is provided by an **Author** for the purpose of publication in the Isle of Wedmore News without payment either to the Isle of Wedmore News or to the author.

A “**Letter**” is a letter written to the Editor for the purpose of publication in the Isle of Wedmore News, expressing a personal view on a subject. Letters must comply with this Editorial Policy.

An “**Author**” is a person submitting an Article or Letter for publication in the Isle of Wedmore News

“**Artwork**” means any photographic images, Trademarks, logos, pictures, clip-art or other material that is not written words.

“**Poster**” means an image containing Artwork and text in a pre-defined format

An “**Advertisement**” is a submission of text or Artwork that is provided by a commercial entity to promote its products or services in the Isle of Wedmore News.

An “**Advertiser**” is a commercial entity, organisation, or individual, submitting an Advertisement for publication in the Isle of Wedmore News under its standard Terms and Conditions and pricing.

“**Third Party Article**” means any submitted Article developed by someone other than the submitting Author. An example might be forwarding an article published in another media outlet such as another magazine, newspaper, social media, etc.

## Policy

This Policy applies to all Articles and Features appearing in the Isle of Wedmore News. The policy on Advertisements is contained in the ‘Isle of Wedmore News Community Interest Company (IOWN) Advertising Rates and Submission Requirements’.

The Isle of Wedmore News is a Community Interest Company (CIC) and must comply with its legal obligations under that statutory arrangement.

The aim of the Isle of Wedmore News as defined in its Articles of Association is ‘*To publish a community magazine ‘The Isle of Wedmore News’ and distribute a copy of this magazine to every property within the Parish of the Isle of Wedmore as defined by the parish boundaries as exist on the 1 April 2024 and multiple copies and to various businesses and shops within the parish*’. This Editorial Policy reflects these aims

In its formal application to become a CIC, the Isle of Wedmore News has declared that: ‘*It is not a political party; it is not a political campaigning organisation; and it is not a subsidiary of a political party or of a political campaigning organisation*’. This Editorial Policy reflects this declaration.

## Isle of Wedmore News Editorial Policy

The Isle of Wedmore News reserves the absolute right to refuse to publish any Article or Letter. The Isle of Wedmore News will not enter into any dialogue with the Author and has no obligation to explain its decision not to publish.

The Isle of Wedmore News will decline any Article which, in the sole opinion of an Editor, breaches laws dealing with such matters as libel, copyright and trademark; is indecent, vulgar, suggestive, profane, racist, homophobic; or may be considered offensive.

The Isle of Wedmore News reserves the rights to reject any Article that is inconsistent with, or may tend to bring, disparagement, harm to reputation, or other damage, to the Isle of Wedmore News.

The Isle of Wedmore News will decline to accept any Article that it believes is misleading, inaccurate or fraudulent or makes unfair competitive claims or that fails to comply with its standards of decency.

The Isle of Wedmore News will not accept any copy of a party-political nature from any individual, political party or supporter. Note that this does not include non-party-political articles provided for information by the Parish Council, County Council, or local Member of Parliament.

The Isle of Wedmore News will not accept anonymous Articles or Letters.

The Isle of Wedmore News will not accept Articles in the form of a Poster.

The Isle of Wedmore News will not accept Third Party Articles

The Isle of Wedmore News reserves the right to alter any article for readability, space considerations, or as needed to meet the Standards.

The Isle of Wedmore News reserves the right to reject an article if it does not meet the minimum standards defined in this Policy.

## Submission and Deadlines

All Articles must be submitted in electronic form to the Copy Editor's formal email address as published in the Isle of Wedmore News.

All Artwork must be submitted in electronic form to the Photos and Features Editor's formal email address as published in the Isle of Wedmore News.

All events to be included in the 'what's on' listings must be submitted in electronic form to the What's On Listings Coordinator's formal email address as published in the Isle of Wedmore News.

Articles for publication in the Isle of Wedmore News must be submitted on or before the relevant deadline for the intended issue. The deadline for submission of Articles to the Isle of Wedmore News is the first day of the Month preceding the Issue Month (e.g. the deadline is 1 March for the April Issue).

No new Articles will be accepted, adjusted, or manipulated after stated deadline unless agreed with the relevant Editor prior to the deadline, or otherwise at the sole discretion of the Editor.

The submission deadlines shall be published in the Isle of Wedmore News magazine.

## General Guidelines

Articles must be the work of the submitting Author or by an organisation for whom the Author is an authorised representative (e.g. the Press Officer for a charity). Third Party Articles will not be accepted for publication.

Authors are responsible for ensuring that their Articles are adequately substantiated and comply with all applicable laws, regulations, and guidelines.

The Isle of Wedmore News is not responsible for collection, design or gathering of Author's Artwork. The Author must supply any required Artwork to be included with their Article to the Isle of Wedmore News.

Authors are responsible for ensuring that they have obtained all rights and permissions to use any Artwork that may be subject to Copyright. The author shall indemnify the Isle of Wedmore News against all losses, damages, costs (including legal costs) and expenses of any kind suffered or incurred by the Isle of Wedmore News as a result of claims or actions from third parties, actual or threatened, arising from or in connection with the author's breach of these terms or the publication of an advert or article.

The Isle of Wedmore News reserves the right to not publish any material that the Author cannot show that they have obtained the appropriate rights.

All Advertising content must be clearly distinguishable from Article content. Articles written in the form of an "advertorial" or "advertisement feature" will not be accepted.

If an Author submits a Poster for a charity, or other non-commercial, event, the Author should be offered the opportunity to extract and provide the text elements in the form of an Article, or to submit the poster as a paid Advertisement.

While the content of Articles may not reflect the views of the Isle of Wedmore News or its Editors, if it comes to the attention of the Isle of Wedmore News that an Article, in the sole opinion of the relevant Editor, contains false or unlawful content, the Isle of Wedmore News will refuse to publish the Article in whole or in part.

Any removal of content in an article by Isle of Wedmore News will be at the sole discretion of the editor, and removal of any such content will be at no liability to the Isle of Wedmore News.

In the event that the relevant Editor decides to remove, or make material revisions, to all, or part, of an Article, other than to correct the Article in line with the Copy or Artwork Standards, the Author will be notified of this decision and requested to accept the revisions or withdraw the entire Article. If the relevant Editor does not receive a

response within 5 calendar days, then the revisions will be considered as having been accepted.

Any decisions to remove all or part of an Article will be documented, and included in the relevant Editor's report, for discussion at the next Isle of Wedmore News Committee Meeting.

## Copy Standards

Articles submitted to the Isle of Wedmore News shall comply with the following Copy standards.

- Each Article shall be published with a tag line stating the Author's name. This can also include the name of their organisation and author credentials, if applicable.
- Articles must contain proper English, including proper spelling, grammar, punctuation, capitalisation, and sentence structure.
- The Isle of Wedmore News shall always remain politically neutral. Articles or Advertising must not contain any political bias.
- Party political articles relating to Parish Council, County Council or Parliamentary elections shall not be published.
- Articles must not contain self-serving or promotional content in the article body, title or summary.
- Articles must not contain negative content towards any product, company, organisation, individual or group.
- All Articles must be submitted in Microsoft Word or plain text formats. Note that the Editor cannot guarantee specific formatting or layout of an Article, and any formatting or layout may be subject to change to meet space or other layout restrictions.

The Copy Editor shall maintain a checklist of detailed formatting issues and shall forward this from time-to-time to the Authors.

## Artwork Standards

Articles submitted to the Isle of Wedmore News shall comply with the following Artwork standards.

- All Artwork, including photographs must be a minimum of 300dpi.
- Artwork and photographs must be in '.jpg' format.

Note that scaling and image size in the magazine will be subject to the discretion of the layout artist and printer, to allow for spacing and margins. However the Editor retains the final decision in all cases.

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