

USQ Springfield SRC Student Newspaper Guidelines V1.0

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Concept

1. The USQ Springfield Student Representative Council (SRC) will be responsible for the production of a student newspaper with a target audience being the students of USQ Springfield. The newspaper is by students and for students. It is designed to be entertaining, relevant, witty and at times a little irreverent. It must however, comply with the USQ guidelines contained in this document to ensure that it does not breach any publishing or other laws and does not reflect negatively upon USQ. At the same time it is not to be seen to be a corporate USQ publication but truly a voice of the students.
2. The principal student editor of the paper would be an elected position of the Springfield Student Representative council, with final editorial clearance provided by the USQ Office of Corporate Communications and Public Relations.
3. The newspaper would cover social, sporting, campus and university issues including club news. Students could contribute poetry and student articles on topical social issues. The newspaper would also include letters to the editor with an opportunity for the Springfield campus Director to respond. The only staff input into the paper, apart from final editorial clearance, would be in relation to upcoming events and activities designed for students.
4. The paper will be published a minimum of six times a year once fully operational and funded by the Campus. Further editions can be produced provided funding is available.
5. Initially it will not allow paid advertising but upon approval from the University this may change.

Introduction and Values

6. The Springfield campus student newsletter would be committed to:

- a. Truth
- b. Balance
- c. Respectful discourse
- d. The rights of all students to be heard

Editorial Responsibility

7. When compiling the newsletter, the initial editorial responsibility will fall to the Student Editor of the paper. This would be an elected position on the Springfield Student Representative Council.

8. Ultimate editorial responsibility lies with the Office of Corporate Communications. The Corporate Communications officers shall have the exclusive right to determine the final content of the Springfield Student Newspaper – the final say on whether to publish or not publish content. Newsletter content will also be monitored and edited to ensure Australian media laws are adhered to and the content is not derogatory against the University of Southern Queensland.

9. The Corporate Communications officers will be responsible for ensuring the newspaper abides by all necessary legal requirements, including but not limited to defamation, privacy and tape-recording. The Corporate Communications Officers shall ensure that adequate guidelines are made available to students so they are aware of and abide by the necessary legal requirements.

10. It is the responsibility of the Corporate Communications officers to ensure the publication does not contravene the aims, purpose and objectives of the University of Southern Queensland.

Student News

11. News content relates to the reporting of the facts involved in and surrounding current events and affairs.

12. News content shall be as unbiased, independent and accurate as possible. Most of the news content included in the newspaper should relate to student interests.

13. Interviewees will not be paid. Interviewees are free to answer ‘no comment’ to any question. No legal indemnity or promise of legal assistance is granted by the University of Southern Queensland to an interviewee for any legal actions which may arise in relation to their comments.

14. Once a student has identified themselves as participating in the production of content for the student newsletter, it shall be assumed their comments are on the record unless it is agreed otherwise.

15. Comments may be:

- a. *On the record*: what is said may be disclosed and attributed to the interviewee or source.
- b. *On background*: or *non-attributable*: what is said may be disclosed but not attributed to the interviewee or source. Or
- c. *Off the record*: what is said may not be disclosed or attributed to the interviewee or source.

16. Students participating in producing student news shall abide by all relevant laws and may not use concealed recording equipment.

17. News articles should be prepared with due care, especially when dealing with sensitive subjects such as sexuality, violence or suicide. It is important to ensure the language and tone is not disrespectful and the article does not encourage or advise others to do harm to themselves or others.

Student Opinion

18. Content which presents the particular point of view or opinion of the author may be published in the student newspaper. A disclaimer that the opinions expressed in the newspaper are not necessarily those of the University of Southern Queensland will be used.

19. Opinions which disagree with or criticise the University of Southern Queensland, its position, actions or conduct will be included in the student newspaper at the discretion of the Office of Corporate Communications. This decision will balance the need for a democratic and transparent forum in which student's affairs and interests can be governed in an effective and accountable manner and the interests of the University.

Topical and Factual Content

20. Topical and factual content covers a broad range of content which is not news, opinion or creative content. This includes, but is not necessarily limited to research articles, reviews and interviews.

21. Such articles must abide by the same rules as news content regarding being independent and accurate. Topical and factual content may present the particular point of view or opinion of the author.

Creative Content

22. Creative content refers to cartoons, short stories, poems, drawings, paintings and other artistic contributions to the student newspaper.

23. Satire and parody may be published