

Inside Spelman Guidelines

October 16, 2013

Inside Spelman is a monthly electronic publication created by the Office of Communications to inform Spelman College's constituencies (alumnae, faculty, staff, students, parents, friends of the College and other interested parties) about news, upcoming events, and issues in the life of the institution. Established in 1993 as a printed newsletter, *Inside Spelman* became digital in October 2009.

Editorial Content:

Content that appears in *Inside Spelman* must be related directly to the College and its mission: Spelman College, a historically Black college and a global leader in the education of women of African descent, is dedicated to academic excellence in the liberal arts and sciences and the intellectual, creative, ethical, and leadership development of its students. Spelman empowers the whole person to engage the many cultures of the world and inspires a commitment to positive social change.

The editor of *Inside Spelman* is ultimately responsible for all decisions concerning the content of the publication. In selecting content, the editor works in consultation with the staff and other members of the College community with several factors in mind, including:

- a commitment to offering readers a mix of newsworthy, engaging, and thought-provoking articles about the College and its constituencies;
- a respect and concern for the institution's history, mission and values;
- a commitment to providing balanced and timely coverage of issues;
- a concern for maintaining the institution's commitment to open discourse;
- a commitment to diversity of interest, opinion and representation; and
- a concern for readability and attractiveness of presentation.

All articles are assigned and edited by the *Inside Spelman* staff. As a courtesy, programs and subjects prominently featured in an article are usually given the opportunity to preview portions of the story that concern them in order to check the accuracy of quotes and facts. The final decision on changes to articles belongs to the editor.

Inside Spelman welcomes suggestions concerning content but can make no assurances regarding the use of suggested or provided material. Although no single issue of the publication can fully reflect the diversity of the College and its family, *Inside Spelman* makes every effort to represent, over the course of time, the great diversity of interest, opinion, and background inherent in the publication's readership.

To suggest content to be included in *Inside Spelman*, please email your pitch to insidespelman@spelman.edu making sure to include your name, phone number and email address, as well as how your idea is related to Spelman. Issue planning takes place year round, but decisions are made about six weeks before each issue is published. *Inside Spelman* is published on the first Thursday of September-December and February-June. The publication is on hiatus in January, July and August.

Departmental Guidelines:

Departments of the publication are established in order to package smaller stories about areas of special interest, such as technology, development, and happenings on campus. Articles are included based on the availability of space and relative newsworthiness.

Statements and opinions expressed in Inside Voice, the editorial department, are those of the bylined contributors, and do not necessarily represent the official position of the College.

Photographs / Videos

All images and videos posted in *Inside Spelman* are created by the College or approved by the staff to be featured.

Corrections:

Through fact-checking and proofing, the editorial staff of *Inside Spelman* endeavors to avoid publishing erroneous information. However, when an error is discovered, a correction is made in a timely manner.

Advertising:

Inside Spelman does not accept or publish advertisements.