

# Sample Editorial Policies

The editor reserves the right to determine whether material submitted for publication shall be printed and reserves the right to edit as needed, for space, libelous statements, or personal unwarranted attacks. All material submitted must be signed (name withheld upon request). Opinions are those of the individual writer and not necessarily those of the editor or the executive board.

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Opinions expressed by the writers of articles in this newspaper are those of the individual and not necessarily those of the editor or the local. **Articles submitted for publication must deal with issues, not personalities.** Articles and letters to the editor should be typewritten, if possible, and must be signed, although names will be withheld upon request.

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The editor shall be responsible for the editing of all material submitted to the (*name of paper*) pertaining to libel, spelling, grammar, violations of federal laws and regulations, length, etc. At no time shall the editor alter the motive, intent or direction of an article. Should any conflict arise, all reasonable effort should be made to contact the writer. Articles may also be presented to the editorial advisory committee if deemed necessary. Opinions expressed in the (*name of paper*) are those of the writers and do not necessarily reflect the views of the editor, the executive board or the local.

Articles must be in the hands of the editor by the 25th of each month. They must be typewritten, double-spaced and signed. The author's name will be withheld upon request. **The editor reserves the right to edit all material for length, spelling, and grammar. Articles may also be presented to the editorial policy review board if deemed necessary.** Any opinions expressed in this newsletter are those of the writer and do not necessarily reflect the views or opinions of the officers or members.

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The opinions expressed in this publication are those of the individual writers and are not necessarily the policy of the local, this publication or the editor. **All articles submitted for publication are subject to editing.**

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The views expressed in (*name of paper*) are those of the individual writer and are not necessarily those of the local, the editor, or the membership. **The editor reserves the right to delete, edit or rewrite to fit the format of this newsletter. It is the policy of this newsletter to disallow any attacks of individuals and refuse to print any article deemed improper or unfit for publication.**

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**...No article will be published that in any way demeans or insults any member. The editor reserves the right to edit all articles.**

The editor reserves the right to determine whether material submitted shall be printed and reserves the right to edit as needed; for space, libelous statements, or personal unwarranted attacks. Articles that are libelous or defamatory will not be published. Articles submitted should deal with issues rather than personalities.

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...The editor reserves the right to edit all material submitted for publication. The decision to use any articles submitted shall be at the discretion of the editor. All articles submitted must be signed. Names will be withheld upon request.

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...All letters or articles submitted for publication must have contents relating to labor/union subjects and must be signed, although the name will be withheld upon request. The editor reserves the right to edit any questionable material, or to submit such articles to the executive board before publication. ...

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All opinions and comments expressed herein are those of the author and do not necessarily reflect the official position or opinion of this local or its officers. The editors retain the right to edit, delete or reject any article for the good of the local.

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The editor has the right to determine whether the material submitted shall be

printed, and has the right to edit as needed. Opinions expressed are those of the writers and not necessarily those of the executive board.

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Contributed signed articles will be welcome and will express the opinions of the writer and not necessarily the opinions or policies of the union or editor. The executive board reserves the right to refuse to publish any item, which in their opinion, may be detrimental to the union.

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The (*name of paper*) encourages letters to the editor from the membership. We ask, however, that they be legible. The writer's name, address and telephone number for verification must be included, and must be signed. Anonymous, pseudonyms and letters dealing with personalities will not be printed. The editor reserves the right to edit letters and articles for style, grammar, spelling and length. The associate editor reserves the exclusive right to judge each letter and article according to these criteria, in the sole interest of libel exposure and good old commonsense fairness.

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Submission does not guarantee publication. (*Name of paper*) reserves the right to make any changes necessary to accepted articles. Opinions expressed in this newsletter are not necessarily those of the editor or officers of the local.

Any member of this local may submit copy for the paper and editor will endeavor to print all copy submitted. However, the editor shall have the right to determine if such copy is suitable. ...

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Any and all opinions appearing in the (*name of paper*) are the opinions of the writers and do not necessarily reflect the views of the editor or the union. All contributions must be received no later than the deadline published in each issue. Submissions must be accompanied by the writer's signature, address and phone number. Articles must be signed. If a person wishes to remain anonymous, please state so. **All submissions are subject to editing. In accordance with the constitution and bylaws of the local, no article will be published that demeans or attacks another member of this local.**