

Access to these Offices

Students wishing to use offices for official organization business must request access from the Student Media Coordinator (Dr. Andre Nicholson, 478.471.5789, andre.nicholson@mga.edu), or his designee. Due to the increased amount of equipment, it is our policy not to issue keys to students.

Office Hours *

*Since these are student-staffed offices, please check the door of each office for the most up-to-date hours.

Students wishing to use the Student Media offices after hours should get permission from the Student Media Coordinator, who will then let Public Safety know. Students using the Media Center after hours will be responsible for all equipment and should not allow other students entry without letting the Student Media Coordinator know.

Building custodians are not authorized to admit staffers or visitors without permission of the Student Media Coordinator. Loaning keys is not permitted and will result in a loss of key privileges. The last person to leave should turn off the lights and the equipment as directed. Check the door to make sure it is locked.

Security and Safety

Although it is allowed, for security reasons, staff members are generally discouraged from working after hours, even on production nights due to concern for personal safety and building security. Students may reach Public Safety officers by calling 478-471-2414.

If a fire alarm is sounded or if a fire is evident, evacuate the area immediately through the nearest prescribed exit. Copies of the Middle Georgia State University Emergency Response Plan and the Tornado Alert Procedures are posted in the Center. All students should familiarize themselves with these documents.

Equipment and Supplies

Student leaders are responsible for checking the needs for supplies, including printer paper, ink cartridges for the printers, and other supplies. The Student Media Coordinator should be made aware of supply shortages and is responsible for placing all orders for supplies and equipment service. It is essential that students are properly trained on the use of equipment.

Under no circumstances should any person load any software or download any program to a Student Media Center computer without approval from the Student Media Coordinator. Loading software or programs without approval will result in termination or loss of privileges.

Priority Use

Deadlines determine the priority use of the equipment. In some limited cases, students may use the Student Media equipment for special media projects after obtaining permission from the Student Media Coordinator, but these projects do not take precedence over publication deadlines. Computer equipment repair and maintenance questions should be directed to the Student Media Coordinator. Abuse of equipment privileges may result in removal as a staff member.

Press Passes and Credentials

Individual press passes and credential letters are available from the Student Media Coordinator for student media staff in connection with official duties.

Personal Items

Middle Georgia State University cannot ensure the security of personal equipment, such as textbooks, library books, stereos, purses, book bags, or other personal belongings. These items should not be left unattended in the Student Media office.

Professionalism

In all instances, student editors and staff members represent the University, the University System of Georgia, and the greater Middle Georgia community. All interactions with faculty, staff, students, and members of the community must emphasize the highest values of the University and its mission statement. All students are obligated to conduct themselves professionally, with goodwill toward others, and honest and accuracy in all communication. Student leaders are especially reminded of the trust that has been placed in them by the University and those faculty members who have recommended them to serve in these positions of trust.

Student Code of Conduct

The primary expectations of Middle Georgia State University students are integrity and civility. All students should read, understand, and abide by the Student Code available at

Please Use the Official Middle Georgia State University Email

Student media staff members are required to use their University student email accounts for all official business. It is a good practice to check your email at least twice a day, once in mid-morning and once in the afternoon. Student editors should make sure that their email boxes are never full. Editors should also monitor the student media email account mgaeditor@mga.edu

Interviewing

Interviewees should be treated with respect and professionalism. Student Media staff should always ask for an appointment for an interview in a timely manner and should always identify themselves as media staff members if information is being collected for student media purposes. An email confirmation of consent from the interviewee or subject should be on file before conducting an interview, taking photos, or capturing video footage. The student editor or student coordinator should have a separate email folder for any such confirmations.

Cleanliness

Because the Student Media Center is visited frequently by students, faculty, staff, and advertising clients, it is essential that work areas present a professional image. The Student Media Center will be cleaned regularly by campus housekeeping staff; however, it is the responsibility of the student staff to help keep the Student Media Center clean. Please do not eat or drink near the computers. Smoking is not permitted in any Middle Georgia State University building. The ban on smoking, drinking, and eating near the computer terminals will be enforced by student leaders and/or the Student Media Coordinator. Equipment malfunctions related to violations will cause further restrictions.

University Policies Applicable to All Students

Eligibility for Participation in Student Life Activities Policy,

Student Handbook http://www.mga.edu/student-affairs/docs/MGA_Student_Handbook.pdf

Applications are accepted only from currently enrolled Middle Georgia State University students.

Stipends are not to be considered as an employment contract, per the U.S. Department of Labor. Paid staff members must be enrolled students and maintain a 2.0 GPA and meet Middle Georgia State University's standards for "Eligibility for Participation in Student Life Activities Policy."

Middle Georgia State University takes great pride in having students participate in collegiate activities of both non-competitive and competitive natures. For this reason, any student seeking to participate in such activities (clubs, organizations, recreational/intramural tournaments, etc.) must comply with eligibility guidelines, including but not limited to:

- i. Unless a student is a first-semester freshman, the student must be currently matriculating with at least 3 credit hours and have successfully matriculated the previous semester (excluding summer semester) with at least 3 credit hours.
- ii. The student must be enrolled in the semester session for which the activity takes place.
- iii. The student must not be on academic probation or academic dismissal or have holds on his/her record.
- iv. The student must be eligible based on guidelines of the organization sponsoring the activity.
- v. The Dean of Students or their designee will review students representing Middle Georgia State University in such activities for eligibility and for fitness to represent the University.
- vi. Participation in activities (non-competitive and competitive) is not guaranteed.

Guidelines for Officers for All Recognized Student Organizations,

Recognized Student Organization Handbook

http://www.mga.edu/student-life/docs/Forms/Other/RSO_Policies_and_Procedures_Handbook.pdf.

A student who holds an elected or appointed position of leadership must maintain a 2.0 cumulative grade point average (GPA).

ii. A student who holds an elected or appointed position of leadership must also be enrolled at Middle Georgia State University during the length of service and be enrolled for at least 4 credit hours.

iii. A student who holds an elected or appointed position of leadership must have completed all Learning Support requirements.

Appropriate Use Policy for Information Technology (IT) Resources

1.0 Overview It is the policy of Middle Georgia State University to provide an environment that encourages the free exchange of ideas and sharing of information. Access to this environment and Middle Georgia State University's information technology (IT) resources is a privilege and must be treated with the highest standard of ethics. Middle Georgia State University expects all users to use IT resources in a responsible manner, respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, state and Federal laws, and Middle Georgia State University policies and standards. **2.0 Purpose** This policy outlines the standards for appropriate use of Middle Georgia State University IT resources, which include, but are not limited to, equipment, software, networks, data, and telephones whether owned, leased, or otherwise

provided by Middle Georgia State University. **3.0 Scope** This policy applies to all users of Middle Georgia State University IT resources including faculty, staff, students, guests, external organizations and individuals accessing network services, such as the Internet via Middle Georgia State University resources. **4.0 Policy** · Use only those IT resources for which you have authorization · Protect the access and integrity of IT resources · Abide by applicable local, state, federal laws, University policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted material · Use IT resources only for their intended purpose · Respect the privacy and personal rights of others · Do no harm **5.0 Guidelines** **User Responsibilities** Use of Middle Georgia State University IT resources is granted based on acceptance of the following specific responsibilities: Use only those computing and IT resources for which you have authorization. For example, it is a violation: · To use resources you have not been specifically authorized to use · To use someone else's account and password or share your account and password with someone else · To access files, data, or processes without authorization · To purposely look for or exploit security flaws to gain system or data access

Protect the access and integrity of computing and IT resources. For example, it is a violation: · To use excessive bandwidth · To release a virus or a worm that damages or harms a system or Network · To prevent others from accessing an authorized service · To send email that may cause problems and disrupt service for other users · To attempt to deliberately degrade performance or deny service · To corrupt or misuse information · To alter or destroy information without authorization Abide by applicable local, state, federal laws, University policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted material. For example, it is a violation: · To download, use or distribute copyrighted materials, including pirated software or music or videos or games (aka: illegal peer-to-peer file sharing) · To make more copies of licensed software than the license allows · To operate and participate in pyramid schemes · To upload, download, distribute or possess pornography · To upload, download, distribute or possess child pornography Use IT resources only for their intended purpose. For example, it is a violation: · To use computing or network resources for advertising or other commercial purposes · To distribute copyrighted materials without express permission of the copyright holder · To send forged email · To misuse Internet Relay Chat (IRC) software to allow users to hide their identity, or to interfere with other systems or users · To send terrorist threats or "hoax messages" · To send chain letters · To intercept or monitor any network communications not intended for you · To attempt to circumvent security mechanisms · To use privileged access for other than official duties · To use former privileges after graduation, transfer or termination, except as stipulated by Middle Georgia State University

Respect the privacy and personal rights of others. For example, it is a violation: · To use electronic resources for harassment or stalking other individuals · To tap a phone line or run a network sniffer or vulnerability scanner without authorization · To access or attempt to access other individual's password or data without explicit authorization · To access or copy another user's electronic mail, data, programs, or other files without permission · To disclose information about students in violation of Middle Georgia State University guidelines **System and Network Administrator Responsibilities** System Administrators and providers of Middle Georgia State University computing and IT resources have the additional responsibility of ensuring the confidentiality, integrity, and availability of the resources they are managing. Persons in these positions are granted significant trust to use their privileges appropriately for their intended purpose and only when required to maintain the system. Any private information seen in carrying out these duties must be treated in the strictest confidence, unless it relates to a violation or the security of the system. **Security Caveat** Be aware that although computing and IT providers throughout Middle Georgia State University are charged with preserving the integrity and security of resources, security sometimes can be breached through actions beyond their control. Users are therefore urged to take appropriate precautions such as: · Safeguarding their account and password · Taking full advantage of file security mechanisms · Backing up critical data on a regular basis · Promptly reporting any misuse or violations of the policy

· Using virus scanning software with current updates · Using personal firewall protection on personal computers ·

Installing security patches in a timely manner Violations Every user of Middle Georgia State University resources has an obligation to report suspected violations of the Appropriate Use Policy for Computing and IT Resources. Reports should be directed to the institution, unit, center, office, division, department, school, or administrative area responsible for the particular system involved. 6.0 Enforcement Failure to comply with the appropriate use of these resources threatens the atmosphere for the sharing of information, the free exchange of ideas, and the secure environment for creating and maintaining information property, and subjects one to discipline. Any user of any Middle Georgia State University system found using IT resources for unethical and/or inappropriate practices has violated this policy and is subject to disciplinary proceedings including suspension of system privileges, suspension/expulsion from the institution, termination of employment and/or legal action as may be appropriate. Although all members of the university system have an expectation of privacy, if a user is suspected of violating this policy, his or her right to privacy may be superseded by Middle Georgia State University's requirement to protect the integrity of IT resources, the rights of all users and the property of the Middle Georgia State University. Middle Georgia State University thus, reserves the right to examine material stored on or transmitted through its resources if there is cause to believe that the standards for appropriate use are being violated by a user or a trespasser onto its systems or networks. 7.0 Revision History 05/11/2011 – Replaces Computer and Network Usage Policy

Student Travel Policy

From the Recognized Student Organization Handbook

a. Students should be aware that they are responsible for abiding by the Drug Free Campus Policy and that they may be held liable, both civilly and criminally, in the case that they are found in violation. When students travel, they should know that their point of destination is considered an extension of the campus. Violations occurring off campus will be treated the same as if the violations occurred on campus. All students participating in extracurricular travel are required to complete a Consent, Release, Waiver of Liability, and Covenant Not to Sue form.

Students participating in overnight travel must also complete the following forms prior to departure:

i. Student Travel Agreement https://www.mga.edu/student-life/docs/Forms/Travel/Student_Travel_Agreement.pdf

ii. Middle Georgia State University Drug-Free Campus Policy

b. It is the practice of the Office of Student Life to accommodate students of the same gender in hotel rooms and to provide equity in room assignments and accommodations.

In addition, the following are Student Media policies for travel:

A deposit is required for travel where there is a registration fee or ticket and/or additional travel or lodging costs. This amount will not be refunded to students who cancel after the trip is booked and will be used to offset travel costs. Students, staff, and faculty who cancel travel plans after fees have been paid or tickets purchased will be required to reimburse the student media organization for additional costs or funds lost from the cancellation. The deposit amount and travel form deadline, as well as exemption from deposits and additional reimbursement will be determined by the Student Media Coordinator for each trip.

Mileage will be determined by the Student Media Coordinator based on the USG and Middle Georgia State policies. Distances will be verified by use of Mapquest and Google Maps. If transportation is provided by the University for the trip, mileage reimbursements will not be paid to those who choose to travel in personal vehicles.

Drug-Free Campus Policy

https://www.mga.edu/student-life/docs/Forms/Recognition/Drug-Free_Campus_Policy.pdf

Student Handbook

www.mga.edu/student-affairs/docs/MGA_Student_Handbook.pdf

Afterword Nobody could possibly memorize all these rules, policies and guidelines. Nobody does. But they will help you accomplish your real task: To publish a product that is open, fair, honest and fully reflective of the Middle Georgia State University community. You are never very far from help from editors/managers, faculty advisers, and the Student Media Coordinator. If you don't know how

to handle a situation, if the rules sometimes seem fuzzy and unworkable, do what any professional journalist tends to do: ask and ask again. Strong people look for help and advice. Rulebooks such as this try to cover every conceivable circumstance (and a few inconceivable ones). They never do. The toughest calls in journalism, just as in life, are the ones for which there are no rules. Putting out a media product (newspaper, TV show, literary journal) is collaborative group work that brings together inquisitive, individualistic people. That's what makes journalism so tough. It is also its strength. Journalism combines the strength of the individual with the collective strength of the group. Use those strengths to the fullest. Use the rules. Use your own good sense.

*Paraphrased from Arnold Rosenfeld, Editor in Chief, Cox Newspapers (1994)*⁹

Student Media Application

Choose one or more: The Middle Georgia Statement, KnighTVision, The Fall Line Review
Position you are interested in:

Your Name:

Address:

Telephone(s):

Email (required): _____@mga.edu

MGA Student ID # 983 _____

Major: _____

Circle one: Freshman, Sophomore, Junior, Senior

Have you taken any classes related to this position or do you have prior media experience? If so, please explain:

Why do you wish to work with this publication? What do you have to offer?

Reference (or how did you hear about us):

Please return your completed form to Andre Nicholson (andre.nicholson@mga.edu) in SoAL 131C on the Macon campus or to Eulita Jackson-Moorer in Russell Hall 313-1 on the Cochran Campus. If you have any questions please call 478-471-5789. Thank you for your interest in student media!

THE STATEMENT HANDBOOK

Mission Statement

The Statement student newspaper provides the students of Middle Georgia State University with “all the news that is news” around campus. It is the expectation of the University that the student newspaper will be staffed with well-qualified and responsible editors and staff.

Staff Agreement

All staff members must be registered for at least 3 credit hours and maintain a 2.0 institutional GPA. Those in leadership positions must be registered for a minimum of 4 credit hours. All staff members are expected to attend mandatory training sessions scheduled by the Student Media Coordinator. In order to validate your application, it is necessary for the Student Media Coordinator to check your GPA and MGA Student ID number. For payment purposes, we must also have your Social Security number and a completed W-9 form. Completion of a staff application gives the Student Media Coordinator permission to review this information for business purposes only. Your Middle Georgia State student ID and Social Security numbers will not be shared with students.

You must also read and agree to abide by our Plagiarism Policy and Ethics Statement below. By signing and submitting this Staff Agreement, you signify that you have read and understand all these materials including Plagiarism Policy and Ethics Statement, as well as the Middle Georgia State University Student Handbook, Middle Georgia State University RSO Handbook and the Middle Georgia State University Student Media Bylaws. You may not work for or receive payment for the student newspaper until you have done so.

If you have any questions, comments or suggestions concerning the information within these documents or any aspect of Middle Georgia State Student Media, please get in touch with the Student Media Coordinator Andre Nicholson, SoAL 131C (478) 471-5789 or andre.nicholson@mga.edu.

Plagiarism Policy

Plagiarism at Middle Georgia State’s student media shall be defined as submitting another person's work, whether previously published or not, as your own, or taking portions of another person's work, whether published or not, and presenting them as your own in your work without properly attributing them to the person who created the work. In terms of the law, if the plagiarized work is then published in the newspaper, on the Web or broadcast, it is called copyright infringement. These rules apply to staff of the student newspaper, both the newsroom and advertising. Any person caught committing plagiarism and/or copyright infringement will face the following disciplinary action:

1. The employee will be immediately fired from the student media and will never be permitted to work for any Middle Georgia State student media again.
2. The editor in chief or any other editor, or coordinator, may submit the student's name to the University's judicial system for adjudication and punishment.
3. A person who commits copyright infringement must pay all costs related to settling with any aggrieved party. For example, if the writer of a previously published piece demands payment, the student who committed the plagiarism must pay the requested price to the Student Media, which will then pay the person to whom payment is owed.
4. Any student refusing to fulfill the financial obligations incurred from copyright infringement will have their records and registration frozen by the University until the debt is settled.

Ethics Statement

I, (YOUR NAME: _____) understand that as a staff member in the editorial department of the student newspaper, I must adhere to the following ethical principles in doing my work. I also acknowledge that I have reviewed all documents required in the application process and that I am responsible for adhering to the newspaper's Policy for Plagiarism and Copyright Infringement.

1. I will never submit plagiarized or fabricated material. Plagiarism shall be defined as submitting another person's work, whether previously published or not, as your own, or taking portions of another person's work, whether published or not, and presenting them as your own in your work without properly attributing them to the person who created the work. In terms of the law, if the plagiarized work is then published in the newspaper, that is called copyright infringement.

Fabrication shall be defined as attributing to a fictional or incorrect source.

2. I will never submit work (story or photograph) about an organization, business, social group, or academic society to which I belong or to which I previously belonged without the approval of the editor. If an editor offers such a story to me, I will immediately disclose my conflict of interest and request another story.

3. I will not use a roommate, relative, employer, employee, professor or close friend as a source, including (but not limited to) someone in an organization to which I belong, or someone with whom I have an intimate or close personal relationship, or with whom I have an outside business or professional relationship. I will select, as sources for my story, informed people with whom I have had no prior personal or business relationship, or informed people whom I know only casually and with whom I do not socialize or work. In the event that I write a story that requires me to mention or interview a staff member of the student newspaper, or any of the above mentioned, I will make my editor aware of this fact and do so only with permission of the editor.

4. I will not promise anonymity to a source. Only my editor can promise anonymity to a source. If a source requests anonymity, I will tell the source that I can make no promises and can only honor the request if my editor agrees.

5. I will not print anything in the newspaper that is untrue, or that I have reason to believe is untrue. If I believe a source may not be telling the truth, I will not print what s/he says, and I will seek a more reliable and credible source. I will also point out any such suspicions to my editor.

6. I will not accept free gifts of any substantial value from a newsmaker or a source, nor will I accept free food while covering a news event, with the exception of a token offering, such as a non-alcoholic beverage.

7. When I cover a news event or interview a source, I will always dress appropriately and behave courteously. I will not get personally involved in any news event that I cover, nor will I take part in any activity that occurs at a news event, unless my editor has assigned me to write about the event from the point of view of a participant.

8. I will only claim to represent the student newspaper when doing an assignment for the newspaper. I will not speak on behalf of the newspaper, claim to represent the newspaper, or claim the identity of the newspaper (reserved for the Editor-in-Chief) in any personal or private matter, such as on a website or Internet chat room. I also will not claim to represent the student newspaper in any personal or private matter in an effort to get special favors or to persuade someone to act in my favor.

9. If I become involved in any political or social advocacy group, or any other student or community activity, I will notify my editor immediately. While I may pass on tips and information, I understand that involvement in such a group means I cannot report on or write about issues related to that group, and that if my advocacy becomes too public and I become a newsmaker, I may be asked to resign my position with student newspaper.

I have read and understand the student newspaper staff manual, including the Student Media Bylaws. I am signifying I understand and will abide by all these materials including the GPA policy and

Plagiarism Policy and Ethics Statement. I understand that I may not work for nor receive payment for the student newspaper until I have done so.

Name (print): _____

Signature: _____ **Date:** _____

MGA Student ID Number* _____

Email Address _____

Mailing Address (for mailing your stipend):

*(Your student ID number is only needed to confirm your status as a registered student and for payment purposes. This numbers will not be shared with publication staff members or other students.)

Student Media Coordinator: _____

Job Descriptions

All staff members: • shall represent the student newspaper in a professional and positive manner • are at liberty to work with, or in, other club organizations on campus, as long as there is no conflict of interest (see ethics guidelines), nor conflicting work hours • are encouraged to write columns, generate story ideas and editorial ideas. • Stipends are a minimal sum for volunteer participation in student publications work that is not considered an employment relationship by the U.S. Department of Labor.

For managers and editors:

1. Assist the editor-in-chief in all assigned duties 2. Create and facilitate an open and inviting atmosphere 3. Attend regularly scheduled meetings and training sessions 4. Be available and a resource for all staff 5. Meet regularly with the editor-in-chief to keep him/her updated on progress and any potential problems or concerns 6. Assist editor-in-chief in the recruitment of new staff members 7. In conjunction with the executive staff, assist in the determination of content and general layout of the newspaper 8. Act as a liaison between the newspaper and the University community 9. Take pride in and accountability for your area of responsibility 10. Maintain a minimum (but announced) schedule of office hours in order to address all potential concerns of the staff and MGA community.

Editor-in-Chief Application and Appointment Process

The list of qualifications and the application process is designed to promote participation from all members of the student body and to secure the services of an individual who is motivated to provide positive leadership to the members of the staff:

- Be enrolled at Middle Georgia State University for a minimum of 6 credit hours and have a cumulative grade point average (GPA) of 2.5. * Have successfully exited all Learning Support requirements. * Be willing to complete training as assigned, including the Middle Georgia State University Recognized Student Organization training session and mandatory student newspaper fundamentals training sessions. * Work with the Student Media Coordinator to schedule staff training sessions in the various aspects of newspaper production. * Have strong communication skills and ability to motivate staff. * Be computer literate and should be willing to learn more computer skills. * Maintain office hours (19.5 hours per week) * be willing to work closely with the Student Media Coordinator and the Student Media Advisory Board. * Understand that Dean of Students will be asked to provide information related to the candidate's disciplinary history.

It is preferred that candidates: * Have previous experience with the student newspaper or other newspaper (high school, University, or other) **Application process:** * Candidates are required to submit three examples of previously published work. All writing samples should be submitted in hard copy. One sample should be a graded paper from a class. * Candidates must submit a statement describing his/her vision for the student newspaper. * Candidates must submit a current resume. * Resume, copies of previous work and vision statement must be delivered to the attention of Dr. Andre Nicholson, Dept. of Media, Culture, and the Arts, Macon, GA 31210, andre.nicholson@mga.edu by the stated deadline (date changes yearly). * The chair of the Student Media Advisory Board will convene a meeting of the Board for review and selection of the successful candidate. The Student Media Coordinator will advise the successful candidate in writing of his/her appointment.

* The successful applicant will receive a stipend roughly equivalent to the salary of a student assistant working 19.5 hours per week.

Editor Statement of Understanding and Acceptance Let it be known that

_____ has been appointed by the Student Media Advisory Board of Middle Georgia State University to the position of Editor of the student newspaper. The term of this appointment will be from _____ to _____. This position is directly advised by the Student Media Coordinator.

With the signing of this "Statement of Understanding and Acceptance" the person named above:

- Has read and agrees to abide by Middle Georgia State University Student Media Bylaws before the term of appointment begins.
- Has read and agrees to follow the position description for this position.
- Knows that attendance at board meetings, retreats, and/or training sessions may be required.
- Has read the established procedures for organizations receiving allocations from student activities fees.
- Will enforce all deadlines as established by staff and contracts.
- Understands that the payment for this position is a minimal sum for volunteer participation in student publications work that is not considered an employment relationship by the U.S. Department of Labor. The successful applicant will receive a stipend roughly equivalent to the salary of a student assistant working 19.5 hours per week. Commission payment for advertisements sold and for reimbursements is permitted but the Editor cannot accept payment for doing the work designated for any other positions, whether filled or unfilled.
- Clearly understands that Middle Georgia State University publications are published for all students and other segments of the University and not just a small group.
- Is expected to have read and to abide by the laws of libel, right of privacy, obscenity, and similar existing laws, as well as the current staff manual and Student Media Bylaws.

Signature: _____ Date: _____

Editor Position Description

The Editor is responsible for the overall operations of the newspaper. The Editor oversees production of paper, develops and implements production schedule, determines and implements budget, recruits and trains staff; and selects, hires/fires editorial staff and must keep staff/managers/editor information confidential and secure according to the HIPPA act. The Editor may receive University credit for work, under internship guidelines. It is the editor's responsibility to ensure that all tasks, from planning to distribution, are completed. The editor must be familiar with and meet the requirements of the Student Media Bylaws, the application and appointment process and statement of understanding and acceptance.

The Editor is a Middle Georgia State University student leader and represents the student newspaper at any and all functions.

Specific Duties: 1. Motivate and maintain entire staff by assisting the other editors and managers in creating and facilitating an open and inviting atmosphere 2. Oversee the organization of the staff and the assignment of tasks so that the paper is published in an orderly manner and by deadline 3. Supervise all positions to ensure the fulfillment of job responsibilities; Explain and enforce all deadlines and policies with the staff 4. In conjunction with the executive staff, determine procedures for the submission of press releases 5. Hold regularly scheduled meetings for all staff and act as chair at these meetings 6. Meet regularly with the Student Media Coordinator to keep him updated on progress and any potential problems or concerns (i.e., legal, ethical, internal discipline, budgets, equipment needs, etc.) Provide a bi-annual report (or specifically a semester-by-semester report) of duties and send to Student Media Coordinator. 7. Maintain a minimum of 19.5 scheduled office hours per week in order to address all potential concerns of the staff and Middle Georgia State community and for the on-campus production of the newspaper 8. With the Student Media

Coordinator, organize workshops for students, staff writers, editors and managers and organize campus and off-campus events for Middle Georgia State staff and recruits 9. Represent the newspaper at all Student Media Advisory Board meetings, or provide a substitute 10. In conjunction with the editorial board/executive staff, determine content and general layout of the newspaper 11. Employ techniques that ensure accuracy (fact checking/verification) and since this is a learning environment, meet with the Student Media Coordinator weekly to go over the previous week's issue

Layout/Design Editor The Layout/Design Editor for the student newspaper is responsible for all production functions and operations of the newspaper. It is the Layout Editor's responsibility to ensure that all tasks of the production assistants, from planning to deadlines, are completed. The layout editor is responsible for all layout and design responsibilities as defined by the editor-in-chief. While not involved in editorial/news value decisions, the layout editor may be asked for input by the editorial staff.

Specific Duties: 1. Consult and work with the Advertising Manager and Editor-in-Chief to determine space reservations for advertising and ensure that advertising commitments are accounted for. Based on advertising, determine the number of pages of the paper, in consultation with the Editor-in-Chief. 2. Motivate, train, and maintain production staff; create and facilitate an open and inviting atmosphere; supervise production positions to ensure the fulfillment of job responsibilities. Actively participates in layout and design workshops. 3. Oversee the photo cropping and placement and layout and paste-up of editorial and advertising copy so that the paper may be completed and published in an orderly manner and by deadline. Makes final decisions for story and picture layout with consultation from EIC and proofs pages for grammar, word usage and spelling according to the Associated Press Style Manual. Writes headlines. Makes corrections to proofed pages. 4. Maintain regular contact with Publishing Company. Ensure the newspaper is properly formatted and delivered to Publisher on time. 5. Collaborate with the Managing Editor in terms of receiving articles in a timely manner and general layout of content and graphics. 6. Meet regularly with the editor-in-chief to keep him/her updated on progress and any potential problems or concerns 7. Maintain a minimum schedule of office hours in order to address all potential concerns of the staff in production manager capacity 8. Act as a liaison between the editor-in-chief and production staff. 9. The Layout & Design Editor will be offered a monthly stipend of \$125. Bonuses/ additional pay is at the discretion of the EIC, with consultation and approval from the Student Media Coordinator.

Managing Editor/Copy Editor: The Managing Editor oversees staff including photo editor/art director, section editors, writers and cartoonists. The Managing Editor works closely with Editor-in-Chief on content, writes editorials, assist writers with feature stories, and makes story, beat and photo assignments.

The Managing Editor duties also include working with EIC, advisers and Student Media Coordinator in the training staff in the proper usage of grammar and AP style as used the newspaper; training staff in writing skills; assisting editor-in-chief and section editors in final copy review, editing, and alterations (to include AP style, grammar, spelling, correct titles and fact checking).

The Managing Editor shall attend at least one meeting a week and must notify the Editor-in-Chief by email or phone if they cannot attend. The Managing Editor is required to write only two stories a month. The managing editor serves on the editorial board and acts as Editor-in-Chief, when Editor-in-Chief is not present. The Managing Editor is paid a monthly stipend of \$100. Bonuses/ additional pay is at the discretion of the EIC, with consultation and approval from the Student Media Coordinator.

Art Director/Photo Editor: Duties of the Art Director/Photo Editor include supervising and ensuring completion of photo assignments for the newspaper. They are responsible for The Middle Georgia State photo equipment; training photo personnel; processing digital photos through applicable software; creating and maintaining photo files.

Art Director/Photo Editor and Photographers will receive e-mails from the Managing Editor and/or Editor-in-Chief regarding assignments. Story ideas are welcome and photographers are encouraged to attend meetings, workshops and off-campus events and activities. Art Director/Photo Editor is paid a monthly stipend of \$100. Bonuses/ additional pay is at the discretion of the EIC, with consultation and approval from the Student Media Coordinator.

Section Editors/Copy Editors:

Assist Editor-in-Chief in determining story coverage; supervise, train, and motivate section writers; actively and aggressively seek and assign stories for respective section; enforce and meet deadlines; format and design assigned section; review, edit, proof, and take responsibility for all copy in assigned section. Attend staff meetings including virtual meetings. Let managing editor or Editor-in-Chief know if you cannot attend. Each editor is paid a monthly stipend of \$50. Bonuses/additional pay is at the discretion of the EIC, with consultation and approval from the Student Media Coordinator.

Online Editor

The Online Editor is responsible for updating the student newspaper website and placement of all Web content. The Online Editor will also assist as needed with other aspects of newspaper production as needed, including graphics, building ads and other duties as determined by the Editor-in-Chief.

Specific Duties:

1. Oversees production and maintenance of newspaper's website
2. Makes sure all stories and images are posted in a timely fashion
3. Helps to establish online-only content, including contests, multimedia presentations, surveys and other appropriate components; and spearheads all website endeavors.
4. Ensures that important breaking news stories are updated between editions
5. Responds to e-mail related to the newspaper's website
6. Serves as a member of the editorial board, assisting in developing opinions and researching editorials, and attends all editorial staff meetings
7. Keeps in consistent contact with the editor in chief, informing the editor of changes implemented to the website

The Online Editor is paid a monthly stipend of \$75. Bonuses/additional pay is at the discretion of the EIC, with consultation and approval from the Student Media Coordinator.

AP Stylebook Policy for all editors:

All editors will be given an AP Stylebook, have to sign for it and are expected to return it at the end of the school year or once no longer an editor. The books are property of the Middle Georgia State University student newspaper and are for use by editors and staff.

Editors may purchase their books for \$10 at any time, and staffers may purchase any remaining books at the same price, with the money going to the purchase of new AP Stylebooks.

Additional copies will be available for use by student newspaper staffers, who also have to sign the books out and be given the option to purchase. At least one copy should remain in the office at all times. There also are older volumes available as reference materials in the office as well.

Those who sign out, but do not return the books will be fined \$20 and all stipends/ reimbursements will be held and/or garnished to recoup the fine. A hold will also be placed on academic records until the fine is paid or the book is returned.

Staff Reporters: Cover beats regularly, providing ongoing story ideas and stories on a regular basis by deadline. Shall be responsible for improving the quality and content of all stories, as directed by supervising editors. Reporters are paid a stipend of \$10 per on-time story (no cap). All staff reporters report regularly on campus news, on assigned beat (department/division/office) and meet regularly assigned department/division/office chairs and/or directors. Reporters may be paid more for taking a regular beat (at the discretion of the EIC).

All staff writers must generate story ideas, attend one meeting a week or notify editor why not; participate in workshops and training provided by the student newspaper and Student Media Coordinator; participate with collaborating media organizations. Senior Staff Writers work closely with Managing Editor; work closely with Junior Staff Writers; and act as a mentor for assigned Junior Staff Writer. This includes providing feedback to Managing Editor regarding mentorship; Senior Staff Writers participate in aiding Managing Editor and Student Media Coordinator with writing workshops.

Cartoonists Cartoonists shall contribute both ideas and art for the publication. Cartoonists shall consult with the Editorial Board. Pay is \$10 per cartoon published.

Cartoonists may submit work for any publication and as often as possible however, there is NO guarantee that the work will be published, unless otherwise stated. Content is at the discretion of the Editor-in-Chief and Managing Editor.

Photographers

Photographers shall contribute both ideas and art for the publication. Photographers shall consult with the Editor, Managing Editor and Photo Editor as well as writers for assignments. Pay is \$7 stipend per photo assignment published. Photographers may submit work for any publication and as often as possible however, there is NO guarantee that the work will be published, unless otherwise stated. Content is at the discretion of the Editor-in-Chief and Managing Editor.

Marketing/Advertising Manager The Advertising Manager of *The Middle Georgia Statement* student newspaper is responsible for the advertising operations of the newspaper. It is the Advertising Manager's responsibility to ensure that all advertising tasks, from sales to placement to collections, are completed. This position, unlike editorial positions, is directly supervised by the Student Media Coordinator

Specific Duties: 1. Developing advertising/marketing projects for the newspaper. Target businesses within the community and generate revenue for the newspaper in a professional manner. Work closely with the Student Media Coordinator and Editor-in-Chief to ensure advertising revenue is collected

2. Train, motivate and maintain entire advertising staff in creating and facilitating an open and inviting atmosphere. Oversee the organization of the advertising staff and the assignment of tasks and clients so that the paper is published in an orderly manner and by deadline 3. Supervise all advertising positions to ensure the fulfillment of job responsibilities, explain, enforce, and meet all deadlines and policies with the staff 4. Proof all advertisements placed to insure accuracy in placement and production 5. Regularly check message box and follow-up 6. Know and instruct all advertisers of all newspaper and Middle Georgia State University policies and procedures. In conjunction with the publications coordinator and the editor in chief, determine advertising procedures. Meet regularly with the editor-in-chief to keep him/her updated on progress and any potential problems or concerns 7. Hold regularly scheduled meetings for advertising staff and act as chair at these meetings. 8. Marketing/Advertising manager and staff are paid 30 percent commission for advertisements sold and published. Payments are issued after advertising is published.

Circulation Manager Supervise and ensure the timely distribution of the newspaper; distribute marketing materials as directed; perform/assist in strategy formulations as deemed necessary. This position, unlike editorial positions, is directly supervised by the Student Media Coordinator. The Circulation Manager collaborates with Student Media Coordinator, Marketing Manager, and/or Editor-in-Chief regarding distribution routes. The circulation manager is responsible for distributing newspapers on Middle Georgia and Warner Robins Campus and/or within community (as agreed upon between Student Media Coordinator, Editor-in-Chief and Circulation Manager); replacing old publications with new publications; returning old publications to the newspaper office; and providing reports on circulation and readership (number of papers taken from each box/stand location). The Circulation Manager shall represent the student newspaper in a professional and positive manner, to

include not driving on campus walkways. The Circulation Manager will receive a stipend of \$25 per issue for distributing papers to the Middle Georgia Campus and other destinations as assigned. Additional duties may be required as the year progresses.

Non-Competition:

As an educational institution, the Middle Georgia State University student newspaper encourages staff members to express themselves and to work to further their journalistic goals. This can include publication in national magazines, interviews in local or national news sources or other publications. It is not appropriate, however, for any Middle Georgia State University student newspaper staff member to work or volunteer for an organization that may be seen as or actually is a competitor. It is also improper for any staff member to publish materials in such publications. The Student Media Coordinator will define competitor.

Internships at professional news organizations not considered competitors are acceptable and are encouraged. A Middle Georgia State University student newspaper staff member's primary responsibility and obligation is with the Middle Georgia State University student newspaper; however, opportunities for staffers to work freelance or full time for other media (and make better money) do arise. Approval to work for an off-campus medium and/or any freelance work off- or on-campus (External Affairs), must be sought from the Student Media Coordinator and Editor-in-Chief in advance of the commitment. It is permissible only in noncompetitive media, on a staffer's own time and should not conflict with the staffer's obligations to the Middle Georgia State University student newspaper.

Students who work or intern at other on- or off-campus news organizations must distinguish between whom they are working for on each individual story. They cannot cover one event or issue for more than one organization. KnightTVision is the only exception. Staff can write, photograph, edit or perform any other duties for KnightTVision, as long as there is no conflict of interest and they identify themselves as working for both or the likelihood the story may appear in both media.

Ownership of Work: Regardless if a staffer is paid or is a volunteer, the student newspaper, as represented by the Student Media Advisory Board "owns" the published and unpublished work done by the staffers, if the work was done as a staff assignment. All published work is copyrighted by the student newspaper. Ownership of unpublished work may revert to the staffer upon petition to and approval of the Editor-in-Chief and the Student Media Coordinator. The student newspaper has unlimited use of the work. The act of voluntarily joining a publication staff indicates approval of this policy.

Photo Resale Rights:

The Student Media Coordinator is authorized to permit reselling of a single copy of published or unpublished staff-created photographs. Requests for multiple copies of published or unpublished staff-created photographs must be approved by the Student Media Coordinator with the advice of the photo editor and Editor-in-Chief. In all cases, copyright of reproduced published or unpublished photographs remains with the student newspaper. Only the Student Media Coordinator is authorized to sell or otherwise transfer copyrighted material.

Editorial Policy Editorial policies are reviewed every term of office by the incoming Editor-in-Chief, but the following general policies apply, unless amended by the Editor-in-Chief. The student newspaper subscribes to the Code of Ethics of the Society of Professional Journalists, which was adopted in 1926 and revised 1973, 1984 and 1987, and the Associated Collegiate Press Model Code of Ethics for Collegiate Journalists, 1992. Although these codes generally will be enforced, the Editor-in-Chief, in consultation with the Student Media Coordinator may decide in certain instances to vary from the code.

Training & Workshops The student newspaper requires attendance at yearly orientation sessions and quarterly/monthly training updates provided by the Student Media Coordinator. The purpose of these meetings is to provide essential, fundamental training in the skills required of newspaper

management, ethics, writing, computer production, layout and design, photography and advertising. This training also permits clear discussion of policies, goals, and social activities.

Training may be called by the Editor-in-Chief and/or Student Media Coordinator as needed. Students join the publication with the understanding that these staff workshops are required.

Editorial Board

The Student Newspaper Editorial Board is an eight-member* board which consists of the Editor-in-Chief, Layout Editor, Managing Editor, Copy Editor, section editors, Online Editor and Photo Editor/Art Director. Two staff members to represent general staff and reporters may be chosen by the staff at the discretion of the Editor-in-Chief. The board will meet once a week to discuss issues and the newspaper will take on these issues, news value, and future stories. Topic(s) will be selected each week, with one person writing for the majority opinion on a particular issue (not unlike the Supreme Court). These editorials will be the newspaper's official stand on the issues considered by the board. For that reason, representatives to the board must be representative of the entire staff.

Representatives are expected to spend extra time each week working with the board. At least one more than one half of the members of the editorial board must be present each week to warrant an editorial decision. A simple majority vote is need for the board to write a specific opinion or make a decision. * Actual editorial board size is determined by executive positions filled or utilized.

Opinion/Viewpoints Policy The opinion section of a newspaper is, in its purest sense, an open forum for the community that the paper serves. More so than any other section of the paper, the opinion section belongs to the readers, and except for the unsigned staff editorial, should stay objective – or at least fair – and allow readers to present their viewpoints. The section editor is responsible for actively seeking guest columnists and expert opinion.

Letters to the Editor Letters Policy: The student newspaper will try to print all letters received. Letters should be, at maximum, 250 to 300 words long. The writer must include full name, professional title, if a Middle Georgia State University employee, Georgia resident, or year and major, if a student. An address and phone number are required with all letters sent, but will not be published. The student newspaper reserves the right to edit letters for style, possible libel, or length. The newspaper will not withhold names under any circumstance. Please address all correspondence to Letter to the Editor at editor@mga.edu. Priority will be given to those letters written by students, faculty and staff of the University on current events. Staff members should not inform writers as to whether the letter will run or when. The Editor-in-Chief and staff members should not use the letters sections as a forum for rebuttal, although concise clarifications or correction of erroneous material can be made if absolutely necessary. All student newspaper staff members are strongly discouraged from using the letter to the editor forum.

Staff Editorials The unsigned staff editorial of the student newspaper is the responsibility of the Editor-in-Chief, who will supervise the writing of all editorials, commentaries and opinion columns. Unless unusual circumstances are involved, reporters will not write editorials concerning their beats but will advise the Editor-in-Chief about facts not readily apparent in a story. A reporter may write a column about a story on his/her beat, but said columns should only give insight into the news gathering process and should not be used to print what the reporter suspects but cannot prove. Reporters and editors will be expected to meet the same standards of accuracy and proof in columns and editorials that must be met in news stories. An editorial is defined as an article that discusses a situation or event but does not suggest a course of action. In questionable cases, the editor makes the decision on whether an article should be designated as a column or an editorial. Working with the Editorial Board, the Editor will determine which editorial will be printed. If there is strong disagreement on a particular topic, the Editor may authorize a column in the same issue to defend the opposite point of view. The student newspaper does not run guest editorials, but in some instances, the student newspaper will print editorials from other professional or collegiate newspapers if the topic merits attention in the Middle Georgia State community. In that case, the editorials will be

attributed to the appropriate publication.

Disclaimer Required to be published on a regular basis: “*The Middle Georgia Statement* is the recognized student newspaper of Middle Georgia State University and is published biweekly (Mondays) during fall and spring semesters. Opinions and ideas expressed in (the student newspaper) are those of the individual artists, authors, or student editors, and are not those of Middle Georgia State University, its Board of Regents, the student body or the advertisers. *The Middle Georgia Statement* is paid for, in part, through student activity fees. For a review of all Middle Georgia Statement policies, see *The Middle Georgia Statement Handbook*.

Correction Policy The Middle Georgia Statement student newspaper never knowingly publishes inaccuracies. If any error is found, the student newspaper is obligated to correct the error as soon as possible, regardless of the source of the error. A consistent location, signature and style for corrections will be used.

Manipulation of archives *The Statement* strives to report the truth as accurately as possible on news events of the day. Online archives are a part of the institutional memory of the newspaper and a historical record of our community. As such, we will not remove nor attempt to hide from commercial search engines any material in our online archives – news stories, story comments, editorials, opinion columns, photographs or graphic illustrations.

If an error in our archived content is brought to our attention and documented to our satisfaction, we will append the original article with an editor’s note acknowledging the change made to the original archive. That decision is solely at the discretion of the current student editorial management.

To make a complaint that archived content is inaccurate, contact the editor-in-chief in writing by letter or email with the following information:

- Name, telephone number and email address,
- The URL address of the content in question, and
- The specific content that is inaccurate and an explanation of how the information is inaccurate.

In the case of content published more than one year ago, the complainant must provide reasonable proof to the editor-in-chief that the content in question is no longer accurate.

For example, a copy of expungement papers should be provided in case any criminal charges are dropped. If published more than a year ago, contested quotes are highly unlikely to be amended without written or audio documentation. If the contested content was published less than a year ago, normal internal procedures for checking the material’s accuracy will apply, and you may be asked to provide written documentation. Updates or corrections may be added if the material is factually inaccurate, but nothing will be removed. In the event of a correction, a note detailing the date and time of the change will be included.

The request will be reviewed and checked by the editor and if the editor determines it to be valid, an update or correction will be posted.

COMPLAINTS BROUGHT AGAINST STUDENT NEWSPAPER LEADERS

Editor-in-Chief

Charge

When a charge is brought against the Editor-in-Chief, the Student Media Coordinator will investigate the charge and determine if reasonable grounds exist to warrant a sanction. If so, the Student Media Coordinator will provide the Editor-in-Chief a written sanction.

Appeal

The editor-in-chief may file a written appeal of the Student Media Coordinator’s decision to the chair of the Student Media Advisory Board within two University business days following the date of the decision.

The chair of the Student Media Advisory Board will schedule a hearing with the voting members of the committee or designees.

The decision of the Student Media Advisory Board in this matter will be considered final.

Student newspaper staff

Charge

When a charge is brought against any other member of the student newspaper staff, the Student Media Coordinator will meet with the Editor-in-Chief and the staff member to determine if reasonable grounds exist to warrant a sanction. If so, the Editor-in-Chief will provide the staff member a written sanction.

Appeal

With the exception of a written warning, the staff member may file a written appeal of the Editor-in-Chief's decision to the Student Media Coordinator within two University business days following the date of the decision.

The Student Media Coordinator will arrange a meeting between the Editor-in-Chief and the staff member to discuss the Editor-in-Chief's actions, and seek to mediate any disagreement.

Subsequently, the Student Media Coordinator will issue a written opinion regarding the sanction.

The staff member may file a written appeal of the Student Media Coordinator's decision to the chair of the Student Media Advisory Board within two University business days following the date of the decision.

The chair of the Student Media Advisory Board will schedule a hearing with the voting members of the committee or its designee.

The decision of the Student Media Advisory Board in this matter will be considered final.

The Middle Georgia Statement Student Newspaper
Equipment Checkout Agreement
Student Information

Student Name: _____

MGA Student ID: _____

Home Address: _____ City: _____ State: _____ Zip: _____

MGA Email: _____

Home Phone: _____ Cellphone: _____

Equipment Information

Date Equipment Checked-Out: _____ Time Checked Out: _____

Date for Return: _____ Expected Time of Return: _____

Project: _____ On Campus or Off Campus

Equipment Number: _____ Equipment Make/Model: _____

Serial Number: _____ Retail Value of Unit \$ _____

Accessories: _____

Approved by: _____ Date: _____

Initial each block when checking out equipment:

- I understand that I must return this equipment on time, according to the date and time listed.
- I understand that I may be held financially responsible for any loss or damage to the equipment, other than normal wear and tear.
- This equipment has been shown to me in good working order upon checkout.
- I understand that the equipment will be powered and checked upon return.
- I agree that this equipment will be used for *Middle Georgia Statement* business only. I will not use the equipment for personal use.
- I understand that any and all DVDs, media storage, tapes, etc., must be returned whether used or not. Any pictures, interviews, or film footage I record with this equipment is subject to review by student newspaper personnel.
- I understand that I must call student newspaper personnel and/or the Student Media Coordinator if I encounter any problems with this camera while it is in my possession.
Student Media Coordinator Andre Nicholson; Office: SoAL 131C (478) 471-5789.

The Middle Georgia State Student Newspaper Equipment Checkout Agreement

I understand that my signature constitutes agreement to all terms and conditions of the Student Newspaper Equipment Policy, a copy of which has been signed and received. It is also my understanding that failure to return the unit in good condition with all components and attachments per the initial checkout will result in the initiation of legal/collection efforts to recover the property owned by Middle Georgia State University, a unit of the University System of Georgia, to the full extent of the law of the State of Georgia. It is further understood that I am responsible for any and all cost incurred by Middle Georgia State University in the enforcement of this agreement and the recovery of the property, along with allowable interest charges. Failure to return the camera as per the return date indicated above will constitute default and subject to further action.

Student's Signature: _____ Date: _____

Authorizing Signature: _____ Date: _____

Authorizing Title: _____

Camera Return Check-in

Date Returned: _____ Time Returned: _____

- Equipment checked for proper operation and performance
- All accessories and attachments returned

Personnel Performing Check-in

Signature: _____ Date: _____

Title: _____

Requirement for a Commemorative Issue of The Statement

The first issue of a spring semester should include a memorial to students, faculty and/or staff members of Middle Georgia State University that have passed away during the previous calendar year.

To that end, the following information must be made available to the Media Coordinator:

1. Any notifications of the passing of a MGA “community” member that would include date of birth date of death; in the case of a student – the classification (freshman, sophomore, junior or senior) and the major if declared. In the case of a faculty member – the title (professor, assistant professor, instructor, etc.) and the department with which they were affiliated. In the case of a staff member - the position held (secretary, janitorial, food service, security, etc.) and the department they worked for.

2. Any contact information available - next of kin or funeral home handling arrangements to insure permission is granted to include the individual in the memorial issue.

The Media Coordinator will retain this information. However, it will be the Editor-in Chief’s responsibility to contact the next of kin to obtain the required authorization for inclusion in the memorial issue.

AUTHORIZATION TO INCLUDE DECEASED IN THE MEMORIAL ISSUE OF THE MIDDLE GEORGIA STATEMENT

NAME: _____

Student ID (not for publication): _____

Date of Birth: _____ Date of Death: _____

Next of Kin (Name): _____

Address: _____

City/State: _____

Telephone Number: (home) _____ (cell) _____

Relationship: _____

Alternate Contact Information:

Funeral Home: _____

Address: _____

City/State: _____

Telephone: _____

Authorization Given (Date): _____ Denied (Date): _____

Deceased Publication Information:

Student (Classification): _____ Major: _____

Faculty: (Title) _____ Dept: _____

Staff: (Position) _____ Dept.: _____

Editor-in-Chief: _____

Date: _____