

# THE CARROLL NEWS STAFF MANUAL

*Revised October 2019*

*Approved by Vice-President for Student Affairs Mark McCarthy, Tim Russert Department of Communication Chair Margaret Finucane, Assistant Professor and Carroll News Adviser Carrie Buchanan and Editor-in-Chief Kathleen Mackey.*

## **I. GENERAL STATEMENT**

The Carroll News is the official student news publication of John Carroll University. As such, the newspaper is responsible for reporting campus news to the John Carroll University community.

The Carroll News presents both factual information and opinion, and properly distinguishes between the two. Its primary function is to inform the Carroll community of newsworthy events. In addition, it also raises issues for discussion and offers editorial comments relevant to the university community.

The primary focus of the content included in both news and opinion is the campus, but The Carroll News also reaches beyond the confines of the campus to explore areas of city, national and international concern. Reasonable coverage should be given to all campus events, but the final determination of newsworthiness rests with the editor-in-chief and his/her staff.

The Carroll News is a co-curricular organization of the Tim Russert Department of Communication and is advised by a member of the department. It receives funding from the university through the division of Student Affairs.

The editorial staff is expected to provide commentaries and opinions on events and issues clearly with a sense of fairness, understanding opposing opinions and the Catholic and Jesuit nature of the university. The news staff is expected to report and write on events and issues accurately covering all sides of an issue. The business staff is responsible for selling advertising, that is consistent with the law, the university's Catholic and Jesuit nature and the Carroll News' journalistic standards. The Carroll News' advertising provides funding to help cover the cost of production and office maintenance.

The Carroll News governing statement (below) provides the basis for the relationship between the university and The Carroll News.

This staff manual cannot be changed without the approval of a committee made up of the Vice President for Student Affairs, The Carroll News adviser, the Communication Department chair and The Carroll News editor-in-chief. This group may consult with others, including the Vice President for Mission and Identity and the Office of Legal Affairs, about necessary and appropriate revisions to the staff manual.

## **II. GOVERNING STATEMENT**

The Carroll News, the official student news publication of John Carroll University, has been established as a voice in the free and open discussion of issues. The Carroll News should provide a full opportunity for students to inquire, question and exchange ideas.

Content of The Carroll News should reflect all areas of student interest. Topics about which there may be dissent or controversy should be presented while recognizing the Catholic and Jesuit nature of the university.

An equally important purpose of The Carroll News is to provide students with laboratory experience in journalism and emphasize the professional as well as the academic approach toward principles, rights and obligations of newspapers.

To ensure the effective operation of The Carroll News consistent with legal and journalistic ethical obligations, the following guidelines have been established by the university and The Carroll News.

**A. Responsibilities of Student Journalists**

1. Students who work for The Carroll News will determine the content of the newspaper and are responsible for that content. They are responsible for ensuring the content meets legal and ethical journalistic standards, and the standards set out in this manual, and takes into consideration the university's Catholic and Jesuit nature.
2. Students will strive to produce a publication based upon standards of accuracy, objectivity and fairness.
3. Students will review material prior to publication to improve style and content and seek guidance when needed from the adviser and/or university officials.
4. Students will check and verify all facts and will ensure the accuracy of all quotations.
5. In the case of editorials, op/ed articles and letters to the editor, students will determine the need for opposing viewpoints and provide space as appropriate, as well as determining whether this content meets legal and ethical journalistic standards and the standards set out in this manual. The editors reserve the right to edit or not to publish editorials, op/ed articles, and letters to the editor based on length, decency and compliance with the newspaper's standards.
6. Regarding Letters to the Editor and Open Letters (a letter addressed to an individual but shared publicly via The Carroll News), letters must align with The Carroll News' standards set out in this manual and respond to an article, column, editorial or letter in a recent issue or address a current issue on campus. Open letters may only be written by current students or alumni. A boxed notice on the Op/Ed pages will state that The Carroll News reserves the right to edit letters to the editor and open letters for length, decency and compliance with the newspaper's standards.
7. On The Carroll News' website, a notice will be published indicating that comments require prior approval by the editors before they are posted. All comments will require registration by the user and must include the identity of the commenter.
8. Students will meet to review and critique each issue of The Carroll News following publication. In addition, students will participate in meetings and workshops intended to improve the quality of the newspaper and compliance with legal requirements. At any time during the semester, the student editors and/or the faculty adviser may confer with The Carroll News Review Board (described below) for advice on editorial issues and compliance with ethical journalistic standards, The Carroll News standards, and this manual.

**B. Responsibilities of the Adviser**

1. The adviser to The Carroll News will be chosen by the Tim Russert Department of Communication.
2. The adviser has the responsibility to guide students to an understanding of the nature, functions and ethics of the student press. The adviser should provide instruction that will result in a better publication.
3. The adviser should be available to counsel staff members and editors, to make suggestions and recommendations on articles, to provide advice on journalistic ethical and legal standards and

standards adopted by The Carroll News and outlined in this manual, and to act as a liaison with the Carroll community.

4. The adviser should indicate to the editor or other staff members when a story is not of publishable quality, an editorial needs to be rewritten, an article fails to meet journalistic ethical or legal standards outlined in this manual, or a picture is inappropriate, and should flag other questionable situations, as well as suggest revisions.
5. The adviser is not empowered to make editorial changes in news stories or editorials. The adviser may not act as a censor and cannot prohibit anything from being published.
6. In the case when the adviser recommends that an article, editorial or letter to the editor fails to meet legal and ethical journalistic standards and/or the standards set out in this staff manual and the student editors have indicated to the adviser that they will not follow that recommendation, the adviser will inform the editor-in-chief in writing of the recommendation, and also will notify the Executive Director of Strategic Communication and Vice President for Student Affairs of the concern to make those offices aware of the issue.

**C. Expectations of The Carroll News**

1. It is expected, as a minimum, that The Carroll News will operate within legal guidelines, avoiding libel, invasion of privacy, copyright or trademark violations and other unlawful or irresponsible acts. Content must comply with established standards for ethical and legal journalistic practices as set out in this staff manual.
2. The Carroll News will review articles, op/eds, or letters to the editor to determine that they do not constitute or promote the following: unlawful activity; imminent threats to the safety of individuals or the University community; libelous statements; discrimination based on any basis protected under law; obscenity; promotion of alcohol or drug use; unlawful harassment; or statements that are not respectful of the University's Jesuit, Catholic mission.
3. It is expected that The Carroll News will have awareness and understanding of the Catholic and Jesuit values of the university and its role as an educational institution, and that The Carroll News will have respect for these values, even when in disagreement with them. Prior to the publication of the first edition in every academic year, or as close as possible to that week, the editors will meet with the vice president for university mission and identity, who will explain John Carroll's mission, and with the vice president for student affairs, who will explain the administrative structure of the university and review the relationship of the Carroll News within this structure as articulated in this staff manual.
4. It is expected that, as the product of students in an educational institution, The Carroll News will use language according to the standards of educated persons.
5. It is expected that The Carroll News will demonstrate good taste appropriate to educated persons.
6. It is expected that in its writing and in its dealing with people, The Carroll News will demonstrate respect and fairness to all members of the university community and other subjects of the news and editorial content.
7. Comments on the website are subject to approval by the editors before being posted.
8. Advertising must comply with guidelines for advertising established by The Carroll News and

set out in this staff manual. Advertising guidelines will be reviewed and revised, as necessary, on a regular basis. It is expected that advertising published in The Carroll News be consistent with the Catholic and Jesuit nature of the university.

*Note: The above expectations are adapted from those presented by Thomas A. Schick, Xavier University, Cincinnati, Ohio. The full text is included as Appendix A.*

#### **D. Expectations of the University**

1. The University does not practice censorship, and the University does not exercise pre-publication review over The Carroll News' content aside from the standard procedures established in this staff manual for review by student editors and the adviser. John Carroll University assumes no liability for the content of The Carroll News and urges all student journalists to recognize that with editorial control comes the responsibility to abide by the guidelines set forth in this Governing Statement and staff manual, and for any lawsuits that come from failure to abide by professional and legal journalistic practices, for example, for avoiding libel, invasions of privacy and copyright violations.
2. If The Carroll News and its staff meet the expectations and requirements outlined above in this Governing Statement, the university will not restrict distribution of the paper. However, as a University-related student activity, the Carroll News is subject to normal administrative action by the University, such as modification of space, funding or other University support or recognition based on factors pertinent at the time, such as educational, pedagogical, financial, mission, or other appropriate considerations.
3. Whenever possible the University will notify the Carroll News and provide a rationale regarding necessary administrative actions that will substantively affect the operations of The Carroll News and provide The Carroll News with an opportunity to discuss with the University possible solutions within a reasonable timeframe.
4. Each edition of The Carroll News, whether in print or online, will include a disclaimer stating that the views expressed by the Carroll News and its readers and content providers do not reflect the views of or represent an endorsement by John Carroll University.

### **III. THE CARROLL NEWS STAFF POSITIONS**

The Carroll News staff positions include, but are not limited to the following:

1. Editor-in-Chief
2. Managing Editor
3. Business Manager
4. Section Editors (e.g. Campus, World, Sports editors)
5. Assistant Section Editors
6. Copy Editors
7. Photo Editor
8. Staff Reporters
9. General Assignment Reporters

#### **A. Duties and Responsibilities of Staff Positions**

The duties and responsibilities for each person listed below are not meant to be exhaustive. Periodically, after review, minor revisions may be made by the editor-in-chief. Substantial revisions of duties and responsibilities for any position require the approval of The Carroll News Review Board.

All students holding an editor position are expected to be available for weekly planning meetings and deadline nights, with the exception of academic conflicts.

In general, editors should behave toward one another and the reporters who work with them in a respectful and dignified fashion. When a senior editor makes a decision, all staff should respect and carry out that decision. All staff are entitled to discuss it with the senior editor, but not to disrespect the decisions of the senior editors.

An editor who is fined or charged with copyright violation for using a photograph or other copyright materials without permission will be personally responsible for any fine or other consequence(s) of that decision.

Editors should be aware that they are personally responsible in lawsuits launched against the paper for defamation, copyright violation or invasion of privacy.

#### **A. Editor-in-Chief**

- a) has final responsibility for and authority over day-to-day operations of The Carroll News
- b) is The Carroll News' official representative to the faculty and community
- c) is the final source of editorial judgment
- d) decides, with the business manager, the number of pages of each issue
- e) assists managing editor and section editors to generate weekly story ideas
- f) helps section editors with layout and production
- g) is responsible for the final proof reading of all pages
- h) forwards final pages to the printer
- i) draws up agenda for and chairs weekly staff meeting
- j) leads staff members through weekly critique of paper
- k) chair of editorial board, writes or delegates responsibility for writing weekly editorial(s)
- l) ensures job responsibilities are being met by staff
- m) works directly with the adviser to ensure that ethical and professional journalistic standards are met.
- n) works with the managing editor to arrange staff travel to conferences, setting rules on who may attend and how they will travel and be lodged, such that the trip's costs remain within the operating budget.

#### **B. Managing Editor**

- a) directly responsible to the editor-in-chief
- b) second in command behind the editor-in-chief
- c) serves as editor-in-chief in his/her absence
- d) helps the editor-in-chief generate weekly story ideas
- e) enforces the job responsibilities of each editor and staff member as described in the staff manual
- f) responsible for the operation of the editorial staff
- g) makes sure section editors adhere to deadlines
- h) assists section editors with layout and production
- i) acts as a liaison between the copy editor and section editors
- j) responsible for keeping an accurate record of what reporters have written and designating assignments to staff reporters;
- k) manages the office, responsible for supplies and office upkeep
- l) responsible for organizing and maintaining office files, including the archive of past print editions of the newspaper.
- m) Responsible for coordinating distribution of the newspaper

- n) responsible for compiling and distributing staff address & telephone directory
- o) acts as a liaison between the editor-in-chief and the business department
- p) works with the adviser to keep track of the operating budget and advertising revenues, ensuring that the budget is not exceeded.
- q) works with the editor-in-chief to arrange staff travel to conferences.

### **C. Online Editor**

- a) Works with the section editors to ensure that all stories are uploaded to the website and ready to go live when the paper is published, or at a time determined in consultation with the editor-in-chief and managing editor.
- b) Ensures, in cooperation with the relevant section editor, that each story has a photo to go with it if possible, and that those photos do not violate copyright rules or other standards set out in this manual.
- c) Instructs section editors and reporters on proper use of search engine optimization in headlines and leads.
- d) Works with the social media editor to ensure publicity for all original stories and columns written by our staff.
- e) Works with the editor-in-chief and op/ed editor to determine which letters to the editor should be published online and whether they need to be edited for online publication.
- f) Website analytics: The online editor is responsible for communicating website analytics updates that can be shared at the weekly planning meetings.
- g) Works with the editor-in-chief to assure that all comments to on-line content are reviewed and approved by the editor-in-chief prior to publication.

### **D. Social Media Editor**

- a) Publishes links on The Carroll News' accounts on Twitter, Instagram and Facebook to every original story and column published in each edition of the newspaper.
- b) Coordinates further sharing of stories by staff members to generate attention for our work.
- c) Publicizes special sections of the newspaper for Homecoming, Valentine's Day and the Senior Section in the year's final paper.
- d) Produces occasional publicity about staff members to encourage relationships with our readers (photos from the newsroom on deadline night, for example, or appearances by the editor-in-chief or other staff members at university functions).
- e) Coordinates social media on News Engagement Day (usually the first Tuesday in October) to generate interest about campus news media.
- f) Responsible for communicating a weekly report on our social media uptake (#followers, etc.) to be shared at weekly planning meetings.

### **E. Business Manager**

- a) directly responsible to the editor-in-chief and/or the managing editor
- b) in charge of the business and advertising departments
- c) responsible for generating revenue for The Carroll News
- d) keeps accurate and up-to-date financial records
- e) responsible for determining ad rates and printing rate cards
- f) decides number of pages of each issue along with the editor-in-chief
- g) responsible for ensuring that advertising respects the mission and policies of the university as well as applicable laws and ordinances. These include:
  - o a prohibition on ads including or promoting
    - drug, tobacco, vaping or alcohol use (including CBD ads)
    - unlawful activity
    - obscenity

- activity inconsistent with the Jesuit Catholic identity, including advertising related to abortion services or birth control
- respect for the University's community standards
- consideration of respect for City ordinances, including University Heights' ordinance limiting occupancy of rental properties to three unrelated persons

**F. Ad Representatives (who may include the Business Manager)**

- a) report directly to the business manager and/or managing editor
- b) solicit ads from prospective advertisers
- c) receive commission only after the ads are paid
- d) responsible for the handling of accounts
- e) adhere to the policies that are set by the managing editor and/or business manager

**G. Section Editors**

- a) responsible for all aspects of designated section every week; including assigning and planning, visual, editing, layout, printing and critiquing
- b) responsible for training and delegating responsibilities to assistant editor(s) c.) responsible for creating and training a pool of dependable reporters, ensuring that they follow approved style manual and adhere to staff manual
- c) assign all weekly stories using the SNO Flow content management system
- d) assign all weekly photos following deadline schedule and using SNO Flow assignment procedure
- e) follow through with reporters and photographers from assignment to deadline g.) edit all stories to ensure quality reporting
- f) keep editor-in-chief and/or managing editor informed about the status of your section
- g) lay out section pages according to the deadline schedule
- h) if no staff photo is available to go with a story, obtain photos from either the AP Newsroom or the Creative Commons, paying strict attention to copyright rules
- i) copyedit final section pages
- j) work with the online editor to ensure that all stories in their section are published online in conjunction with the Thursday distribution date (sometimes a story may be published earlier if this is approved by the editor-in-chief)
- k) if any corrections or updates are needed to online stories, work with the online editor to ensure that these are done promptly.
- l) write a weekly column in their section

**H. Assistant Section Editors**

- a) directly responsible to section editor
- b) must complete assignments given by section editor
- c) assists with editing, layout, headline writing and proof reading
- d) may write an occasional story
- e) helps section editor recruit and train new writers/reporters

**I. Chief Copy Editor**

- a) directly responsible to the managing editor
- b) responsible for making grammatical, spelling and stylistic changes to all articles
- c) knows and follows Associated Press style
- d) recruits and instructs assistant copy editors

**J. Photo Editor**

- a) directly responsible to the editor-in-chief

- b) ultimately responsible for the content and quality of all photos in all issues of The Carroll News, including ensuring that photos meet the legal and ethical journalistic standards and practices set out in this manual
- c) receives assignments/suggestions from section editors and assigns photos to staff photographers
- d) responsible for all photo equipment
- e) responsible for developing photos by the established deadlines
- f) responsible for labeling and dating all printed photos and negatives
- g) maintain an organized file of photographs (photo morgue)

**K. Staff Reporters**

- a) directly responsible to the section editor for assignments
- b) responsible for generating story ideas
- c) responsible for reporting on and writing assigned articles on a regular basis, being published in at least four issues in any semester
- d) responsible for following legal and ethical journalistic practices and standards including the standards set out in this manual

**L. General Assignment Reporters**

- a) directly responsible to the specific section editor
- b) responsible for reporting on and writing assigned articles c.) must meet deadline for submitting articles to section editor
- c) responsible for following legal and ethical journalistic practices and standards, including the standards set out in this staff manual

**B. Carroll News Editorial Board**

Membership of The Carroll News Editorial Board includes the following:

- Editor-in-Chief
- Managing Editor
- Online Editor
- Social Media Editor
- All Section Editors
- All Assistant Section Editors
- Photo Editor
- All Staff Reporters

The duties and responsibilities of the Editorial Board members are:

- a) Attendance at the weekly Carroll News staff meeting
- b) Individual Editorial Board members may occasionally be asked by the editor-in-chief to write the editorial opinion
- c) The Editorial Board members will be consulted when issues arise regarding the operations of The Carroll News
- d) The Editorial Board is responsible for ensuring that the Carroll News is following legal and ethical journalistic practices and standards, including the standards set out in the staff manual.
- e) Editorial Board members may be granted a leave of absence by the editor-in-chief for no longer than three issues
- f) Annual completion of a written evaluation of the adviser to be submitted to the chair of the Tim Russert Department of Communication

### **C. Carroll News Review Board**

Membership of The Carroll News Review Board includes the following:

- The editor-in-chief
- The managing editor
- A student journalist selected by the Editor-in-Chief and the Faculty Adviser
- The chairperson of the Tim Russert Department of Communication
- A John Carroll University administrator or faculty member appointed by the Dean of the College of Arts & Sciences
- One or more professional journalists appointed by the chair of the Tim Russert Department of Communication
- The faculty adviser ex officio
- VPSA, the general counsel and the executive director of strategic communications will serve as advisory, non-voting members of the review board as needed.

#### **The duties and responsibilities of the Review Board are:**

- a) Review and critique the paper related to compliance with journalistic standards
- b) Meet at least once per semester and as needed or requested by the student editors and/or adviser to provide advice related to current issues involving The Carroll News and compliance with ethical and journalistic standards, including the standards in the staff manual.
- c) Review the paper with regards to the governing statement (responsibilities and expectations)
- d) Work with student journalists to provide advice and counsel on current topics and journalistic ethics.

### **D. Carroll News Advisory Board**

This board should include a representative from each of the following (if they agree to send one):

- student government
- other student organizations (e.g. Environmental Issues Group, etc.)
- organizations representing historically underrepresented groups (e.g. Black Students in Action, Latin American Student Association, the LGBTQIA+ Allies, etc.)
- someone representing students with disabilities (in the absence of a student group representing this community, we may ask for nominations from Student Accessibility Services)
- someone representing international students (e.g. Middle Eastern Students Association, African Douma, a student nominated by Global Education, etc.)

#### **The duties and responsibilities of the Advisory Board are:**

- a) to meet at least once each semester
- b) to review and critique the paper for its coverage of people and issues affecting their community or group
- c) to suggest story ideas for future editions

## **IV. FILLING STAFF POSITIONS**

### **A. Election of Editor-in-Chief**

The editor-in-chief is elected during the spring semester preceding the academic year during which she/he is to serve. The election will be held no later than the 10th week of the semester on a date set by the editor-in-chief and the faculty advisor. The announcement of the election will be made three weeks prior to the election at The Carroll News regularly scheduled staff meeting. The only criteria needed to run for editor-in-chief is two semesters of experience on The Carroll News as a member of the Editorial Board.

The actual election will be held on the announced date during set hours in The Carroll News office. Editorial Board members may vote by absentee ballot with the approval of the editor-in-chief or faculty advisor for reasonable cause. Any current Editorial Board member of The Carroll News may vote for the editor-in-chief. The editor-in-chief is elected for one year and may not serve for longer than one year.

### **B. Appointments**

The editor-in-chief appoints all other staff members. Procedures for applying for staff appointments will be announced by the editor-in-chief following her/his election. Appointments are for a period of one year.

### **C. Removal for Cause**

In addition to disciplinary action that may be taken by the university for violations of the Student Code of Conduct, members of The Carroll News Editorial Board and The Carroll News Staff may be removed from the newspaper for the following reasons:

- Failure to comply with the Governing Statement of The Carroll News and this manual
- Neglect or abuse of duties and responsibilities;

Also, in cases where violations of the University's Community Standards may have occurred, the University's Student Conduct Procedures may be utilized.

Any member of The Carroll News Editorial Board or the faculty adviser may request in writing, to the editor-in-chief or the faculty adviser the removal of The Carroll News staff member. After review, the editor-in-chief or faculty adviser may choose to convene The Carroll News Removal Board. The Carroll News Removal Board will consist of the following members: faculty adviser, editor-in-chief, managing editor and two students appointed by the vice president for student affairs. The EIC will serve as chair and be a voting member. A majority vote is required for removal.

**For the removal of the editor-in-chief**, a written request by any member of The Carroll News Editorial Board or the faculty adviser must be made to the vice president for student affairs. In this instance, The Carroll News Removal Board will consist of the following members: faculty adviser, managing editor, a regular student member of removal board as listed above who is not the editor-in-chief, and two members appointed by the vice president for student affairs to include a member of the faculty or administration and an additional member of The Carroll News Editorial Board. The VP Student Affairs will convene and chair this board as a non-voting member. A four-fifths (4/5) vote is required for removal.

## **V. GENERAL GUIDELINES**

### **A. Carroll News Property**

All photographs (except for those obtained from outside sources) and original articles submitted for publication in the newspaper become the property of The Carroll News. If Carroll News property is used to process such materials, the paper retains rights to first publication, and such material becomes property of The Carroll News.

Only a reasonable use of The Carroll News property is permitted for personal use. All staff members are personally liable for damage to any of The Carroll News property due to misuse or negligence.

### **B. Gifts and Free Merchandise**

No staff member may promise news space or slant news coverage in exchange for free merchandise or other favors. Staff members may not accept gifts of any sort as a result of an article in The Carroll News. All such gifts must be returned. Free tickets and items submitted for review (CDs, tapes, etc.) may be accepted. However, their being received for free is not necessarily a sufficient criterion for space to be granted for their review.

### **C. Official Spokesperson**

The editor-in-chief is the official spokesperson for The Carroll News on all news, editorial and business matters. S/he may designate a spokesperson when necessary. No staff member may speak officially for The Carroll News without prior approval of the editor-in-chief.

The Carroll News letterhead may not be used without the permission of the editor-in-chief. All letters sent using The Carroll News letterhead or claiming to represent The Carroll News must be copied to the editor-in-chief.

### **D. Office and Newsroom**

The Carroll News office and newsroom are intended for the sole use of The Carroll News staff. Use of computers and equipment by individuals or other campus groups may be permitted only with the express approval of the editor-in-chief or faculty adviser. Use will only be permitted on non-production days.

The office may be used for study or other reasonable purposes by members of the editorial board. The office may not be used for conducting business of other campus groups and organizations.

Smoking, drinking alcoholic beverages or engaging in any other illegal activity in the office or newsroom is strictly prohibited.

### **E. The Carroll News Website Policy**

The editor-in-chief and managing editor will select an online editor to assist in overseeing uploading of copy to The Carroll News website weekly.

Section editors are responsible for preparing their section's finalized content. Then, they will work with the online editor to ensure their content is published on the website in conjunction with the Thursday print distribution date. If the story is solely being published online, it must go through the same SNO FLOW editing process and be approved by the editor-in-chief before it is published online. Sometimes, a story may be published earlier if it has been reviewed and approved by the editor-in-chief.

After the article has been published, online editor and section editors are not permitted to make revisions without approval from the editor-in-chief. The editor-in-chief (or the online editor or faculty adviser at the direction of the editor-in-chief) may revise or remove an article or other material from the website that has been placed on the website without approval under this policy.

## **VI. JOURNALISTIC ETHICS AND STANDARDS**

The Carroll News abides by the university's mission and the [Society of Professional Journalists' Code of Ethics](#), which is reproduced herein as Appendix B. The Carroll News also follows these common journalistic standards:

### **A. Original information**

To earn a byline in The Carroll News, a story must include original information derived from that reporter's research: interviews, data and/or documents obtained by the CN reporter. While it is often necessary to repeat some previously published information (with proper attribution to the original source), in order to earn a byline you must add something new on top of that, preferably a John Carroll "angle" on the story to make it relevant to our readers.

A news release should never be published verbatim. It must be rewritten, hopefully with new information. To receive a byline, the reporter must find some new information that's not in the release, either by doing an interview (or more than one) or by finding out something through research involving documents or

data that was not in the original press release. Nothing new = no byline.

### **B. Crediting sources**

No photograph should be used without permission and credit to the photographer. If the photo comes from a wire service that we have purchased, such as the Associated Press (Note: even there, we can only use the photos included in our package), or if the photo is obtained from the Creative Commons (or photos obtained from other fair use websites or sources) and follows all the conditions specified with the photo on that site, we are considered to have permission. In such cases, always credit both the photographer and the source – that is, the credit should say not just “AP photo,” but the photographer’s name as well as “AP photo.”

If information is taken from an online source, it must be attributed to that source (for example, with the expression “according to . . .” and that person’s name, title and other credentials that establish their credibility). When posting stories online, editors should also hyperlink to the original story or website so that readers can find the original source of the information and judge its credibility for themselves.

The Carroll News does not generally permit the quoting of anonymous sources in stories, but the editor-in-chief may give permission for this in cases where a crucial and knowledgeable source, whose identity is known to both the reporter and the paper’s editors, is not able to speak on the record for reasons of personal safety, possible job loss, or other serious consequence(s).

A student may be briefed by a knowledgeable source “on background” (meaning they will not be quoted in the story, but facts may be used if confirmed elsewhere) in order to become informed about an issue.

### **C. Conflict of interest**

No staff member should write or edit articles about a family member, a personal friend or an organization the writer/editor is involved with. This includes Greek life, student activities, sports, student government, etc.

On occasion, a Carroll News reporter might need an interview with a professor with whom they are involved academically: perhaps the reporter is currently enrolled in a course with that professor or the faculty member is their academic advisor or department chair. This should be handled by having someone else do the interview: either have that other person cover the story or give a shared byline to someone else who interviews and writes the part of the story that involves that faculty member. An exception might be made if the faculty member has a very minor role in the story – for example, if several people are being asked for short comments during or after a non-controversial event.

Members of student government should not have regular weekly columns. They may be invited to write an occasional guest column on a particular issue, but no individual elected member of student government should have the unfair advantage of a regular column. An exception might be made for the student government president, who might be given a column ex officio, but it should be discontinued when elections are going on if their opponent(s) do not have the opportunity to also write a column.

### **D. Avoiding bias and misrepresentation:**

No Carroll News story should be published without making a concerted attempt to contact all the major players in the story. If one or more individuals cannot be reached, the staff should consider holding the story until they are – this is particularly important if the person is being criticized or accused of something that might damage his/her reputation. If it is not possible to reach a source, the story should mention that attempt(s) were made to contact the person(s). Continued attempts to reach relevant sources must be made.

If a story has come from The Associated Press (or another reputable source to whom The Carroll News gives credit), and original source has contacted the individuals involved, it is not necessary for TCN to reach out to them again unless we have further questions, though it is always desirable to think of further questions and reach out to those people.

Reporters should be in attendance at meetings or events that they write about rather than relying on attendees to tell them about it afterwards. However, on occasion, something unexpected and newsworthy will arise at an event where a reporter was not present. In such cases, the reporter must interview people on all potential sides of the issue. If one side cannot be reached, the reporter should mention this in the story and update the online version as soon as an interview can be conducted.

If two points of view are being written separately, for example in two Op/Ed columns on the same topic, a link to the related story or column must be included in each one, to ensure that readers are aware of it.

Carroll News editors should be cautious and mindful of engaging in campus activities about which they are writing or editing stories. Section editors and editorial/opinion writers can write columns on political issues, but outside the paper, they should not be involved in political campaigns on campus.

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APPENDIX A  
The Carroll News Staff Manual

Is there a free press on a Jesuit campus?

A rationale for the freedom of a student press on a Jesuit campus.

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Presented at  
Communication Conference National Meeting Association of Jesuit Colleges and Universities

Marquette University, Milwaukee, Wisconsin July 16-19, 1992

Revised

Just as the freedom of the commercial press in the United States is not absolute, so it is with a student press. In this paper, I will explore the extent of freedom of the student press on a Jesuit campus, and I will look at the basis of that freedom.

I have four considerations. First, I look at the Jesuit campus as a locus of authority; second, I look at freedom in Jesuit education. In trying to reconcile these two aspects of the Jesuit campus, my third consideration will be the relevance of the First Amendment of U.S. Constitution; and finally, I will suggest some policies and processes for the freedom of a student press on a Jesuit campus.

### **Authority on a Jesuit campus.**

Any organization or institution that defines itself by a set of substantial values must maintain to itself that authority and that power by which it pursues those values. If the institution gives away its power to pursue its values, or allows that authority to be taken away, such an institution would be unfaithful to its mission. And, what's more, the institution would eventually destroy itself or be destroyed.

A Jesuit campus is such an institution.

I will not try to pursue the question of what is a Jesuit University, nor will I try to define the current Jesuit philosophy of education. A great deal of worthwhile work has been done in this area since World War II (William C. McInnes, S. J., "The Current State of the Jesuit Philosophy of Education, 11 p. 26 ff., in Bonachea). The results have not been definitive, though, and the quest for the Jesuit philosophy of higher education continues today in the National Seminar of Jesuit Higher Education, and the semiannual journal *Conversations*, which was first published last November.

Nevertheless, we can state that a Jesuit campus defines itself in terms of values. It is a repository of values and a transmitter of those values. Its values are not merely formal, such as the preservation of a process, but its values have a content, which our mission statement at Xavier University identifies as the "principles and convictions of the Judea-Christian tradition" (here and following: Xavier University Mission Statement, revised August 19, 1987). We have a commitment to a body of "truth," even as we search for the full meaning and implications of the truth.

A Jesuit campus is also an educational institution. The first item of Xavier's mission is "to educate," and we pursue an "educational experience." It is significant that we provide not merely a learning experience, but an educational experience. This means that the institution is an active agent and it is necessarily authoritative in the process. Our "Jesuit education seeks to develop" certain outcomes in our students.

Authority on the Jesuit campus guides the curriculum and the entire educational process, and this responsibility extends to the co-curricular student activities, which expand and amplify our classroom efforts. At Xavier these university-approved co-curricular activities include the student press on campus, which is called the *NewsWire*. University-approved student activities are held accountable to institutional values and educational purposes by the university's authority, which is not only moral, but also financial and legal.

Financially, at Xavier, university funds provide approximately one-third of the *NewsWire's* operating budget; the paper raises the other two-thirds from advertising income. But even in this the university directly impacts the paper's total income potential through policies that regulate the kind of advertising the paper can accept.

Legally, the extent of the university's responsibility for the student newspaper, might be focused by asking what would happen if the student press were sued for libel. Would the university be a plaintiff in the suit? Would university financial mechanisms, such as liability insurance, defend the suit? University attorneys might counsel that the administration should "distance" itself from the student press, but what distance eliminates institutional liability? Would that distance be consistent with the institution's moral responsibility to preserve its values and educational mission? If the university distances itself from the paper, who then bears liability for libel, etc.? If this falls on the students (and their parents?), what is the obligation to inform them of this liability, so they can reasonably accept it?

Two additional considerations are relevant in looking at the university's authoritative jurisdiction

over the campus paper: the students on our campus, and the parents who support students on our campus.

The majority of our undergraduate campus population consists of "new students," who differ significantly from students a generation ago (Charles C. Schroeder, "Humanizing the Campus Environment to Promote student Development," p. 134 ff., in Bonachea). New students "are motivated primarily by extrinsic rewards. They have difficulty with complex concepts and ambiguity, are less independent in thought and judgment, feel particularly uncomfortable with abstract ideas, and are more dependent on the wishes of those in authority. Compared to their more traditional predecessors, they are more passive, have less tolerance for diversity, and are more dependent on immediate gratification. They prefer highly structured situations and like to have things explained rather than figuring them out by themselves" (Schroeder, pp. 141-142).

On one hand, educating the new students may demand we challenge them with new ideas. On the other hand, to maximize their education opportunity, it may be necessary to manage the educational processes -- including co-curricular activities -- in a way to accommodate their learning styles.

And, finally, the parents who at considerable costs entrust their sons and daughters to our campus, expect that we enforce the values we represent, and that we operate in loco parentis.

### **Freedom in Jesuit education.**

Let's move now from authority to freedom.

I'm sure we do not need to review the importance of freedom in the development of human persons. And we can leave to others a discussion of freedom and autonomy as principles of good pedagogy. However, I would like to look at freedom in Jesuit education.

We can, of course, cite texts from the Ratio Studiorum that show how little freedom is allowed by the rules of Jesuit education. The Ratio regularly directs teachers not to expose their students to questionable doctrine, and the students are to be formed and drilled in specific skills. (Allan P. Farrell, S.J., translator, *The Jesuit Ratio Studiorum of 1599*.)

There are two things we must understand about the Ratio.

First, that many of the rules pertain to the instruction of very young students, perhaps as young as 4 or 6. And, second, we recognize that the Ratio is a rule book of procedures, not a philosophy of education. (George E. Ganss, S.J., *Saint Ignatius' Idea of a Jesuit University*.)

But even in the rule book, we find certain prescribed procedures that are pertinent to our current discussion. These, of course are the required disputations, in which students in theology and philosophy forcefully argued opposing positions on controversial issues. To do this, students had to extensively inquire into the issues and then articulate them cogently.

But, if the Ratio is a book of procedures, where do we find the best insights into the Jesuit philosophy of education? In *Jesuit Constitutions, Part IV*, written by St. Ignatius himself (Ganss).

This philosophy can be summarized in this way: "Ignatius' concept of the education which he hoped to impart through his colleges and universities was the concept of harmoniously developing the whole man with all his faculties natural and supernatural.

In seeking this, Ignatius gave priority to the student's "self-activity and rumination" by which "he may have a well-reasoned Catholic outlook on life" (Ganss, p. 178).

A more recent summary of the thrust of Jesuit education at the undergraduate level emphasizes that "the core curriculum, which is fairly uniform in many Jesuit colleges and universities in the United States, endeavors to educate our undergraduates according to a set of goals: (1) that our students will become responsible members in American society; (2) that as individuals endowed with inquiring minds, they will seek their origins as cultured persons in order to discover their destinies; (3) that as persons with sensitive feelings and creative imaginations, they will be excellent users of words and of languages; (4) that as thinkers they will find their proper vocations in the world; and finally (5) that as believers in God they will come to understand God's intervention into history" (Lawrence Biondi, S.J., "Educational Aims of the Liberal Arts Curriculum: Contextual Education," p. 94 ff., in Bonachea; emphasis added).

This means that among our prime educational objectives are "to form persons of reflective and critical judgment; persons broadened by literature and trained for expression and communication

cognizant of the present situation of human society, and actively concerned for the future of the human race; persons formed in love with a passion for social justice and capable of enjoying life in its highest forms" (Biondi, pp. 97-98; emphasis added).

The goal is to form leaders. A leader points out problems and finds solutions to them. "A leader has a goal and always knows what it is. [He] can articulate it. The leader manifests a certainty and purpose to others who may have difficulty themselves in achieving the goal" (Biondi, p. 99).

The goals of Jesuit education are reached, then, by students' quest and exploration. This is not only encouraged; it is demanded, and this in turn demands personal autonomy in free inquiry and freedom of expression.

This freedom necessary in Jesuit education flows directly from the spirit of the Jesuits as found in the Spiritual Exercises. For example, Ignatius in his educational writing insisted again and again that students should have frequent practice in the art of disputation. This is very consistent with Ignatius' insistence that retreatants "discover and relish truths through their self-activity when they undertook the Spiritual Exercises" (Ganss, p. 43).

Self-activity and exploration are really the process of imagining, which is central in the Spiritual Exercises, whether in making a choice of a way of life, or in the contemplation to attain the love of God, or in the discernment of spirits. And this imagining and re-imagining should be a way of life on a Jesuit campus. (James P. Walsh, S.J., "Imagining: A Way of Life, 11 p. 15 ff., in O'Brien.)

"Education can be seen as the process by which we can be made aware of the ways in which we imagine the world and the ways we act out that sense of reality; it is the process by which we are invited into new worlds, the world of others in their otherness, in the concreteness of their diverse experience, and so re-imagine our own lives. It is the process by which we are freed to go out of ourselves and live with others in friendship" (Walsh, p. 28).

### **The relevance of the First Amendment.**

So far, we have seen the Jesuit campus as authoritative. And we've looked at student freedom as essential in Jesuit education. How can we reconcile these two factors in regard to a student press on a Jesuit campus?

First of all, in seeking a reconciliation, we recognize that the press clause of the First Amendment of the U.S. Constitution does not apply. At least it does not apply in terms of the limitations of the press that the First Amendment prohibits.

On the other hand, the First Amendment can provide us a set of norms for the student press in terms of the limitations on press freedom that the Courts have permitted as Constitutional.

In simplest terms, the First Amendment does not apply to regulation of a student press by the administration of a Jesuit campus, because the Amendment prohibits restriction by government, and the administration of a private institution is not government. In the cases of press freedom at state schools, the Courts have identified the school administration as agents of government, and thus have prohibited or restricted regulation of students involved in the campus press at public colleges and universities. Does this mean that the student press simply ignores the First Amendment on a Jesuit campus? Certainly not. Our students in the campus press need to know the legitimate restrictions on free press that have been defined by the Courts over the years. These include such areas as libel and invasion of privacy. These cases set the legal limits that are the minimum criteria for responsible journalism. Our students should also know the criteria for responsible exercise of free press under the Constitution, as a model of their own activity. Even, though they recognize that the extent of their freedom as student press is not based in the First Amendment.

### **Finally, the freedom of a student press on a Jesuit campus.**

If freedom of the student press on a Jesuit campus does not come from the First Amendment, what is its basis?

This freedom derives directly and essentially from the Jesuit philosophy of education and the freedom and growing autonomy that a student requires in order to become educated? Though this

freedom comes to the campus press as a grant of freedom, it does not come from an arbitrary decision of the campus administration, though it may be defined by administration, within administration's proper authority.

How might we define a workable grant of freedom to the student press on a Jesuit campus? I propose four guidelines in determining the extent of this freedom.

- Though freedom is always defined in terms of its limitations, the specific limitations should be the minimum possible and should be the least restrictive.
- As part of the educational process itself, limitations should be defined in dialogue with involved students.
- There should be an attitude of patience, as is appropriate in dealing with those still in the process of education.
- There should be a spirit of risk-taking that is appropriate to liberal education. "Education is a means to shape a vision of the world to be renewed. A vision guides us in our decisions. A vision enables us to open our minds and spirits to possible creative -- even dangerous -- responses to ameliorate the human dimensions of the quality of life" (Biondi, p. 100).

Using these guidelines for the process, we can define specific limitations. As a tentative, preliminary list, the following five limitations may be appropriate for the student press on a Jesuit campus. I formulate them as expectations.

1. It is expected, as a minimum, that the student press will operate within legal guidelines, avoiding libel, invasion of privacy and other irresponsible acts.
2. It is expected that the student press will have awareness and understanding of the values the university stands for and its role as an educational institution, and that the press will have respect for these values, even when in disagreement with them.
3. It is expected that, as the product of students in an educational institution, the student press will use language according to the standards of educated persons.
4. It is expected that the student press will demonstrate good taste appropriate to educated persons.
5. It is expected that in its writing and in its dealing with people, the student press will demonstrate respect for persons and kindness and charity toward them.

These proposed standards, of course, will benefit from discussion.

The appropriate supervision that campus administration exercises over the student press may be the same as exercised over any other co-curricular activity. However, because of the distinctive role of a student press on campus, and because of the need to interpret limitations placed upon the press, a special advisory panel might be employed.

This panel should be sufficiently authoritative to deliberate (and mediate), independent of student demands and independent of the direct authoritative lines of campus administration. However, the outcome of any panel decision would be advisory to the administration. The panel could not be granted an independence or authority above the legitimate administration, any more than the student press could be granted this independence.

### **Is there a free press on a Jesuit campus?**

The considerations I have made, I believe, allow us to answer "yes." And the extent of that freedom will continue to be worked out in the dynamic interplay between the institution's need to ensure mission values and students' need to grow in freedom.

The freedom of the press on a Jesuit campus depends not on a document of positive law, even one as exalted as the First Amendment of the U.S. Constitution.

It depends rather on the natural law that recognizes freedom as essential to the development of the human person, and on the exercise of institutional authority in accord with the principles and convictions of the Judeo-Christian tradition. This does not mean we won't have disagreements. But it sure seems to be good grounds for optimism.

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*Society of Professional Journalists*

# CODE of ETHICS

## PREAMBLE

**Members of the Society of Professional Journalists believe that public enlightenment is the forerunner of justice and the foundation of democracy. Ethical journalism strives to ensure the free exchange of information that is accurate, fair and thorough. An ethical journalist acts with integrity.**

**The Society declares these four principles as the foundation of ethical journalism and encourages their use in its practice by all people in all media:**

### I. 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.

## II. 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.

## III. 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.

## IV. 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.

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