

PUBLICATIONS

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Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
In-House Advertising	Publ-1	1 of 1	SEC	February 27, 2001
			SLC	February 20, 2001
Revision Date				

Policy

The SAIT Students' Association (SAITSA) Publications recognizes the importance of advertising on-campus events.

Procedure

1. The SAIT community can be defined as SAIT administration, students, faculty, and support staff.
2. The SAIT community can be defined as SAIT.
3. The Weal will provide revenue-generating departments within SAIT advertising at a reduced rate.
4. The Weal will provide a classified section where the SAIT community can advertise events and news free of charge to a maximum of five lines.
5. Classified and display ads must be booked no later than 12 noon, the Friday preceding each Thursday's publication.
6. Submission for the classified section can be e-mailed or dropped off at The Weal office and must include a contact name and phone number, date of submission and expiration date.
7. Display ads must be booked through the Publications Coordinator or Advertising Sales representative and be accompanied by an authorization form.
8. The Publications Coordinator reserves the right to limit free in-house advertising due to space constraints.
9. The Weal is required to meet all contractual agreements it holds with SAITSA regarding provision of advertising space in The Weal.

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
External Advertising	Publ-2	1 of 1	SEC	February 27, 2001
			SLC	February 20, 2001
				Revision Date

Policy

SAITSA Publications recognizes the importance of financially supporting the paper by selling external advertising.

Procedure

1. Special consideration may be given to any advertiser who does business with The Weal on a continual basis. Special consideration is defined as a discount to be determined by the Advertising Sales Representative or Publications Coordinator.
2. The Publications Manager shall determine standard advertising rates at the beginning of each academic year.
3. Any ban on advertising that is deemed necessary, must be decided upon by the editorial staff upon the recommendation of the Publications Manager or Publications Coordinator (i.e. political campaign advertisements)
4. All advertisements submitted for publication by The Weal are subject to The Weal Code of Ethics and the Canadian Charter of Rights and Freedoms.
5. Display ads must be booked through the Publications Coordinator or Advertising Sales representative and be accompanied by a signed authorization form.
6. Classified and display ads must be booked no later than 12 noon, the Friday preceding each Thursday's publication.

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Editorial	Publ-3	1 of 1	SEC	February 27, 2001
			SLC	February 20, 2001
				Revision Date

Policy

SAITSA Publications recognizes that publishable materials must meet certain standards.

Procedure

1. The Publications Editor shall refuse to publish any submission deemed in its intent, content, or ramifications to be:
 - a. Libellous
 - b. In violation of the Canadian Charter of Rights and Freedoms; or
 - c. In violation of any aspect of the Criminal Code of Canada; or
 - d. In any other way in violation of The Weal Code of Ethics and/or by-laws
2. The enforcement of the Editorial Policy shall be the responsibility of the Publications Manager in consultation with the Publications Coordinator. Any violation of the Editorial Policy may result in:
 - a. disciplinary action against the appropriate staff member
 - b. termination from the appropriate editorial staff position; and
 - c. suspension and/or termination of staff privileges

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Masthead	Publ-4	1 of 1	SEC	March 4, 2003
			SLC	April 2, 2003
				Revision Date

Policy

The masthead will appear in each issue of The Weal.

Procedure

1. The masthead will include:
 - a. The complete mailing address of The Weal
 - b. Deadlines for advertising and other submissions for publication in The Weal
 - c. Names of the editorial staff, including the Publications Editor and Publications Manager
 - d. All Weal telephone numbers
 - e. Synopsis of the editorial and complaints policy
 - f. A specific reference to the paper's editorial independence
 - g. An indication of the publishing Schedule for the newspaper
 - h. Name of the printer of the newspaper
 - i. Names of all contributors to the issue
 - j. Reference to the status of The Weal's membership in Canadian University Press (CUP), if any, and any other affiliations

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Classified Advertising	Publ-5	1 of 1	SEC	March 4, 2003
			SLC	April 2, 2003
				Revision Date

Policy

All classified ads submitted for publication are subject to the editorial policy.

Procedure

1. To be acceptable for publication, the classified advertising submission shall:
 - a. Contain the legal name, telephone number and student ID number of the submitter(s)
 - b. Be legibly typed, or e-mailed to the Publications Coordinator
 - c. Be submitted no later than 12:00 p.m. Friday
 - d. Be subject to the amount of available space in The Weal
 - e. Be available free to any student, on-campus club, faculty, or support staff member

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Distribution	Publ-6	1 of 1	SEC	March 4, 2003
			SLC	April 2, 2003
				Revision Date

Policy

The Weal must be distributed reliably and consistently.

Procedure

1. The newspaper will be distributed Thursday morning by 9 am (provided that there are no unforeseen problems with the printer).
2. The paper will be dropped off in the following quantities, at the following locations:
 - a. Minimum 2,500 copies to 25 locations on the SAIT campus
 - b. 1,300 copies distributed to business outlets as arranged by the Publications Coordinator and
 - c. 100 copies to The Weal office for mail out and archives
3. Distribution numbers will be altered slightly throughout the year at the discretion of the Publications Manager

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Letters to the Editor	Publ-7	1 of 1	SEC	March 4, 2003
			SLC	April 2, 2003
				Revision Date

Policy

All letters to the editor submitted for publication are subject to the Editorial policy.

Procedure

1. To be acceptable for publication, the submission shall:
 - a. Contain the legal name, telephone number and student ID number of the submitter(s).
The writer's ID and telephone number will not be published.
 - b. Be legible typed, or emailed to the Publications Manager.
 - c. Be submitted to The Weal office no later than 12:00 pm Friday.
 - d. Be subject to the amount of available space in the paper.
 - e. Not exceed 275 words in length; and
 - f. Letter may be edited for clarity, space, availability and good taste at the discretion of the Publications Editor.

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Printing	Publ-8	1 of 1	SEC	March 4, 2003
			SLC	April 2, 2003
				Revision Date

Policy

Printing timelines must be followed to ensure timely delivery of the newspaper.

Procedure

1. The following items are to be uploaded or delivered to the printer by 9:00 am Wednesday:
 - a. All paste-up board, diskettes, and/or files
 - b. Specifications for the printer
2. The newspaper is to be delivered to the Campus Centre loading dock by 7:00 am each Thursday.

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Code of Ethics	Publ-9	1 of 2	SEC	March 4, 2003
			SLC	April 2, 2003
Revision Date				

Policy

All Weal staff members shall be familiar with, and adhere to The Weal Code of Ethics, as well as SAITSA's Code of Ethics. The Weal recognizes that student journalists can be effective in their aim only if their publications are credible and respected.

Procedure

1. In general we affirm the following guidelines as a minimal level of responsibility and ethical behaviour that every student journalist and publication should strive for fairness and accuracy.
2. The Weal staff should fully realize their personal responsibility for everything published.
3. Student journalists should realize fully their personal responsibility for all material submitted for publication. They should strive to equip themselves with the facts to support published statements.
4. They should not falsify information or documents, nor distort or misrepresent facts, whether purposefully or through neglect.
5. Student journalists should not plagiarize material from other writers or other media nor should they take facts from other sources without corroboration and attribution.
6. Student journalists should not report unsubstantiated opinions as fact, condemn persons or groups by innuendo or hearsay, or distort meaning by over- or under-emphasis, or by placing facts or quotations out of context, or by using headlines not warranted by the text.
7. Journalists should not use unattributed quotations or information unless it is absolutely necessary to protect a source, and when no other source can be found to confirm the information. All information should be confirmed and corroborated from more than one source, unless urgency and the public interest prevent it.
8. Journalists should normally identify themselves and their journalistic affiliations before conducting an interview.

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Code of Ethics	Publ-9	2 of 2	SEC	March 4, 2003
			SLC	April 2, 2003
Revision Date				

9. The Weal should rectify in print, at the first available opportunity, all culpable mistakes, recognizing its responsibility for everything published.
10. Photos should not be altered in such a way that events are falsified, unless the falsehood of the photo is clear from its context.
11. Artistic license should not be used as an excuse to misrepresent an issue or make false information credible. Similar cautions should be observed in publishing satirical or fictional material.
12. Publications should maintain opinion and letters sections, and strive to publish as many such pieces as space allows, while reserving the right to refuse to publish pieces that compromise the editorial integrity of the publication. An open dialogue with readers should be encouraged.
13. Discrimination based on ethnic group, religion, gender, or sexual orientation has no place in the editorial policy of The Weal.

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Deadlines	Publ-10	1 of 1	SEC	March 4, 2003
			SLC	April 2, 2003
				Revision Date

Policy

All volunteer writers, practicum students, section editors and photographers are required to hand in all material for publication before deadline.

Procedure

1. Material should be given to the Publications Editor via disk, hard copy, or electronic submission by 12 noon on Monday prior to publication.
2. Failure to comply with this policy is grounds for termination from an editorial staff position.

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Right to Veto	Publ-11	1 of 1	SEC	March 4, 2003
			SLC	April 2, 2003
				Revision Date

Policy

The Publications Manager has the authority to use the "Right to Veto" on any Weal story.

Procedure

1. The 'right to veto' may be used by the editor even after a section editor has approved a submission for publication.

Any submission refused by an editorial veto shall have, written legibly near the top of the first page, the identifiable initials of the Publication Manager, the time and date of the veto, and the word 'vetoed'.

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Weal Office	Publ-12	1 of 2	SEC	March 4, 2003
			SLC	April 2, 2003
			Revision Date	

Policy

The Weal staff members shall cooperate to keep The Weal office a clean and healthy environment.

Procedure

1. All publications staff shall:
 - a. Meet the objectives specified in the Occupational Health and Safety Act
 - b. Operate all Weal equipment with reasonable care
2. Office hours shall be posted and reasonably maintained during the entire publishing schedule. Excluding staff holidays, these hours shall be Monday to Friday; 8:30 am to 4:30 pm
3. The Weal office shall remain closed during periods when the Students' Association and its operations are closed. Except for statutory holidays that land on a Monday.
4. At least one staff member or employee shall endeavour to be present in the Publications office at all times during office hours.
5. All editorial staff has access to The Weal Office from 6:00 a.m. to 12:00 p.m., and may gain after-hours access by identifying themselves to Campus Security.
6. All staff must contact the Wellness Centre at ext. 8027 prior to 10 p.m. and inform them as to how long they plan to stay past closing. The Wellness Centre will inform the Campus Centre night operations supervisor.
7. The Publications Manager shall be responsible for all keys to The Weal office and security of the office.

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Weal Office	Publ-12	2 of 2	SEC	March 4, 2003
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				Revision Date

8. All materials and equipment in The Weal darkroom are the responsibility of the photo editors, in conjunction with the Publications Editor and Publications Manager. Other editorial staff must obtain permission from one of these individuals to access the darkroom.
9. A violation of any requirement of this policy may result in:
 - a. Suspension of privilege; or
 - b. Termination of privilege; or
 - c. Termination of employment



Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Purchasing Authority	Publ-13	1 of 1	SEC	March 4, 2003
			SLC	April 2, 2003
			Revision Date	

Policy

The Publications Manager shall act as the signing authority for all purchases made on Weal accounts.

Procedure

1. The purchase of all office supplies, computer software or photo supplies must receive written authorization or a Purchase Order number from the Publications Manager.
2. In the absence of the Publications Manager, the Publications Coordinator may act as the signing authority.

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Computer/Photocopier	Publ-14	1 of 1	SEC	March 4, 2003
Access			SLC	April 2, 2003
				Revision Date

Policy

Use of the publications computers and photocopier shall be prioritized.

Procedure

1. Priority of publications computers and photocopiers shall be as follows:
 - a. First priority goes to the production of the newspaper, and related business
 - b. The production of SAITSA print material
 - c. The production of the yearbook and handbook
 - d. Any personal use. Staff members are asked to use restraint when using equipment and supplies for personal use

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Obstruction	Publ-15	1 of 1	SEC	March 4, 2003
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Policy

The Publications department will not tolerate obstruction of any publications.

Definition

Obstruction: Includes physical or verbal intimidation, persistent activity detrimental to the welfare of the department, and promotion of racism, sexism or any other form of discrimination and/or harassment.

Procedure

1. There shall not be removal or deliberate destruction of any publication:
 - a. Equipment
 - b. Supplies
 - c. Files, including but not limited to, all software stored on diskettes and/or computer hard drives
 - d. Records
 - e. Archives
 - f. Publications
2. Any person found in violation of any requirement of this policy may be subject to litigation and;
 - a. Suspension of privilege or;
 - b. Termination of privilege or;
 - c. Termination of employment

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Staff Meetings	Publ-16	1 of 1	SEC	March 4, 2003
			SLC	April 2, 2003
				Revision Date

Policy

The Weal will hold mandatory weekly staff meetings for section editors.

Procedure

1. The time and place shall be determined by availability of section editors.
2. Attendance is mandatory for section editors and open to anyone in the SAIT community at the discretion of the Publications Manager.

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Staff Replacement	Publ-17	1 of 1	SEC	March 4, 2003
			SLC	April 2, 2003
			Revision Date	

Policy

The Publications department recognizes the need to hire replacement editors when regular editors are on school-assigned practicum positions.

Procedure

1. The hiring of replacement editors is the responsibility of section editors.
2. Permanent editors are required to train replacement editors and assist them in becoming familiar with office procedures.

Policies and Procedures

Subject	Policy #	Page #	Approved by	Approval Date
Staff Replacement	Publ-17	1 of 1	SEC	March 4, 2003
			SLC	April 2, 2003
				Revision Date

Policy

The Weal recognizes the importance of recruiting and retaining volunteers.

Procedure

1. Publications Editors are responsible for recruiting and retaining volunteers.
2. Publications Editors will mentor volunteer writers and photographers and work to create an atmosphere of enthusiastic learning and respect.