



The Candor Handbook

Information and policies for the student media at Benedictine University, Lisle, IL.

THE CANDOR

The Candor is the award-winning student news publication of Benedictine University in Lisle, IL. Since its creation in 1982, The Candor has continued to grow each year to serve the needs of the Benedictine University community and is a member of the Illinois College Press Association.

MISSION STATEMENT

The Candor is dedicated to fostering excellence in journalism by providing dynamic platforms for aspiring journalists to hone their skills. As our primary purpose, The Candor strives to empower and train the next generation of ethical storytellers, encouraging them to seek truth and create journalism that is impactful. Additionally, The Candor is committed to informing and engaging the Benedictine community through accurate and fearless coverage. The Candor believes in transparency, editorial independence and that an informed community is a strong community.

HISTORY

Benedictine University traces its origins back to 1887 when it was established in Chicago, Ill., under the name St. Procopius College. Subsequently, in 1901, the campus was relocated to Lisle. After a span of seventy years, in 1971, the institution underwent a name change to become Illinois Benedictine College. Finally, in 1996, it adopted the name Benedictine University.

Throughout its history, the student newspaper underwent several name changes. Initially known as *Procopian News* and later as *The Flax* and *The Torch*, the newspaper eventually became *The Candor* in 1982 under the direction of student editors at that time.

Thirty years later, in 2012, The Candor made a significant transition from its traditional print newspaper to a digital-only, web-based publication. This change was made in response to the prevailing trends towards media convergence and digital mass communications.

The continuous dedication of editors and staff members in documenting news and campus events has played a crucial role in shaping Benedictine Universities historical legacy.

The Candor Handbook v. 2
SL 122
www.thecandor.com
thecandor@yahoo.com
©The Candor | 2023
All Rights Reserved

This handbook was created solely by Candor staff for their exclusive use and should not be seen as a document endorsed by, or related to, Benedictine University.

INDEX

- GUIDING PRINCIPALS - PG. 4
- THE CANDOR POLICIES - PG. 5
- JOURNALISM 101 - PG. 6
- JOB DUTIES AND RESPONSIBILITIES - PG. 8
- INTERNSHIP (COMM 3297) INFORMATION - PG. 17
- SPELLING AND GRAMMAR ASSISTANCE - PG. 18
- THE CANDOR STYLE - PG. 19
- USEFUL WEBSITES - PG. 20
- LEGAL AND ETHICAL ISSUES - PG. 21
- SOCIETY OF PROFESSIONAL JOURNALIST’S CODE OF ETHICS - PG. 26

JOURNALIST



THE CANDOR GUIDING PRINCIPALS

To uphold the standards of good journalism and effectively serve the Benedictine University community, it is imperative to abide by a well-defined set of guiding principles. These principles serve as the bedrock for ethical reporting, the creation of compelling content and the generation of a positive impact on the campus community. The following are the key principles embraced by The Candor:

- **Accuracy and Truthfulness:** The foundation of journalism is accurate and factual reporting. The Candor will verify all information before publishing and ensure that sources are credible and reliable. If an error occurs, we will promptly correct it and issue a clear correction statement. The Candor will be transparent about its processes and decision-making.
- **Professionalism:** The Candor will maintain high journalistic standards in writing, editing, visuals and fact-checking. The Candor will follow the appropriate style guide (AP Style and its own) and uphold grammatical standards. We will also encourage continuous learning and growth among the staff. The Candor will support development opportunities and provide constructive feedback to improve journalistic skills.
- **Independence and Editorial Freedom:** The Candor should be free to report on issues that matter to the campus community without fear of reprisal, so it will maintain editorial independence from any outside influences, including the university or advertisers. Content and decisions on coverage are the exclusive right of The Candor staff and do not necessarily represent those of Benedictine University.
- **Ethical Reporting:** The Candor will adhere to ethical standards, such as respecting privacy, avoiding plagiarism and respecting other's point of views. We will protect the anonymity of sources, when necessary and obtain informed consent. The Candor will not use profane words and images unless absolutely necessary to the story. All groups, races, genders, etc. will be treated the same. The Candor will not shy away from in-depth investigative journalism to uncover important campus issues, even if that coverage would make some readers uncomfortable.
- **Fairness and Impartiality:** The Candor will strive for fairness and impartiality in all reporting. We will present multiple perspectives on issues and avoid bias or favoritism and individuals or organizations the opportunity to respond to criticisms or accusations. The Candor will remain impartial on all matters of content and coverage, except for opinion pieces (examples: columns, editorials and podcasts).
- **Diversity and Inclusivity:** The Candor will represent and reflect the diverse perspectives and voices of the campus community. We strive to cover issues that may affect marginalized or underrepresented groups and avoid perpetuating stereotypes.
- **Community Engagement:** The Candor will foster a strong connection with the campus community by covering events, activities and issues that matter to students, faculty and staff. We will act as a platform for constructive dialogue and debate.
- **Responsibility and Impact:** The Candor recognizes the influence it has on the campus community and will use that influence responsibly, ensuring that the content we publish, contributes to the campus environment and transparency. The Candor will report with truth and accountability, even in those times when community members disagree with our content or coverage.

THE CANDOR POLICES

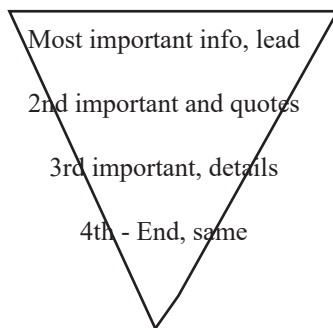
- All staff members and contributors to The Candor will abide by the policies in this handbook. The penalty for a breach of these policies could range from a simple verbal warning, all the way to expulsion from The Candor (and university, if it's grievous enough). The Editor-in-Chief and Advisor will confer if a situation arises. A copy of this handbook sits in The Candor office and it is the staffer or contributor's responsibility to read it throughly and also obtain a copy. Emailing the advisor is another way to get this handbook.
- All decisions involving content and coverage in The Candor and its affiliate media, are made by the student staff themselves; no outside source can force or sway a decision. The Candor is open to story suggestions but it does not have to run any content, or cover any story, if the staff chooses not to.
- The Editor-in-Chief (EIC) has the finally say on all matters that pertain to The Candor. The EIC also decides on the staff and has the ability to shuffle personal, as well as hire or fire people, if necessary. Candidates for EIC will apply for the position near the end of the semester and will be chosen by the advisor, with input from the current Candor staff and other stakeholders. The EIC can be removed by the advisor for grievous errors.
- The advisors role is to do just that - advise. Their guidance should help The Candor staff understand a topic and offer possible paths to a successful story. The advisor has no say on creation of content, other than to offer suggestions. The advisor can not censor content in The Candor but he/she/they may, in extreme cases, hold a story from running if it would result in serious legal ramifications or contain grievous ethical lapses. In this instance, the advisor must inform the EIC why the story is being held and what must be done to fix it before publication.
- To maintain integrity and audience trust, any content created by artificial intelligence, whether in full or part, must be clearly labeled as such. For example: Much of the background information in this handbook was created with the assistance of A.I.
- No one, including sources, are allowed to see a story (or photo or etc.) before it runs. While most requests are from sources that generally want to make sure a reporter grasp a complicated matter, giving anyone the ability to censor a story before it runs is a dangerous precedent. Direct quotes can be read back if the sources asks.
- This handbook is for Candor staff only, though a copy can be supplied if someone outside the staff wishes to see it. All outside inquiries for the handbook should go through the advisor. The Candor Handbook is a dynamic document, that is, it will change as conditions and circumstances change; there may be no notice of changes until a newer version is created. The handbook will be updated when appropriate but questions on changes or subjects not cover here should go to the advisor. New versions of the handbook will supersede in entirety previous versions.
- Social media offers a valuable opportunity to connect with the audience and share news updates but it's crucial to verify information before posting. Never post or repost something you aren't 100% sure of the source. Also, check with the EIC before running controversial posts. At least one piece of content should be posted every day.
- Press badges will be distributed to staff members requiring them. Abuse of this privilege will result in the loss of that credential and possible further disciplinary action.
- **If your Mom says she loves you, check it out! Just because someone says something doesn't mean it's true.**

JOURNALISM 101

News Values: News Values are like a checklist that help you decide which stories are important and worth reporting on. If it doesn't fit at least one of the below requirements, it may not be worth covering.

1. **Proximity:** This means how close a story is to where it happened or how close it is to the audience. People tend to care more about things that happen nearby or affect them directly, so stories with a local angle might be more newsworthy.
2. **Timeliness:** News is about what's happening now. So, stories that are fresh and recent are usually more important than old news.
3. **Impact:** Stories that have a big impact on a lot of people are considered more newsworthy. These could be events that cause major changes, affect many lives, or have significant consequences.
4. **Prominence:** When someone important or famous is involved in a story, it tends to get more attention. People are curious about what influential figures are doing or saying.
5. **Conflict:** Stories that involve conflicts or disagreements catch people's attention. Whether it's a political dispute, a legal battle, or a social conflict, these kinds of stories can be gripping.
6. **Human Interest:** This is all about touching people's hearts. Stories that evoke strong emotions, like joy, sorrow, or inspiration, often become popular because they connect with readers' feelings.
7. **Novelty:** Something unique, unusual or a one-time event can make a story stand out. People like to hear about things they've never encountered before, so stories with an element of rarity tend to be interesting.

Use Clear and Concise Language: When writing, use clear and concise language that is easy for everyone to understand. Avoid using technical jargon and unnecessary complexity that might confuse your readers. Instead, opt for simple words and straightforward sentences to ensure your message is accessible and straightforward to a broader audience. This approach makes your writing more inclusive and allows your ideas to be easily grasped and appreciated by a wider range of people. Remember, keep it simple and avoid unnecessary complications.



Follow the Inverted Pyramid, if Appropriate for Your Story.. Use the Inverted Pyramid technique when telling your story. Start with the most important information right away and then add supporting details as you go. This means putting the crucial parts at the beginning to grab the reader's attention instantly. As you continue, you can include more background information and explanations to give the reader a full understanding of the topic. This style may not apply to all stories, it's a just a starting point.

Tense: Stories are written in past tense, cutlines are written in present tense.

Attribution of Sources: It's essential to give credit to the sources of information you use in your writing. This means citing them appropriately to show where you got the information from. This practice helps to maintain your credibility as a writer and ensures transparency for your readers. For any story you write, make sure you have at least two sources to support the information. Additionally, it's crucial to double-check all the facts and claims you include in your writing to ensure they are accurate. This way, you can avoid unintentionally spreading misinformation and provide reliable content to your audience. Being diligent about attributing sources and fact-checking contributes to trustworthy journalism.

Balance and Fairness: When writing about a topic, make sure to offer a balanced view by presenting different perspectives. This helps to maintain objectivity and fairness in your reporting. Stay conscious of your own personal biases and work towards presenting information in an impartial manner. Being objective means avoiding favoring

one side of the story over the other. Instead, aim to provide a well-rounded account that allows readers to form their own opinions based on the facts and various viewpoints presented. By doing so, you ensure that your work is credible and trustworthy and your audience can rely on you for unbiased information. Remember, transparency and fairness are essential in reliable reporting or visuals.

Images for Stories: All stories must have a visual to accompany it: photograph, graphic, line art, etc. First try to obtain photos and other visuals from the images created by the staff. In the event a different photo/graphic is needed, Candor staffers should look on the staff Vecteezy account, since we own the copyrights to those images. As a last resort, images from Google and such might be used if The Candor continues to fall into the Fair Use category for copyright. The Candor needs to check with BenU to see if it's OK to run their photos/graphics. All the images discussed above require an attribution.

Databases: Budget stories and such might require Candor staff to work with a database. Candor editors should be able to do the following basic functions in MS Excel or Google Sheets - Open | Filter | Sort | Add or Subtract | Percent Change | Save. The advisor or online videos can help with learning these functions.

Crisis reporting: Breaking news involves providing timely and accurate information during emergencies, disasters and other critical situations. When reporting on crises, journalists play a crucial role in keeping the public informed and aware of the unfolding events. However, crisis reporting comes with unique challenges and responsibilities such as sensitivity to what a subject is going through. Remember, you are a human being first, a journalist second.

Interviews

1. In-Person Interviews:

Advantages: Real-time feedback on subtle non-verbal cues.

Disadvantages: Time and logistics: In-person interviews may require more time and effort to schedule and conduct, especially if the interviewee is located far away.

2. Phone Interviews:

Advantages: Convenience: Phone interviews are easier to schedule and conduct.

Disadvantages: May have to wait a long time for person to get back to you.

3. Email, DM, Text, etc., Interviews:

Advantages: Flexibility: Email interviews offer flexibility in terms of timing, allowing the interviewee to respond at their convenience.

Disadvantages: Unknown source: You have no way of knowing if the email and/or answers are from the person you thought.

If recording someone in person or phone, remember to ask if it's OK to record the discussion - *it's the law*.

Difference between News, Sports and Feature writing: Sport reporting primarily centers on providing coverage and analysis of sports events, athletes and related stories. News reporting aims to inform the public about significant developments and issues affecting society, offering a broader perspective on immediate events. Feature stories offer a more in-depth and narrative approach, delving into human interest, analysis, or background on a particular topic.

POSITIONS AND RESPONSIBILITIES

Job Title: Editor-in-Chief, The Candor

Position Overview:

The Editor-in-Chief (EIC) of The Candor is responsible for overseeing the overall content and operations of the publication. This leadership role requires exceptional editorial skills, strong management abilities and a passion for promoting free speech and journalistic integrity. The EIC plays a vital role in shaping the college newspaper's direction, maintaining high-quality standards and fostering a collaborative and inclusive environment for the editorial team. The EIC has the final say on all content matters pertaining to The Candor.

Duties and Responsibilities:

1. Editorial Oversight and Content Management:

- Provide strategic direction and vision for the newspaper's content and design. Also set the direction and tone of The Candor.

- Edit and review articles (if needed) for clarity, accuracy, grammar and adherence to the newspaper's guidelines.
- Uphold the highest ethical standards in journalism, ensuring all content is factually accurate and well-sourced.
- Handle sensitive or controversial topics with ethics, professionalism and respect for diverse perspectives.
- Keep aware of The Candor's online presence.
- Meet with advisor weekly.
- Analyze website traffic to optimize digital content strategy (advisors' role too). Utilize that feedback and analytics to improve future content and increase readership.
- Oversee live coverage, if necessary
- Check Candor email address(es) daily, with News Editor's help
- Attend key campus events as a representative of The Candor (if needed).
- Other duties as needed, if needed.
- Make sure publication deadlines are met and content is upload to our site.

2. Newsroom Management:

- Lead and inspire a team of writers, photographers and editors.
- Conduct regular meetings to discuss story ideas, assign articles and provide constructive feedback.
- Foster a supportive and inclusive environment that encourages creativity, growth and collaboration within the newsroom.
- Provide constructive feedback to team members.
- Collaborate with section editors and writers to plan and execute relevant content.
- Ensure that all articles and graphics (including photos) meet the newspaper's quality standards.
- Backstop editors, if necessary.

Qualifications and Skills:

- Leadership experience and ability to motivate and manage a team.
- Demonstrated passion for journalism and storytelling.
- Understanding of journalistic ethics and the importance of accurate reporting.
- Excellent communication and interpersonal skills.
- Solid writing, editing and proofreading skills.
- Knowledge of AP style, spelling, grammar and other editorial guidelines.
- Previous experience in journalism or media preferred.

Job Title: News Editor, The Candor

Position Overview:

The News Editor is a crucial member of The Candor team, responsible for overseeing and managing the news section's content. This position requires a keen eye for newsworthy stories, exceptional writing and editing skills and the ability to lead a team of reporters effectively. The News Editor plays a vital role in maintaining the newspaper's reputation for accurate, unbiased and timely reporting, fostering engagement within the college community.

Duties and Responsibilities:

1. Content Management:

- Assign news beats to reporters, ensuring comprehensive coverage of campus events, student activities and relevant local/national news affecting the Benedictine community.

- Review and select news stories for publication based on relevance, impact and interest.
- Build and maintain relationships with campus groups and people to discover compelling stories.
- Uphold ethical standards in reporting, ensuring the accuracy, fairness and objectivity of all news content.
- Be attentive to sensitive topics and exercise discretion when dealing with confidential information.
- Edit news articles for clarity, accuracy, grammar and adherence to the newspaper's style guidelines.
- Fact-check information and verify sources to ensure the credibility of the content.
- Work with reporters and photographers to select relevant images to accompany news articles.
- Coordinate any investigative news/sports stories.
- Check Candor email address(es) daily, with EIC's help
- Other duties as needed, if needed.
- Section produces at least two stories an issue

2. Team and Deadline Management:

- Handle breaking news situations promptly and effectively, adjusting priorities to cover urgent events
- Provide guidance and feedback to reporters to help them improve their writing and reporting skills.
- Organize regular meetings with the news team to discuss story ideas, assignments and deadlines.
- Conduct training sessions to familiarize new reporters with the newspaper's policies and journalistic principles.
- Attend campus events, student government meetings and other relevant activities to gather news firsthand, if needed.
- Ensure that all news articles are completed within the designated deadlines to meet the newspaper's publishing schedule.

Qualifications and Skills:

- Excellent organizational and time management abilities.
- Strong idea of what might be a news story, ie news sense.
- Familiarity with journalistic ethics and principles.
- Strong writing and editing skills, with a high attention to grammar, style and spelling.
- Ability to work effectively under pressure and meet tight deadlines.
- Experience in news reporting, editing or a similar role if possible.

Job Title: Sports Editor, The Candor

Position Overview:

The Sports Editor is responsible for overseeing and managing all sports-related content. This position will play a crucial role in ensuring accurate, engaging and timely coverage of college, local and national sports events, along with related topics. The Sports Editor will work closely with reporters, photographers and other editors to produce high-quality sports stories that resonate with the BenU community.

Duties and Responsibilities:

1. Content Management:

- Plan, assign and edit sports articles, features and opinion pieces for each edition of the college newspaper.
- Supervise and guide sports reporters, offering support, feedback and mentorship to help them improve their writing skills.
- Uphold the highest ethical standards in journalism, ensuring all content is factually accurate and well-sourced.
- Conduct fact-checking and verify sources to maintain the newspaper's credibility.
- Proofread sports articles for clarity, grammar, punctuation and spelling errors.
- Ensuring articles are submitted, edited and published on time.
- Coordinate any investigative sports stories.
- Other duties as needed, if needed.
- Section produces at least two stories an issue

2. Sports Coverage:

- Attend college sports events, including games, matches, tournaments and other athletic activities, if needed.
- Stay informed about college sports news, developments and trends to identify potential story opportunities.
- Coordinate with the multimedia team (if there is one) to incorporate photos, videos and other multimedia elements for The Candor into timely social media posts.
- Utilize various digital platforms and social media to enhance sports coverage
- Men's and women's team will receive comparable coverage, as well as lesser known sports.
- Campus events take priority over national events in coverage.

Qualifications and Skills:

- Passion for all college sports and good news judgment.
- Leadership and organizational skills to manage a team of sports reporters effectively.
- Strong knowledge of various sports, including college-level athletics along with an understanding of sports terminology and rules.
- Excellent writing, editing and style skills, with a keen eye for detail and accuracy.
- Proficiency in creating digital content for social media.
- Proven experience in sports writing and editing, preferably in a college or university newspaper setting.

Job Description: Features Editor, The Candor

Position Overview:

The Features Editor at The Candor will be responsible for overseeing the creation and publication of engaging feature stories. This role is pivotal in shaping the identity and character of The Candor, as it focuses on unique, in-depth, human-interest stories that go beyond regular news coverage. The coverage in this section is also the most diverse of The Candor, topics may include columns, reviews and long-term stories. The key difference between this role and the News Editor is features are structured around providing depth to a subject, where as news is about timeliness.

Duties and Responsibilities:

1. Content Management:

- Conceptualize and plan feature stories that align with The Candor's mission and present stories of unique interest of the BenU community.
- Lead and manage a team of feature writers and photographers, fostering a collaborative and creative work environment.
- Uphold the highest ethical standards in journalism, ensuring all content is factually accurate and well-sourced.
- Identify relevant topics, trends and issues for story ideas that students might find interesting.
- Attend campus events and activities to stay connected with the college community and identify potential feature opportunities.
- Ensure the appropriate use of visuals, graphics and multimedia elements.
- Other duties as needed, if needed.
- Section produces at least two stories an issue

2. Team Management:

- Assign story ideas to writers and set deadlines for timely submission of drafts and final pieces.
- Review and edit feature submissions from writers, ensuring accuracy, clarity and adherence to the newspaper's style guide.
- Provide constructive feedback to writers to help them improve their storytelling skills.
- Fact-check and verify information presented in features to maintain the newspaper's credibility.

Qualifications and Skills:

- Strong writing, editing and storytelling skills, with a keen eye for detail.
- Excellent time management skills to meet tight deadlines and juggle multiple assignments.
- Leadership and communication skills to work effectively with a team and across departments.
- Passion for storytelling and a commitment to ethical journalism.
- Experience in journalism, particularly feature writing and editing, is an advantage but not necessarily required.

Job Description: Perspectives (Opinion) Editor, The Candor

Position Overview:

The Perspectives Editor is responsible for managing The Candor's opinion section. This role involves soliciting, editing and publishing diverse opinions from students, faculty and staff on various topics relevant to the college community. The Opinion Editor plays a key role in shaping public discourse, encouraging critical thinking and fostering a culture of open dialogue within the BenU community.

Duties and Responsibilities:

1. Content Management:

- Identify and create relevant and compelling topics for opinion pieces that resonate with the college audience.
- Collaborate with reporters and columnists to solicit opinion articles on a broad range of subjects, including campus issues and current national topics.
- Collaborate with Editor-in Chief to ensure a cohesive voice for the newspaper.
- Strive to maintain a balanced representation of opinions, ideologies and perspectives within the opinion section.
- Be in-charge of Letters to the Editor from community members.
- Encourage contributions from writers with different viewpoints to promote a well-rounded and inclusive dialogue.
- Section produces at least two stories an issue
- Other duties as needed, if needed.

2. Fact-Checking and Ethical Standards:

- Review submitted opinion pieces for clarity and coherence, as well as grammar, spelling and style.
- Ensure all pieces are free from factual errors, bias and offensive language.
- Address any potential conflicts of interest with writers to maintain the newspaper's credibility.
- Uphold the highest ethical standards in journalism, ensuring all content is factually accurate and well-sourced.
- Foster strong relationships with campus organizations, faculty and other stakeholders to encourage broader community engagement with the opinion section.
- Attend college events and forums to connect with potential contributors and understand campus sentiment, if needed

Qualifications and Skills:

- Passion for fostering open dialogue and intellectual exchange within the college community.
- Strong writing and editing skills, with a keen eye for detail.
- Understanding of diverse perspectives and ability to maintain impartiality.
- Excellent organizational and time management abilities to meet tight deadlines.
- Knowledge of journalism ethics, including fact-checking and plagiarism guidelines.
- Effective communication and collaboration skills to work with a team of writers and editors.

Job Description: Social Media (Digital) Editor, The Candor

Position Overview:

The Social Media Editor is responsible for creating and managing engaging content across various social media platforms, including podcasts, YouTube channel and similar media outlets. This position requires a creative and organized individual who can effectively promote The Candor's coverage on social media to engage with the audience and drive traffic to the website.

Duties and Responsibilities:

1. Content Management:

- Develop and execute a social media content strategy aligned with The Candor's goals.
- Collaborate with other team members, reporters and contributors to promote their articles.
- Manage The Candor's social media accounts on platforms such as Facebook, Twitter, Instagram, LinkedIn, etc. and any emerging platforms relevant to the BenU community.
- Schedule and publish posts at optimal times to maximize reach and engagement.
- Monitor and respond to comments, messages and mentions promptly and professionally.
- Create eye-catching and compelling visual content, including graphics, images and videos, to accompany articles and engage followers.
- Write concise and informative social media posts that promote articles and events while maintaining the newspaper's voice and tone.
- Foster a sense of community and interaction with the newspaper's followers, encouraging discussion and feedback.
- Other duties as needed, if needed.
- Produce or coordinate at least two pieces of content daily.

2. Brand Identification:

- Stay up-to-date with social media trends, tools and platform updates and make recommendations to enhance the newspaper's social media presence.
- Monitor and analyze social media performance metrics regularly to assess the effectiveness of strategies and campaigns.
- Audience Engagement: Foster meaningful connections with the college community by initiating and participating in conversations, polls and discussions related to campus news, current events and topics of interest to the audience.
- Identify emerging social media platforms and trends relevant to the college newspaper's target audience.
- Ensure consistent branding and messaging across all social media channels, reflecting the college newspaper's identity and values.
- Work closely with the Editorial team to align social media efforts with the overall content strategy and publication schedule.

Qualifications and Skills:

- Strong understanding of social media best; its practices, trends and emerging platforms.
- Ability to stay current on latest online trends.
- Proficiency in using social media management tools and analytics platforms.
- Excellent writing skills and ability to adapt the tone and style to suit different social media platforms
- Ability to work independently, meet daily deadlines and handle multiple tasks simultaneously.
- Background or interest in marketing, PR or similar fields preferred.

Job Description: Reporter, The Candor

A reporter at The Candor is responsible for gathering and presenting information that is relevant and of interest to the student body. As a reporter, their primary responsibility is to keep the campus community informed about events, activities, issues and developments that affect students' lives and the university as a whole. Reporters can work for any section of The Candor.

Duties and Responsibilities:

- **Story Gathering:** Reporters are responsible for actively seeking out stories on campus. This involves attending events and meetings, along with conducting interviews with key people. Reporters must thoroughly research their stories to ensure accuracy and credibility. They verify facts, cross-check information from multiple sources and strive to present a balanced and unbiased perspective.
- **Interviewing and Writing Articles:** Conducting interviews is a vital part of a reporter's job. They must ask thoughtful questions to gather insights and quotes from various individuals involved in the story. Once a reporter has gathered all the necessary information, they write articles that cover the event or idea in a clear, concise and engaging manner. Articles should be well-structured, factual and free of spelling and grammar errors.
- **Meeting Deadlines:** Meeting deadlines is crucial in journalism and reporters must adhere to The Candor's publishing schedule. They must work efficiently to deliver articles promptly.
- **Ethics and Professionalism:** Reporters should adhere to high ethical standards, including honesty, accuracy and respect for privacy. They should be professional in their conduct, both while gathering information and interacting with sources.
- **Community Engagement and Adaptability:** Engaging with the campus community is vital for a student newspaper. Reporters should actively seek feedback from their readers, respond to inquiries and be receptive to story ideas or suggestions. Campus environments are dynamic and news can break at any time. Reporters must be adaptable and ready to cover breaking news or unexpected events as they arise.
- **Investigative Reporting:** In addition to regular coverage, reporters of any section of The Candor may also engage in investigative journalism to uncover deeper issues or stories that may not be immediately apparent. This involves in-depth research, analysis and fact-checking.

Job Description: Columnist, The Candor

A columnist at The Candor provides regular opinion pieces and commentary on various topics that are relevant and of interest to BenU; this also applies to any non-staff podcast, video or social media content producer. Columnists typically have a more personalized and subjective writing style compared to traditional news reporters. Their articles often reflect their own perspectives, insights and experiences, making them a powerful voice for expressing diverse opinions and fostering healthy discussions within the campus community. Non-Candor community members can also write opinion pieces for The Candor, as long as they are identified as such.

Duties and Responsibilities:

- **Overall content and voice:** Columnists write opinion pieces that explore a wide range of subjects, including campus issues, local events, national or global affairs, social trends and cultural topics. They may also delve into personal experiences and reflections to connect with the readers.
- **Personal Voice:** A columnist is expected to have a distinctive voice and style of writing that sets them apart from regular news reporters. This uniqueness helps build a loyal readership base who come to appreciate the columnist's perspective and insights.
- **Representing Community Voices:** Columnists have an opportunity to represent the concerns, interests and perspectives of the student body. They may advocate for student rights, highlight campus issues and bring attention to topics that matter to the campus community.
- **Respecting Ethical Standards:** Like all journalists, columnists must adhere to ethical standards of journalism. This

includes accuracy, fairness and avoiding conflicts of interest. While they express their opinions, they should do so responsibly and avoid spreading misinformation or biased views. Language in the column should adhere to Candor standards.

- Creativity and Originality: Columnists often have the freedom to explore creative and original ideas in their pieces. This can include humor, satire, or personal anecdotes, making their columns engaging and enjoyable to read.

- Engagement: Through their writing, columnists aim to engage readers and stimulate thoughtful discussions on various matters. They often encourage feedback and responses from the readership, fostering an interactive relationship between the columnist and their audience.

- Meeting Deadlines: Meeting deadlines is crucial in journalism and columnists must adhere to The Candor's publishing schedule. They must work efficiently to deliver articles promptly.

Job Description: Photographer/Graphics Designers (visuals), The Candor

Photographers/Graphic Designers at The Candor are responsible for visually documenting events, news and stories on and off-campus to provide a comprehensive and engaging coverage for the readers. The primary task is to tell stories through images. Whether it's a campus event, a sports game, a protest, or a feature on a student organization, photos should effectively convey the essence and emotions of the moment.

Duties and Responsibilities:

- Coverage: Photographers are assigned to cover breaking news stories, sports, campus events and important occasions in the student community. Images should capture the key moments and convey the event's significance. Graphic Designers should create design or infographs with enhance The Candor.

- Coordination with Writers: Collaboration with writers and other journalists are essential. Photographers communicate with them to understand the focus and content of their articles, ensuring their photos align with the story's goal.

- Photo Editing: Photographers are required to edit and enhance your photographs before submitting them for publication. Basic editing tasks like cropping, color correction and exposure adjustments are often necessary.

- Deadlines and Time Management: Working for a newspaper means adhering to strict deadlines. You must manage your time efficiently to deliver high-quality images on time.

- Creative Composition: A good photographer knows how to frame a shot creatively, considering angles, lighting and composition to produce compelling and visually striking images. The Candor owns a series of cameras, in case a photograph does not have their own gear.

- Adaptability: The news cycle can be unpredictable and you may need to cover various events at short notice. Being adaptable and ready to handle diverse situations is crucial.

- Ethical Considerations: As a student journalist, you should adhere to ethical guidelines, respecting people's privacy and dignity when taking photographs.

Job Description: Social Media/Digital Content Contributor, The Candor

A social media contributor's primary role is to create engaging and compelling content for The Candor's media platforms, like: podcasts, YouTube channels, social media, etc. The role requires creativity, strong communication skills and a good understanding of social media trends and platforms

Duties and Responsibilities:

- Content Creation: Develop and curate content specifically tailored for various social media platforms, This content may include text posts, images, videos, infographics, polls and other engaging formats.

- Posting Schedule: Plan and maintain a consistent posting schedule for the newspaper's social media channels.

- Trend Monitoring: Stay up-to-date with social media trends, tools and best practices.

- Ethics: Like all Candor journalists, contributors must adhere to ethical standards in this handbook.

- Audience Engagement: Foster meaningful connections with the university community via chosen medium.

Job Description: Advisor

Position Overview:

The Candor's advisor is responsible for providing guidance, mentorship and oversight to the college media staff. This role involves fostering a productive and educational environment that supports the development of journalistic skills, encourages creativity and upholds the highest standards of journalistic ethics.

Duties and Responsibilities:

1. Editorial Guidance:

- Advise the newspaper's editorial team on content selection, story ideas and overall editorial direction.
- Help the staff develop strong and compelling articles, ensuring accuracy, fairness and clarity in reporting.
- Recruit, train and manage student reporters, editors, photographers and other contributors.
- Conduct regular meetings with the staff to discuss upcoming assignments, brainstorm story ideas and address any concerns.
- Ensure the newspaper maintains high standards of accuracy, objectivity and integrity in all published content, also journalistic ethics and principles.
- Handle sensitive topics and potential conflicts with discretion and fairness.
- Monitor and engage with The Candor's web analytics and help the staff understand them.
- The advisor can remove the EIC but only if there has been a grievous legal, ethical or content lapse.

2. External Relations and Budget:

- Serve as a liaison between the college newspaper and the college administration, addressing any concerns or issues that may arise.
- Foster relationships with local media professionals and industry experts to offer networking opportunities for the newspaper staff.
- Manage the The Candor's budget, allocating funds for necessary expenses.
- Advise the staff on utilizing resources effectively to achieve their journalistic goals.
- Advisor's role may be used as the service component of a faculty member

Qualifications and Skills:

- Bachelor's degree in journalism, communications or a related field (Master's degree preferred).
- Experience in journalism or similar media outlet
- Strong understanding of journalistic ethics, principles and best practices.
- Excellent writing, editing and communication skills.
- Proficiency in digital media and social media platforms.
- Ability to work collaboratively with students, faculty and college administrators.
- Demonstrated leadership and mentorship abilities.
- Knowledge of layout and design principles for print and online publications.
- The advisor does not necessarily have to be a member of the Benedictine University community, as long the above criteria are met.

REQUIREMENTS FOR INTERNSHIP CREDIT - COMM 3297

As BenU students working as editors for The Candor, you are eligible for internship credit (COMM 3297). For the internship credits, you are expected to contribute the amount of effort, professionalism and work hours you would for an internship outside of Benedictine University. There are several responsibilities you need to fulfill to earn credit for your work in COMM 3297.

1. Engagement: Regularly attend editorial meetings and actively participate in discussions about the newspaper's content, layout and overall direction. Collaborate with other editors to plan the newspaper's content for each issue. Decide on article topics, assign stories to writers and set deadlines. Your contribution must be noticeable and have impact for The Candor. Part of the responsibility is to assign multiple stories and/or photos every week or cover them yourself. The EIC needs to meet with the advisor weekly.

2. Writing, Editing and Articles: Contribute your own articles to the newspaper and ensure they meet high editorial standards. Edit and proofread other writers' articles for accuracy, clarity and style. Verify the information presented in articles to ensure accuracy and credibility, while adhering to deadlines. Also, stories written by your staff or yourself must be of high quality to deserve running. You and/or your section must have content in every issue, whether created yourself or created by your staff.

3. Ethical Considerations: Adhere to ethical journalism practices, including avoiding plagiarism, disclosing conflicts of interest and respecting privacy rights. This handbook contain multiple entries on ethics.

4. Leadership: Demonstrate leadership skills by guiding the team, resolving conflicts and motivating contributors to perform their best. Be open to constructive criticism and implement feedback from other editors and advisors to improve the quality of the newspaper. Also, assist in the distribution process and/or upload.

5. Term Paper: At the end of each semester, a student must submit a paper to the Internship Coordinated which details your experiences working for The Candor. Papers need to be handed in by Finals Week.

The Editor-in Chief receives six credits total (three credits each semester) for COMM 3297 every year. Section editors receive three credits for COMM 3297 for two consecutive semesters of service (Fall/Spring or Spring/Fall). COMM 3297 can be taken up to 4 different times, for up to 12 hours. Also, COMM 3297 will count towards the university's ten classes above 3000 requirement. *Note - You do not have to take COMM 3297 to be an editor at The Candor.*

COMMON SPELLING AND GRAMMAR MISTAKES

Note: This section was created with A.I. and may contain errors that it states are correct - check it out for yourself

1. Mistake: "Its" vs. "It's"

Correction: "Its" is possessive, while "It's" is a contraction of "it is" or "it has."

2. Mistake: "Your" vs. "You're"

Correction: "Your" indicates possession, while "You're" is a contraction of "you are."

3. Mistake: "There" vs. "Their" vs. "They're"

Correction: "There" refers to a place, "Their" shows possession and "They're" is a contraction of "they are."

4. Mistake: "Its" vs. "It's"

Correction: "Its" is possessive, while "It's" is a contraction of "it is" or "it has."

5. Mistake: "Effect" vs. "Affect"

Correction: "Effect" is a noun (the result) and "Affect" is a verb (to influence).

6. Mistake: "Then" vs. "Than"

Correction: "Then" refers to time or consequence, while "Than" is used in comparisons.

7. Mistake: "Yourselves" vs. "Yourself"

Correction: "Yourself" is the correct plural form of "yourself."

8. Mistake: "Could of" vs. "Could have"

Correction: "Could have" is the correct form; "could of" is a common colloquial mistake.

9. Mistake: "Alot" vs. "A lot"

Correction: "A lot" is the correct form; "alot" is not a word.

10. Mistake: "Loose" vs. "Lose"

Correction: "Loose" means not tight, while "Lose" is the opposite of "win."

11. Mistake: "Accept" vs. "Except"

Correction: "Accept" means to receive willingly, while "Except" is used to exclude or leave out.

12. Mistake: "Weather" vs. "Whether"

Correction: "Weather" refers to the atmospheric conditions, while "Whether" is used in expressing alternatives.

13. Mistake: "Your" vs. "You're"

Correction: See #2 above.

14. Mistake: "Complement" vs. "Compliment"

Correction: "Complement" means to complete or enhance something, while "Compliment" is an expression of praise or admiration.

THE CANDOR STYLE

Below are specific ways The Candor creates their stories, it's based on the Associated Press (AP) Stylebook, which is a widely-used writing style guide for journalists and other media professionals.

1. Names: Use the person's whole name and title in first reference (said Jane Smith, CEO of Buick) and just their last name in all other references (said Smith). If you have two people with the same last name, use their whole names when referencing in of them. Get student's class standing (junior, senior)
2. Dates: Write the date in the format: month, day, year (e.g., July 28, 2023).
3. Numbers: Spell out numbers zero to nine and use numerals for 10 and above. However, use numerals for ages, dimensions, addresses, percentages and time (e.g., 5 years old, 8 inches, 25% increase, 3 p.m.).
4. Names and Titles: Capitalize titles when used before a person's name (e.g., President Biden, Dr. Smith). Lowercase titles when used alone (e.g., the president, the doctor). Use Dr. before someone's name that has a Ph.D. but only on the first reference. Correct - Dr. Tayna Jones, associate professor of math.
5. Attribution Quotation Marks: Proper way to at write a quote - *"Blah blah," said Luci Jones, sophomore*. Use double quotation marks for direct quotes and titles of articles, songs and short works. Single quotation marks should be used for quotes within quotes.
6. Punctuation with Quotations: Place commas and periods inside the closing quotation marks, if the quote is a part of the sentence. Period goes outside if it's a full sentence quote.
7. Commas: No commas before the words "and" or "but"; no Oxford comma.
8. Hyphens: Use hyphens for compound adjectives (e.g., well-known author, 10-year-old child.) Check the dictionary if you are unsure about hyphenating a specific term.
9. Colons and Semi-colons: A colon is used to introduce a list, an explanation, or a quotation. It signals that what follows is directly related to what came before the colon. A semicolon is used to connect two independent clauses that are closely related in meaning, but not quite separate sentences.
10. Capitalization: Capitalize proper nouns, brand names and specific places. Keep common nouns lowercase (e.g., New York City, Coca-Cola, the city). Languages that are also names of countries (Spanish, English, etc.) should be capitalized.
11. Capitalization of Internet and Web: Capitalize "Internet" and "Web" when referring to the global network of connected computers. Lowercase these terms when used as adjectives (e.g., internet users, web development).
12. Capitalization of Departments: When referring to a department (History Department) capitalize the name.
13. The Candor's name: The Candor is not a newspaper, which you put the name in italics, so do not italicizes The Candor's name.

USEFUL WEBSITES

- Birksland Resources (<http://classes.birksland.com/resources.html>): Dozens of updated links and stories to different aspects of journalism.
- SPJ Toolbox (<https://www.journaliststoolbox.org/>): SPJ Toolbox is a free resource for start-up newsrooms, legacy and local media, freelancers, entrepreneurs, educators, student media and people in many other industries.
- Grammarly (www.grammarly.com): Grammarly is a popular online writing assistant that can help with grammar, spelling, punctuation and even suggest better word choices. It offers a browser extension, which can be used to check writing in real-time on various websites and platforms.
- OnlineCorrection (www.onlinecorrection.com): OnlineCorrection is a simple website that allows you to paste your text and receive immediate spelling and grammar corrections. It covers basic mistakes like spelling errors, punctuation and grammar mistakes.
- Google Journalist Studio (<https://journaliststudio.google.com/>): A collection of tools to empower journalists to do their work more efficiently, creatively and securely.
- Student Press Law Center (<https://splc.org>): For legal questions, start here. The SPLC works to promote, support and defend the First Amendment and press freedom rights of high school and college journalists and their advisers.
- Poynter (<https://www.poynter.org>): Poynter is a renowned journalism organization that offers a wide range of resources, including articles, courses, fact-checking tools and ethical guidelines.
- Society of Professional Journalists (<https://www.spj.org/>): The SPJ website provides access to journalism ethics, guidelines, tools and resources tailored for student journalists.
- Investigative Reporters and Editors (<https://www.ire.org/>): IRE provides resources, training and support for investigative journalists.
- ProPublica (<https://www.propublica.org/>): ProPublica is an independent, nonprofit newsroom that produces investigative journalism on critical issues.
- Associated Press Stylebook (<https://www.apstylebook.com/>): The AP Stylebook is an essential resource for journalists, providing guidelines on writing, grammar and style.
- JournalismJobs.com (<https://www.journalismjobs.com/>): This website offers job listings for journalists, including entry-level positions suitable for students.

All links worked at the time of the handbook creation but may not as time goes on.

LEGAL AND ETHICAL MATERIAL

Student journalists, like any other journalists, should be aware of the basic laws that govern media and journalism to ensure they operate within legal and ethical boundaries. Below is a summation of certain laws, with details on the following pages:

- **First Amendment:** In the U.S., the First Amendment of the Constitution protects freedom of speech and freedom of the press. It allows journalists to report on matters of public interest without censorship or government interference. While freedom of speech and the press are essential, there are limitations - your First Amendment rights don't trump someone else's. Example: You can't yell fire in a crowded movie theater.
- **Defamation (Libel) Laws:** Defamation refers to making false statements that harm someone's reputation. Student journalists should be cautious about publishing unverified information that could harm an individual or organization's reputation, as they could face defamation claims.
- **Privacy and Trespassing Laws:** Respect individuals' right to privacy. Avoid publishing private information without consent, such as personal addresses, phone numbers, or sensitive details about someone's personal life. Do not go onto someone's property without proper consent.
- **Copyright Laws:** Understand copyright laws and fair use. Using copyrighted material without permission can lead to legal issues. When using other people's work, provide proper attribution and seek permission when necessary.
- **Freedom of Information Act (FOIA):** In the United States, the FOIA allows access to certain government records. Learn how to use FOIA requests to obtain information from public agencies.
- **Plagiarism:** Plagiarism involves presenting someone else's work or ideas as your own without giving proper credit. Avoid plagiarism by citing sources correctly and using quotation marks for direct quotes.
- **Shield Laws:** Shield laws provide varying degrees of protection to journalists from having to disclose their confidential sources in court. Familiarize yourself with Illinois' state's shield laws and understand the limitations to protect your sources and uphold journalistic integrity.
- **Ethical Guidelines:** Apart from legal laws, adhere to ethical guidelines set by professional journalism organizations, such as accuracy, fairness, independence and accountability. There is a list in SPJ section at the back of the handbook.

All inquiries from outside parties, that deal with legal matters, should be directed to the advisor.

More information can be found at
the Student Press Law Center

<https://splc.org>

Libel

Libel law refers to the legal principles and regulations that govern cases involving written or printed defamatory statements. It is a subset of defamation law, which encompasses both libel (written, printed, or published defamation) and slander (spoken defamation).

In general, libel occurs when someone makes knowingly false and damaging statements about an individual, business, or organization that can harm their reputation. These statements are typically published in a fixed form, such as newspapers, magazines, books, online articles, blogs, social media posts, or any other written medium.

To successfully prove a case of libel, the plaintiff (the person claiming to have been defamed) typically needs to demonstrate the following elements:

- **Publication:** The defamatory statement must have been published or communicated to a third party other than the plaintiff. The statement must be shared with at least one other person, either intentionally or negligently.
- **Identification:** The plaintiff must be identifiable from the published statement. It should be clear that the defamatory remarks are referring to the plaintiff.
- **Falsity:** The statement must be false. Truth is generally a complete defense against a libel claim.
- **Harm:** The plaintiff must show that the defamatory statement caused harm to their reputation. This harm can be in the form of financial losses, damage to their personal or professional reputation, or emotional distress.
- **Fault:** In some jurisdictions, the plaintiff must prove that the defendant acted with some degree of fault or negligence in making the false statement. In some cases, public figures may need to prove actual malice, which means the defendant knowingly published false information or acted with reckless disregard for the truth.

Copyrights

Copyright law is a legal framework that grants exclusive rights to the creators of original works, enabling them to control the use and distribution of their creations. This law applies to various forms of creative expression, such as literature, music, art, films, software and other intellectual property. Don't just run content without knowing its copyright status.

The primary purpose of copyright law is to promote creativity and innovation by providing creators with economic incentives and recognition for their efforts. By granting exclusive rights, copyright law allows creators to profit from their works and encourages them to continue producing new content. Some key aspects of copyright law include:

Original Works: To be eligible for copyright protection, a work must be original, meaning it has not been copied from someone else's work and possesses a minimal level of creativity. The work must also be in a fixed or tangible form, such as written down, recorded, or saved in a digital format.

Copyright Owner: The creator or the entity that the creator transfers the rights to becomes the copyright owner. In some cases, multiple parties may jointly own the copyright. Copyright owners have several exclusive rights, including the right to reproduce, distribute, perform, display and create derivative works based on the original.

Fair Use/Fair Dealing: Some jurisdictions provide for exceptions to copyright protection, allowing limited use of copyrighted material for purposes like criticism, commentary, news reporting, education and research without seeking permission from the copyright owner.

Trespassing (Intrusion)

Trespassing is a legal term that refers to the act of unlawfully entering or remaining on someone else's property without their permission. The specifics of trespassing laws can vary between jurisdictions, but the general concept remains consistent. The key elements of trespassing include unauthorized entry and the absence of the property owner's consent.

1. Trespassing on Private Property:

Private property refers to land or premises owned by an individual, company, or organization. Trespassing on private property occurs when someone enters or stays on such property without the owner's permission. It is generally considered a civil offense, but in some cases, it can be a criminal offense, particularly if the trespasser engages in harmful activities or refuses to leave when asked by the property owner or their representative.

For example, if someone walks into someone's backyard without permission or enters a privately owned building without authorization, they would be considered a trespasser.

2. Trespassing on Public Property:

Public property, on the other hand, refers to land or premises owned by the government or a governmental entity and is intended for public use. Examples of public property include parks, roads, sidewalks and government buildings accessible to the public. Also, any event that everyone is invited to can be seen as public. Trespassing on public property occurs when someone enters restricted areas or engages in prohibited activities on public property.

BenU Policies Related to Transparency and Free Speech

- Benedictine University Student Handbook (2022) - 2.1.3 Benedictine University Mission

Benedictine University is an inclusive academic community dedicated to teaching and learning, scholarship and service, truth and justice, as inspired by the Catholic intellectual tradition, the social teaching of the Church and the principles of wisdom in the Rule of St. Benedict.

- Benedictine University Student Handbook (2022) - 1.13 Freedom of Expression Policy

In its role as an academic institution, Benedictine is committed to an environment in which a variety of ideas can be proposed and critically examined. The University community recognizes that the freedom of inquiry and expression may produce conflicts of beliefs and proposals for action. It is the responsibility of all members of the University community to maintain channels of communication which will foster a favorable climate for the freedom of expression to thrive.

Implicit in this freedom and with regard for the common purposes of the institution is the right to dissent and demonstrate in a peaceful and non-disruptive manner without unreasonable obstruction or hindrance. The University expects those who enjoy these freedoms to also accept responsibility for order and discipline. Permissible speech does not include unlawful activity, activity that threatens or endangers the safety of any member of the community, destruction of property or obstruction of the normal operations of the University and will not be tolerated.

FOIA Request

Filing a Freedom of Information Act (FOIA) request involves a few key steps to ensure you make a clear and effective request. FOIA grants the public the right to request access to records from federal government agencies. Here's a step-by-step guide to filling a FOIA request:

1. **Identify the Correct Agency:** Determine which federal agency likely holds the information you're seeking. Make sure you have the correct name and address of the agency. You can find this information on the agency's website or by contacting them directly.
2. **Review Existing Information:** Before submitting a FOIA request, check if the information you seek is already publicly available. Many agencies proactively release certain records on their websites, so it's essential to check if what you need is already accessible.
3. **Compose Your Request:** Your FOIA request should be in writing and include specific details to help the agency locate the information you want. Include the following elements in your request:
 - a. Clearly state that you are making a FOIA request.
 - b. Provide your name, mailing address, phone number and email address.
 - c. Describe the records you are requesting with enough detail to enable the agency to identify them. Be as specific as possible.
 - d. Specify the format in which you prefer to receive the information (e.g., digital, hard copy).
 - e. Indicate your willingness to pay any applicable fees (if you expect there to be any).
4. **Check for Sample Requests:** Many agencies have sample FOIA request letters available on their websites. You can use these templates as a guide to ensure you cover all the necessary information.
5. **Submit Your Request:** Send your FOIA request to the agency's FOIA office through mail or email, as per their instructions. Some agencies may also have online portals for submitting FOIA requests.
6. **Await a Response:** After submitting your FOIA request, the agency should acknowledge its receipt. They usually have a specific time frame within which they must respond to your request. The response will include whether your request was approved, denied, or if the agency needs more time to process it.
7. **Appeal (if necessary):** If your request is denied or you believe the agency did not handle your request appropriately, you have the right to appeal the decision. Follow the agency's instructions for filing an appeal and they will review your case again.
8. **Receive the Information:** If your request is approved, you will receive the requested information in the format you specified. Be aware that some agencies might charge fees for processing your request, especially if it requires extensive work or large document retrieval.

Each agency may have its own specific procedures and requirements for FOIA requests, so it's essential to consult their website or contact them directly for more information. Additionally, some states have their own Freedom of Information laws, so the process may differ slightly at the state level.

Plagiarism

Avoiding plagiarism is essential to maintain academic and professional integrity. Plagiarism occurs when you use someone else's work, ideas, or words without giving them proper credit. To avoid plagiarism, follow these guidelines:

1. Understand what constitutes plagiarism: Familiarize yourself with what plagiarism entails, including direct copying, paraphrasing without citation and using someone else's ideas without attribution.
2. Use proper citations: Whenever you use someone else's work, whether it's a direct quote, paraphrase, or even a general idea, make sure to provide proper citations.
3. Cite all sources: Don't just cite books or academic papers; include all relevant sources, such as websites, articles, images, videos and interviews.
4. Use quotation marks for direct quotes: If you include a verbatim statement from a source, use quotation marks and cite the source. Even a single sentence or phrase requires proper attribution.
5. Paraphrase properly: When rephrasing someone else's work, ensure that you present the information in your own words and style, while still crediting the original source. Changing a few words without adding any substantial changes may still be considered plagiarism.
6. Keep track of your sources: Maintain a comprehensive list of all the sources you use during your research. This will help you organize your references and make it easier to create accurate citations later.
7. Seek permission for copyrighted material: If you want to use copyrighted material, such as images, charts, or lengthy excerpts, make sure to obtain permission from the copyright holder and give proper credit.
8. Attribute ideas and concepts: Even if you're not directly quoting or paraphrasing, but you're using someone else's ideas or concepts, provide proper attribution to the original source.

Remember, when in doubt, it's always better to over cite and provide too much information than to risk plagiarism. Being diligent in giving proper credit to the original authors shows respect for their work and adds credibility to your own.

Illinois Law on Press Freedoms from College Censorship

Illinois law: (105 ILCS 80/) Speech Rights of Student Journalists:

Sec. 10. Free speech. Except as otherwise provided in Section 15 (list of libelous material) of this Act, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, regardless of whether the media is supported financially by the school district or by use of school facilities or produced in conjunction with a class in which the student is enrolled. Subject to Section 15 of this Act, the appropriate student journalist is responsible for determining the news, opinion, feature and advertising content of school-sponsored media. This Section shall not be construed to prevent a student media adviser from teaching professional standards of English and journalism to student journalists. There shall be no prior restraint of material prepared for official school publications except insofar as it violates Section 15 of this Act. School officials shall have the burden of showing justification without undue delay prior to a limitation of student expression under this Act.

Note: This law covers public schools in Illinois, it may not cover private schools.

SOCIETY OF PROFESSIONAL JOURNALIST’S (SPJ) CODE OF ETHICS

SEEK TRUTH AND REPORT IT

Ethical journalism should be accurate and fair. Journalists should be honest and courageous in gathering, reporting and interpreting information. Journalists should:

- Take responsibility for the accuracy of their work. Verify information before releasing it. Use original sources whenever possible.
- Remember that neither speed nor format excuses inaccuracy.
- Provide context. Take special care not to misrepresent or oversimplify in promoting, previewing or summarizing a story.
- Gather, update and correct information throughout the life of a news story.
- Be cautious when making promises, but keep the promises they make.
- Identify sources clearly. The public is entitled to as much information as possible to judge the reliability and motivations of sources.
- Consider sources’ motives before promising anonymity. Reserve anonymity for sources who may face danger, retribution or other harm and have information that cannot be obtained elsewhere. Explain why anonymity was granted.
- Diligently seek subjects of news coverage to allow them to respond to criticism or allegations of wrongdoing.
- Avoid undercover or other surreptitious methods of gathering information unless traditional, open methods will not yield information vital to the public.
- Be vigilant and courageous about holding those with power accountable.
- Give voice to the voiceless.
- Support the open and civil exchange of views, even views they find repugnant.
- Recognize a special obligation to serve as watchdogs over public affairs and government. Seek to ensure that the public’s business is conducted in the open and that public records are open to all.
- Provide access to source material when it is relevant and appropriate.
- Boldly tell the story of the diversity and magnitude of the human experience.
- Seek sources whose voices we seldom hear.
- Avoid stereotyping. Journalists should examine the ways their values and experiences may shape their reporting.
- Label advocacy and commentary.
- Never deliberately distort facts or context, including visual information.
- Clearly label illustrations and re-enactments.
- Never plagiarize. Always attribute.

MINIMIZE HARM

Ethical journalism treats sources, subjects, colleagues and members of the public as human beings deserving of respect. Journalists should:

- Balance the public’s need for information against potential harm or discomfort.
- Pursuit of the news is not a license for arrogance or undue intrusiveness.
- Show compassion for those who may be affected by news coverage. Use heightened sensitivity when dealing with juveniles, victims of sex crimes,
- and sources or subjects who are inexperienced or unable to give consent.
- Consider cultural differences in approach and treatment.

- Recognize that legal access to information differs from an ethical justification to publish or broadcast.
- Realize that private people have a greater right to control information about themselves than public figures and others who seek power, influence or attention. Weigh the consequences of publishing or broadcasting personal information.
- Avoid pandering to lurid curiosity, even if others do.
- Balance a suspect's right to a fair trial with the public's right to know. Consider the implications of identifying criminal suspects before they face legal charges.
- Consider the long-term implications of the extended reach and permanence of publication. Provide updated and more complete information as appropriate.

ACT INDEPENDENTLY

The highest and primary obligation of ethical journalism is to serve the public. Journalists should:

- Avoid conflicts of interest, real or perceived. Disclose unavoidable conflicts.
- Refuse gifts, favors, fees, free travel and special treatment and avoid political and other outside activities that may compromise integrity or impartiality, or may damage credibility.
- Be wary of sources offering information for favors or money; do not pay for access to news. Identify content provided by outside sources, whether paid or not.
- Deny favored treatment to advertisers, donors or any other special interests and resist internal and external pressure to influence coverage.
- Distinguish news from advertising and shun hybrids that blur the lines between the two. Prominently label sponsored content.

BE ACCOUNTABLE AND TRANSPARENT

Ethical journalism means taking responsibility for one's work and explaining one's decisions to the public. Journalists should:

- Explain ethical choices and processes to audiences. Encourage a civil dialogue with the public about journalistic practices, coverage and news content.
- Respond quickly to questions about accuracy, clarity and fairness.
- Acknowledge mistakes and correct them promptly and prominently. Explain corrections and clarifications carefully and clearly.
- Expose unethical conduct in journalism, including within their organizations.
- Abide by the same high standards they expect of others.

The SPJ Code of Ethics is a statement of abiding principles supported by additional explanations and position papers (at spj.org) that address changing journalistic practices. It is not a set of rules, rather a guide that encourages all who engage in journalism to take responsibility for the information they provide, regardless of medium. The Candor has adopted these as our ethical guidelines and every member of the staff or contributor is expected to adhere to them.

