

# EDITORIAL POLICY

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An important part of any journalism program is having a strong editorial policy for the staffs. While some schools have different editorial policies for each staff, it's best if all publications in the program can work together to form a single editorial policy to avoid discrepancies. For this activity, we'd like you to review your staff's Editorial Policy and ensure you have the website and social media covered within.

**Step 1:** Find your staff's Editorial Policy and read it over. Here are a few things to look for when you do.

- Is the website and social media addressed?
- Do you see anything about social media?
- What does the policy say about allowing comments on stories?
- Do you have a policy in place for what you'll take down if a graduate contacts you and asks?

**Step 2:** Take a look at a couple other editorial policies out there. Most staffs should have links to theirs listed on their staff websites. Read through their policies and:

- See how they deal with content on the website
- Look at how they talk about their social media platforms
- Take note of what they have in their policy regarding content on the web and what you're missing

If you would like to see a sample combined editorial policy, there is one available for download here in the course module. It's titled [Sample-Combined-Editorial-Policy.pdf](#)

**Step 3:** Work to make suggestions and recommendations to your current staff policy to make sure website and social media policies are in place. If your staff doesn't have an editorial policy at all, this is a great time to get the wheels moving to get one in place. Feel free to use wording directly from the sample policy that has been shared and if you don't have a policy of your own, feel free to use the whole thing as a jumping point for your policy.

**Step 4:** Once you have a draft of a policy or changes ready, share it with your adviser, editorial leadership team and other staffers. Explain what you have done and work to the policy adopted/updated.