



Burston and Shimpling Parish Council

Parish Planet – Editorial Policy

Guidance on the gathering of copy, production and publication of the Parish Planet.

1. Editorial Responsibilities

- 1.1. The Editor will oversee the publication of the Parish Planet, ensuring that the editorial policy is applied.
- 1.2. The Editor will be responsible for deciding which articles are to be published and for editing all articles.
- 1.3. The Editor will report to the Parish Council as necessary or as requested by the Chairman.
- 1.4. The Editor will submit final copy to the Chairman for review prior to publication.

2. Editorial Policy

- 2.1. Prior to an edition, the Editor will advise regular contributors of the final copy date and invite them to submit copy.
- 2.2. Copy should be encouraged from as wide a contributor base as possible covering both Burston and Shimpling.
- 2.3. A balance should be struck in the nature and content of submitted copy. Accordingly, copy which is 'protesting' or 'complaining' should be balanced by copy which is 'informative' or 'good news'.
- 2.4. Current contact details should be included with each item to provide further information for readers, if necessary.
- 2.5. Anonymous copy will not be considered for publication.
- 2.6. Classified paid for advertisements will not be accepted.
- 2.7. Commercial or trade copy which is merely advertising products or services will not be accepted unless there would be clear and significant benefits to the community in so doing.
- 2.8. All copy will go to the Editor for collation and initial proofing in the first instance.
- 2.9. Hard copy contributions are acceptable in either handwritten or word processed form and delivered to the Editor.
- 2.10. All items are included entirely at the discretion of the Editor who reserves the right to edit or refuse to print any item submitted.

- 2.11. Items of an overtly political nature will not be accepted and items of a controversial nature will not be presented in a way that could be construed as giving support to a political party.
- 2.12. No charge is made for inclusion of a news item. However the Editor may request reimbursement of printing and collation costs for features or articles to be distributed as an accompaniment to the Parish Planet. The features/articles are subject to the same conditions as the rest of the Parish Planet.
- 2.13. Views expressed in the Parish Planet are not necessarily those of the Editor or Parish Council.
- 2.14. Before printing a critical item the Editor reserves the right to approach the criticized person/group and offer an opportunity to reply, where possible in the same issue.
- 2.15. The Editor cannot accept any liability for omissions, errors or mistakes which occur during production.
- 2.16. Submission of a contribution shall be taken as acceptance of the above Conditions.