

THE CAPTAIN'S LOG

STAFF MANUAL

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Introduction

The Captain's Log is the official student newspaper at Christopher Newport University and serves the student body, the faculty and the administration of the university.

The Captain's Log is student run with the guidance of a faculty advisor. The Editor in Chief maintains all abilities and powers deemed necessary and proper for the fulfillment of this business' purpose, which is:

- To serve as a voice for the student body;
- To provide news coverage on subjects affecting students, faculty and staff and organizations on campus, and also subjects dealing with the university community and its surrounding areas;
- To act as a forum for student expression;
- To effectively and ethically fulfill the above goals by excelling in accuracy, fairness and objectivity.

The Captain's Log will strive to inform the student body and the community of all events and information of interest. The Captain's Log will make every effort to ensure that this information is presented in a truthful and objective manner.

The Captain's Log is free of all censorship or prior review by the administration, faculty, staff, or any other member of the university community. Its editors are free to develop their own editorial and news coverage policies under federal, state and local laws. The newspaper is held accountable by its readers to abide by the standards of journalism set forth in this manual.

History

Christopher Newport University is the youngest comprehensive university in the Commonwealth of Virginia. At the same time, it came into being as part of the oldest academic institution in the Commonwealth. For this reason, then, it combines the best of both a long heritage and contemporary outlook.

CNU was established and authorized by the Virginia General Assembly in its 1960 session as a two-year branch of The College of William and Mary.

The University derives its name from Captain Christopher Newport, the English mariner who was among the most important men connected with the permanent settling of Virginia. It was Captain Newport who was put "in sole charge and command" of the small squadron of three ships which made the historic voyage, culminating with the landing at Jamestown in 1607.

Established as a two-year college, Christopher Newport College became a four-year, baccalaureate institution in 1971 and, in July of 1977, became totally independent of The College of William and Mary. The University began offering graduate programs in July of 1991.

The University first enrolled 171 students in September of 1961 at its initial home, a former public school building in downtown Newport News, provided by the City of Newport News and its school board. The City of Newport News then purchased the site of the present campus, a 75-acre tract deeded to the Commonwealth of Virginia in 1963.

The first student newspaper of CNC was known as Chris' Crier, and it was a small mimeographed pamphlet. The first Captain's Log was published on November 7, 1963. The Captain's Log has been published continuously ever since, first as a large tabloid style of newspaper. In Fall 2002, The Captain's Log began printing as a broadsheet paper. The Captain's Log was first printed on heavy, white paper, but has been printed on newsprint for at least twenty years.

General Policy

Office Key Access

Only editorial board members will have office key access. Interns will be given access during the semester that their internship occurs. Other staff members, such as those that wish to hold office hours, may be given access with permission from the Editorial board.

Computer Access

E-board members will be assigned a computer. Interns and other staff members will be given computer access with e-board permission. No non-staff individual will have computer access without e-board permission. Passwords for the computers can only be changed by the Editor in Chief or the Online Editor.

Photography Equipment Access

Access to the photography equipment cabinet will only be granted by the Photography Editor. Any individual who is granted permission to use this equipment will follow all policies of the Photography Editor.

Complaints Against Staff

Complaints against a reporter will be directed to his/her direct section editor. If the problem is not rectified in a timely manner, the complaints will be forwarded to the Editor in Chief and addressed accordingly.

Drug Policy

No imbibing of alcohol, smoking or the use of illegal drugs will be permitted in the office or while performing Captain's Log duties.

Mail Policy

Mail addressed to a specific editor is to be opened by that editor only. Mail addressed to the Captain's Log may be opened by any editor and then directed to the appropriate editor.

Phone Policy

E-board members have unrestricted access at all times to make business related calls. Calls not related to Captain's Log business should be limited to 10 minutes during business hours and should not be long distance. Staff and interns may use the office phone for Captain's Log purposes only unless otherwise authorized by an e-board member.

Recorder Policy

Voice recorders and similar reporting equipment will be maintained by the News Editor and Business Manager, who may grant permission to use this equipment.

Fax Policy

E-board members may use the fax machine for business purposes at any time. Staff and interns may use the fax machine with permission from the e-board. Personal use of the fax machine will be avoided. No questionable material should be sent via the Captain's Log fax.

E-mail Policy

E-board members may use the Captain's Log e-mail account for business purposes. Personal use shall be avoided. No questionable material should be sent via The Captain's Log e-mail account. Only the Editor in Chief and the Online Editor may change the password.

Staff Manual Revision

The editorial board can revise this manual any time it is deemed necessary. Each member will have a chance to participate in the discussion and the revision will be made only after a majority decision has been reached.

Personnel Policy

Equal Opportunity Employer

All students at Christopher Newport University are eligible to contribute to The Captain's Log. After meeting established requirements, contributing members may apply to become staff members. The Captain's Log does not discriminate on the basis of race, gender, color, age, religion, veteran status, national origin, disability, sexual orientation or political affiliation.

Staff Requirements

A cumulative GPA of 2.0 must be maintained at all times by all staff members. Those who fail to do so will be allowed to remain on staff for a probationary period until the student can bring their GPA back up to the above named minimum. If the student reached the minimum requirement, he or she can be reinstated as a staff member. If the student, while on probation, again fails to meet the GPA requirement, the student will be forced to resign from the newspaper.

All paid staff members must have a 2.25 cumulative GPA at the time of hiring and maintain a 2.0 throughout their employment.

At the time of the application and within the first week of each semester all staff members will be asked to submit a copy of their transcript to the Editor in Chief to establish that the student is in compliance with The Captain's Log policy.

Non-active members of The Captain's Log are entitled to make any contributions, with the Editor in Chief having the final word pertaining to the content of the newspaper.

Intern Policy

Students accepted into The Captain's Log internship participate in one semester's worth of work. Each intern will meet with the Editor in Chief at the onset of their internship to determine their office hours, assigned to a department or rotation and corresponding editor(s). Interns may choose to be assigned to specific sections or departments of The Captain's Log, including:

- Business and Advertising
- Photography and Graphics
- Layout and Design
- Copy Desk
- Online
- Arts + Entertainment
- Sports
- News

Intern duties will always include:

- Office hours
- Attendance of critiques and staff meetings
- Fulfillment of assignments
- Maintenance of intern logs

Intern Duties may include:

- Out of office reporting, writing and photography assignments
- Layout night copy-editing, layout, photography and graphics work, etc.
- Advertising and Business training, filing and calling

Grading

Although the faculty advisor determines the grade which the intern receives at the end of their internship, the Editor in Chief will make grade recommendations based on attendance of required meetings, maintenance of intern logs, fulfillment of assignments, improvement and educational growth, effort, responsibility and overall achievement.

Code of Conduct

While performing duties for The Captain's Log, all staff should act in a professional manner. When covering an event or conducting an interview, staff members should dress accordingly. No staff members may speak for the newspaper in an official capacity other than the Editor in Chief.

Conflict of Interest

The Captain's Log will make every effort to avoid conflict of interests or the appearance of conflict of interests.

Staff members may not:

- Accept gifts from news sources
- Accept free trips
- Seek or accept preferential treatment that might be obtained because of the position a staff member holds

Staff members will avoid active involvement in any partisan cause-politics, community affairs, advocacy for social reform and demonstrations that could compromise or be perceived to compromise their ability to report and edit fairly.

Staff members of The Captain's Log may not be involved with the Student Government Association.

Outside Employment

Staff members may not be employed by organizations in which their position could appear to be in conflict of interest with their duties at The Captain's Log.

Staff members may intern at newspapers or other news outlets while they are developing their professional abilities. Staff members may also accept employment at other news outlets but should discuss this with the Editor in Chief, who has final say over the matter.

Evaluations

All staff will be evaluated at the end of each semester by their section editor and the Editor in Chief. Evaluations will be kept on file by the Editor in Chief. Staff will evaluate editors and the paper at the end of every semester. Editors will evaluate the paper, themselves and their editors at the end of every semester.

Evaluations Process:

- Section editors give the Editor in Chief a written statement of their expectations of their writers
- Section Editors will go over their expectations with writers
- Writers sign expectation sheet (serves as a contract)
- The Editor in Chief keeps all signed contracts
- The Editor in Chief meets with sections editors each week to make sure writers are fulfilling their duties
- The Editor in Chief uses the expectations sheets to meet with writers each week and to create evaluations for the end of the semester.
- The Editor in Chief will make the final decisions, based on the evaluations, on whether or not the status of the individual in question will be revoked

Section editors create expectation sheets for themselves. These must be turned in to the Editor in Chief, who can add to it as he or she sees fit.

Suspension and Dismissal of Staff Members

A 'staff member' is any individual, paid or unpaid, that contributes to The Captain's Log.

Suspension

If a contributor fails to meet the requirements of their position outlines by their section editor and The Captain's Log handbook, that contributor will be suspended from contributing to the Captain's Log for no less than two weeks and up to one full semester.

Contributors may only be suspended by the section editor with the written approval of the Editor in Chief. A written statement by the section editor(s) explaining the reason(s) for the suspension will be filed, (Along with the Editor in Chief's recommendation) in a file assigned to that contributor, to be reviewed upon the date of re-admittance or removal from The Captain's Log.

Contributors may not be dismissed from The Captain's Log on the basis of opinion. Reasons for dismissal include, but are not limited to: missed deadlines, libel, slander, misrepresentation, disorderly conduct, failure to obey protocol, misuse of equipment, derogatory or inflammatory remarks, plagiarism (intended or unintended), or lack of adherence to the codes set forth in The Captain's Log handbook.

Ignorance of rules set forth will not be seen as a justifiable reason for incorrect behavior. The Editor in Chief retains the right to amend and interpret reasons for suspension as seen fit.

Dismissal

Upon review of the suspended party's file, a written statement and interview will be necessary to determine the appropriate action. Contributors may be given second chances if deemed available and proper, but The Captain's Log retains the right to dismiss contributors whose actions are deemed irreprehensible or inexcusable.

Upon the second offense, any contributor will be dismissed from The Captain's Log, and will not be allowed back during the current Editor in Chief's tenure.

Contributors may not be dismissed from The Captain's Log on the basis of opinion. Reasons for dismissal include, but are not limited to: missed deadlines, libel, slander, misrepresentation, disorderly conduct, failure to obey protocol, misuse of equipment, derogatory or inflammatory remarks, plagiarism (intended or unintended), or a lack of adherence to the codes set forth in The Captain's Log handbook.

Ignorance of the rules set forth will not be seen as a justifiable reason for incorrect behavior. The Editor in Chief retains the right to amend and interpret reasons for dismissal as seen fit.

Suspension and Removal of the Editor in Chief

Suspension and removal of the Editor in Chief must be by unanimous consent of all editorial board members. A written statement must then be forwarded to the faculty advisor to The Captain's Log, and then forwarded to the Student Media Board. Because the Student Media Board hires the Editor in Chief, the Student Media Board has the responsibility of suspending or removing the Editor in Chief.

It is here stated that the current Editor in Chief, and all subsequent individuals, will adhere to this code: whereas, if there is an unanimous consent of the editorial board to suspend or remove the presiding Editor in Chief, said Editor in Chief will step down from office upon the instruction from the faculty advisor and the Student Media Board.

If an Editor in Chief is removed, it is the Student Media Board's responsibility to search for an individual to replace him or her.

Editorial Board Resignations

Any editorial board member can choose to resign from his or her position. A written statement of explanation must be submitted to the Editor in Chief at least two weeks prior to that member stepping down. Two weeks are necessary for the individual to assist in searching for and training a replacement.

All statements of resignation will be filed with the Editor in Chief. If the individual in question wishes to resume their work with The Captain's Log, the statement must be reviewed before the individual can return. This is to ensure that the original reason for resigning will not affect the contribution of the returning individual.

Stipend/Salary

The Editor in Chief shall have all final decision-making power on the amount of stipends each editorial board member receives. The decision will be based upon the individual's responsibility, talent, ability to meet deadlines and willingness/ability to work with the editor in chief and other staff members.

The paid staff of The Captain's Log shall consist of the following editors: the Editor in Chief, the News editor, the Arts + Entertainment editor, the Sports editor, the Copy editor, the Photography editor, the Design and Layout manager, the Business and Advertising manager and the Online Manager.

Editorial Policy

Editorial Staff

The editing staff shall consist of the Editor in Chief, the News editor, the Arts + Entertainment editor, the Sports editor, the Copy editor, the Photography editor, the Design and Layout manager, the Business and Advertising manager and the Online Manager.

The Editor in Chief shall have a term existing from the start of his or her appointment until s/he resigns or is replaced by the Student Media Board. The SMB shall constitute the decision-making body as to the hiring of the Editor in Chief and shall meet when deemed necessary to fill the position of Editor in Chief. The hiring body of the board shall consist of The Captain's Log faculty advisor, the outgoing Editor in Chief and the voting members of the SMB, including three full-time students and two full-time faculty members at large. Refer to the SMB charter for details. The Editor in Chief is responsible for hiring the various members of the editing staff before the next year.

All editors shall recruit assistants during the first semester of work. The editors will work with the Editor in Chief to establish job descriptions and responsibilities for the assistants; assistants will not be paid. Their role is to learn/train for what will be expected of them should they apply for the editing positions in the following years. The Editor in Chief has final say on whether an individual can be hired.

Job Descriptions

Editor in Chief

- Oversees all functions of the newspaper
- Upholds the policies of The Captain's Log in accordance with the staff manual
- Is ultimately responsible for anything printed in the newspaper
- Has final say over what goes in and out of the paper
- Hires, fires and managed the editing staff
- Keeps a sharp eye for leads
- Writes the weekly editorial, "Where We Stand"
- Heads all editorial board meetings
- Responds to inquiries involving errors and corrections
- Picks the content for the World + Nation and Food + Health sections if there are no presiding editors for those sections
- Checks all copy for libel, defamation and indecency
- Manages The Captain's Log budget and reports to the Student Media Board
- Attends campus-wide events and meetings to keep a hand on the pulse of campus
- Judges what the university community needs to know the most, while having an open ear for what the community wants to know the most
- Fully critiques the printed edition and offers suggestions for improvement
- Protects all components of the newspaper from things that challenge their existence
- Oversees and approves all finances, including advertising rates, purchases, stipend structure and budgeting
- Hold a cumulative GPA of 2.25 at the outset of the position and maintains a 2.0 cumulative GPA for the remainder of the year—resignation is necessary if unable to meet the academic requirement
- Orients new staff members in accordance to procedure and newspaper policy
- Occasionally speaks to readers, professors and administrators to gauge reader demand and assure accurate and adequate coverage
- Maintains close communication with fellow editors
- Amends and updates policies and codes in The Captain's Log staff manual
- Performs additional duties, within reason, that will contribute to the newspapers quality

News Editor

- Upholds the policies of The Captain's Log in accordance with the staff manual
- Holds office hours
- Assists with ensuring the newspaper is completed by deadline
- Reads and edits every news story to check for accuracy of facts and structure
- Gradually compiles news and features as a cushion against future emergencies
- Sets deadlines for the news section and properly deals with those who do not meet those deadlines, within the guidance of the Editor in Chief
- Develops a beat system for news writers
- Develops contacts with those within and without the university as necessary
- Attains knowledge of University policy and procedure
- Develops the news budget for each week
- Works with the Editor in Chief to ensure accurate coverage of the University's demographics
- Updates Editor in Chief with the weekly news budget before budget meetings
- Meets with the Design and Layout Manager and the Photography Editor weekly to plan the photography and layout for the next issue
- Works with the Editor in Chief to hire an assistant news editor and construct duties for that position
- Attends all editorial board meetings and assists with the Where We Stand

- Maintains a news desk in the Captain's Log office with appropriate news files, leads, and weekly budget
- Reads the proofs for section editors
- Fully critiques the printed edition and offers suggestions for improvement
- Works with the online editor for online exclusives and special features
- Holds a cumulative GPA of 2.25 at the outset of the position and maintains a 2.0 cumulative GPA for the remainder of the year—resignation necessary if unable to meet the academic requirement
- Orients new news sections writers to that department's procedures
- Occasionally speaks to readers, professors and administrators to gauge reader demand and assure accurate and adequate coverage
- Maintains close communication with fellow editors
- Takes responsibility for making sure that the Editor in Chief is following the policies and procedures of the staff manual.
- Work with the Editor in Chief to amend and maintain policies and procedures for the News department
- Performs additional duties, within reason and approved by the Editor in Chief, that will contribute to the newspaper's quality

News Assistant

- Makes the News Editor aware of possible story ideas
- Keeps a sharp eye out for leads
- Fills in for the News Editor on the occasions in which the News Editor is unable to fulfill his or her duties
- Assists with final page proofs when possible
- Writes stories that build extensive and various journalism experience
- Fields questions from news writers on that department's procedures and style, with the assistance of the News Editor and the Editor in Chief
- Completes 2 to 4 News Briefs for the print edition

Design and Layout Manager

- Upholds the policies of The Captain's Log in accordance with the staff manual
- Holds weekly office hours
- Assists with ensuring the newspaper is completed on time
- Attends Editorial board meetings
- Layout the news section and the Diversions page every week
- Maintains the design of the newspaper throughout the year and helps to redesign, with approval of the Editor in Chief
- Work closely with the News Editor each week to understand the desired placement of stories
- Work closely with the Photography Editor each week to understand the desired placement of photography within stories
- Assists with and offers advice for the layout of other sections of the newspaper
- Meets with the Advertising and Business Manager on a weekly basis to discuss the placement of advertising before layout night
- Write headline, deks, captions and pull-out quotes on layout night, prior to final approval of the Copy Editor and the Editor in Chief
- Ensure that all columns are properly aligned, and proper spacing (1 pica) is shown throughout the newspaper
- Takes full responsibility for the front section layout
- Assists the Editor in Chief with layout and design ideas
- Works with the Editor in Chief to hire an assistant layout editor and construct responsibilities for that position
- Save every five or ten minutes to prevent a major loss in time to a computer crash
- Fully critiques the printed edition and offers suggestions for improvements
- Work with the Editor in Chief to amend and maintain policies and procedures for the Layout Department
- Performs additional duties, within reason and approved by the Editor in Chief, that will contribute to the newspaper's quality

Photography Editor

- Upholds the policies of The Captain's Log in accordance with the staff manual
- Holds weekly office hours
- Assists with ensuring the paper is completed on time
- Attends all editorial board meetings
- Attends budget meetings to assign a photography budget
- Manages and keeps in close contact with photographers and photography assignments for each section every week
- Meets with the section editors to coordinate photography for the week
- Meets with the Layout Manager to plan the layout of photography on the pages
- Edits images for contrast, color and other details
- Orients new photographers to the policies of The Captain's Log and the photography policies
- Maintains close contact with fellow editors
- Brainstorms ideas of creative uses of photography
- Gradually compiles photographs in an archive
- Sets deadlines, and properly deals with photographers who do not meet those deadline
- Works with the Editor in Chief to hire an assistant photography editor and construct responsibilities for that position
- Delineates the policy for checking out cameras and equipment for use on assignments
- Holds a cumulative GPA of 2.25 at the outset of the position and maintains a 2.0 cumulative GPA for the remainder of the year—resignation necessary if unable to meet the academic requirement
- Fully critiques the printed edition and offers suggestions for improvements
- Work with the Editor in Chief to amend and maintain policies and procedures for the Photography department
- Performs additional duties, within reason and approved by the Editor in Chief, that will contribute to the newspaper's quality

Business and Advertising Manager

- Upholds the policies of The Captain's Log in accordance with the staff manual
- Holds weekly office hours
- Orients new business assistants in accordance to procedure and newspaper policy
- Assists the Editor in Chief to prepare the yearly budget to be presented to the Student Media Board
- Keeps accurate and complete financial records
- Attends all editorial board meetings
- Coordinates assigning the duties of newspaper
- Procures advertisements for each week's newspaper
- Works with the national advertising agency to generate national ads
- Bills all advertisers and sends tear sheets when necessary
- Deposits advertising money into the Captain's Log profit account
- Makes the necessary changes to ad rates for the following year
- Organizes and manages the annual Captain's Log journalism conference
- Maintains control over inventory of production supplies and orders replacements
- Holds a cumulative GPA of 2.25 at the outset of the position and maintains a 2.0 cumulative GPA for the remainder of the year—resignation necessary if unable to meet the academic requirement
- Takes responsibility for making sure that the Editor in Chief is following the policies and procedures of the staff manual.
- Work with the Editor in Chief to amend and maintain policies and procedures for the Business and Advertising department
- Performs additional duties, within reason and approved by the Editor in Chief, that will contribute to the newspaper's quality

Copy Editor

- Upholds the policies of The Captain's Log in accordance with the staff manual
- Holds weekly office hours
- Attends editorial board meetings
- Responsible for checking all articles for news value, content, cohesion, clarity, grammar, punctuation, syn-

tax, spelling and style

- If there are major problems in clarity, cohesion, accuracy, attribution, or missing information, the copy should be returned to the section editor for editing
- Reviews the AP style manual while editing copy throughout the year
- Maintains communications with the section editors over the status of stories that need editing weekly
- Orients new copy editors in accordance to procedure and newspaper policy
- Works with the Editor in Chief to hire an assistant copy editor and construct responsibilities for that position
- Works to develop style for The Captain's Log, with final approval of the Editor in Chief
- Fully critiques the printed edition and offers suggestions for improvement
- Holds a cumulative GPA of 2.25 at the outset of the position and maintains a 2.0 cumulative GPA for the remainder of the year—resignation necessary if unable to meet the academic requirement
- Takes responsibility for making sure that the Editor in Chief is following the policies and procedures of the staff manual.
- Work with the Editor in Chief to amend and maintain policies and procedures for the Copy Editing department
- Performs any additional duties, within reason and with approval of the Editor in Chief, that will contribute to the newspaper's quality

Arts + Entertainment Editor

- Upholds the policies of The Captain's Log in accordance with the staff manual
- Holds weekly office hours
- Attends Editorial Board meetings
- Attends budget meetings to assign Arts + Entertainment stories
- Works with the Photography Editor to coordinate story art
- Layout the entertainment section each week
- Works with the Editor in Chief to hire and arts + entertainment assistant editor and create duties for the position
- Holds a cumulative GPA of 2.25 at the outset of the position and maintains a 2.0 cumulative GPA for the remainder of the year—resignation necessary if unable to meet the academic requirement
- Fully critiques the printed edition and offers suggestions for improvement
- Gradually compiles stories as a cushion against future emergencies
- Orients new arts and entertainment writers to procedure and newspaper policies
- Occasionally speaks to readers, professors and administrators to gauge reader demand and assure accurate and adequate coverage
- Maintains close communication with fellow editors
- Work with the Editor in Chief to amend and maintain policies and procedures for the Arts + Entertainment section
- Performs any additional duties, within reason and with approval of the Editor in Chief, that will contribute to the newspaper's quality

Sports Editor

- Upholds the policies of The Captain's Log in accordance with the staff manual
- Holds weekly office hours
- Attends Editorial Board meetings
- Attends budget meetings to assign sports stories
- Works with the Photography Editor to coordinate story art
- Makes sure that all sports receive equal and adequate coverage in the newspaper
- Covers games when reporters are unable to do so.
- Layout the sports section each week
- Work with the Editor in Chief to hire and assistant sports editor and create duties for the position
- Holds a cumulative GPA of 2.25 at the outset of the position and maintains a 2.0 cumulative GPA for the remainder of the year—resignation necessary if unable to meet the academic requirement
- Fully critiques the printed edition and offers suggestions for improvement
- Orients new sports writers to procedure and newspaper policies
- Occasionally speaks to readers, professors and administrators to gauge reader demand and assure accurate

and adequate coverage

- Maintains close communication with fellow editors
- Work with the Editor in Chief to amend and maintain policies and procedures for the Sports section
- Performs any additional duties, within reason and with approval of the Editor in Chief, that will contribute to the newspaper's quality

Online Editor

- Upholds the policies of The Captain's Log in accordance with the staff manual
- Holds weekly office hours
- Attends Editorial Board meetings
- Orients new online assistants to procedure and newspaper policy
- Maintains close contact with section editors for online content
- Post the online edition by Tuesday evening
- Work with the Editor in Chief to amend and maintain policies and procedures for the online edition, online advertising and construction of the online archive
- Work with the Editor in Chief to hire and assistant online editor and create duties for the position
- Holds a cumulative GPA of 2.25 at the outset of the position and maintains a 2.0 cumulative GPA for the remainder of the year—resignation necessary if unable to meet the academic requirement
- Occasionally speaks to readers, professors and administrators to gauge reader demand and assure accurate and adequate coverage
- Maintains close communication with fellow editors
- Performs any additional duties, within reason and with approval of the Editor in Chief, that will contribute to the newspaper's quality

Letters to the Editor

Letters must include the author's name, telephone, year and title, if appropriate. Letters to the editor can be submitted by anyone—students, faculty members, staff members, administrators, university affiliates, Newport News residents, etc. Unsigned letters are never printed. We will print letters that are requested to be anonymous, but we must have a name to check the facts before we can print information. No more than two signatures will be printed, unless approved by the Editor in Chief, and no letter can be attributed to an organization as a whole. Captain's Log staff members cannot submit letters to the editor.

Letters can be brought to our office or e-mailed, in an attached word document or rich text file, to desk@thecaptainslog.org.

Staff Meeting Attendance

Staff members are required to attend editorial board meetings and budget meetings unless the Editor in Chief is notified ahead of time.

News Department Policy

Deadlines

Rough Draft: Thursday @ 5 p.m.

Final: Friday @ 5 p.m.

All deadlines must be met unless the News Editor is notified ahead of time

Interviewing

Prior to the beginning of an interview, reporters MUST identify themselves as workers for The Captain's Log, which indicates that all comments are on the record.

Reporters must inform the Press Secretary of planned interviews. Faculty, administration and staff members are not authorized to speak to The Captain's Log without s/he's permission.

Accuracy

Reporters will always verify the accuracy of their quotes after the completion of the interview. All facts, figures and quotes must be verified, once by reporters and once by the specific editor of the section. All writers must include contact information at the ends of all stories so that editors may contact sources cited.

The Captain's Log office has two digital voice recorders available for use during The Captain's Log related interviews. If a reporter wishes to use this device he or she must first gain permission from the interviewee.

Calling at Home

Reporters can call key university officials at home or late at night only if absolutely necessary.

Names and Identification

Charged/Convicted

To provide stories that are fully informative, the names of suspects identified by the police or those charged with crimes are printed. Persons who have been convicted will also be named.

Victims

To avoid further public injury, the victims of assaults are not named.

Sources and Citations

Anonymity

Reporters can quote sources without naming them in their stories only if they know the sources' names, and only if the sources offer firsthand knowledge of an event or conversation. Sources who offer information cannot be quoted if they refuse to give their true identities to The Captain's Log and cannot offer a sufficient explanation as to why they do not want their names to appear in the paper. Sources who make legitimate requests that their names not be used and offer important information may be cited anonymously. Their true identities will not be revealed to the outside community. The editor in chief shall make all final decisions as to the validity of a request for anonymity.

On/Off the Record

Any information a source gives while speaking "on the record" can be cited or used in a news story. Information gathered from sources that explicitly say all or part of an interview is "off the record" cannot be attributed to that source, given that the reporter complies with his/her request ahead of time. A reporter may, however, use the off-the-record information when speaking to other sources without identifying the initial source. If those other sources confirm or give the same information as the initial source while speaking on the record, that information can then be used or cited in the story.

Contact

If a reporter repeatedly calls and leaves messages for a source during business hours without successfully making contact before deadline time, the reporter indicates the source "did not return phone calls." If a

reporter calls a source repeatedly after business hours without successfully making contact, the reporter indicates the source "could not be reached for comment by press time."

Number

Reporters must cite at least three sources in every news story.

Corrections

Corrections will be printed when the Captain's Log has made a significant spelling, typographical, reporting or editing error. The editor in chief shall speak directly to all parties requesting a correction, retraction or clarification. It is then at the discretion of the editor in chief whether to run the correction, retraction or clarification.

The Captain's Log will print all verified corrections, retractions and clarifications on Page Two as soon as possible after the contested story originally appeared. Such corrections, retractions and clarifications will include the headline of the original story, its date of publication and the correct information. Whenever possible, the reporter who made the mistake will write the correction or clarification. The editor in chief will write retractions.

The reporter who is initially responsible for the error will contact the person who requested a correction and provide an explanation/apology.

Photography, Layout and Design Policy

No experience is required; however, inexperienced photographers will be asked to attend a 20-minute training session. After three printed submissions in the Captain's Log, photographers will be invited to join as a staff photographer.

Staff photographers commit to one year with the Captain's Log, contributing on a weekly basis.

All submitted photos, whether printer or not, become property of the Captain's Log. Photos will not be returned. For contributing persons or organizations, credit will be given to the photographer or organization. Digital pictures must be submitted in color, with a minimum of 300 dpi, taken with a 3.2 mega-pixel camera (or higher).

Photographers may supply their own cameras or check out a camera from the Captain's Log. Digital SLR's may be checked out for a maximum of 4 hours, unless extended permission is granted. The Captain's Log uses digital SLR cameras which can be checked out according to the Photography Editor's policy.

All pictures must be submitted to the Photography Editor by 8 p.m. the Sunday night before the issue will be printed.

Photographers are responsible to provide caption information for all photos submitted to the Captain's Log. Caption information will be due when the photos are turned in.

In the event of extenuating circumstances, photographers must give a 24-hour notice in advance if he/she cannot cover an assigned photo.

Caption information must include the following: date, time, and location of the subject; full names of all persons photographed; class standing of all students; titles of all faculty, staff, guest speakers, etc.

Repeated failure to comply with these guidelines will result in termination with the Captain's Log.

Captions

No photos are ever run without a caption identifying the main person or people featured in the photo. Unless the photo size does not permit, students are identified with the name and title if applicable; faculty members are identified with their department names; students are identified with their class standing.

Credits

Posed pictures will be labeled in the credit as Photo Illustration and will be used for graphical artwork to present the general concept of a story. Aside from photo illustrations and portraits, all photographs are candid shots.

Photo credits always appear in letters at the lower right-hand corner of the photograph. They are mandatory for any photograph that is printed in the newspaper.

Photos taken within a month of publication or from the most recent sporting event are credited with the photographer's name and the Captain's Log name. Photos more than a week old or from a game 10 days earlier are credited with the photographer's name and Captains Log file photo. File photos taken by current editors and former Captain's Log staff members are credited only as File Photos. All photos are credited, except thumbnails.

Photo Features

The editor and photographer selectively and rarely choose photo essays, also known as collections of photos presented to illustrate a theme.

Once in a while, a human-interest photo appears in the front section. The photo, boxed separately from all other elements of the page, is not related to any news story on the front page but may be related to an inside story. This is typically referred to as "freak art."

Photo Use

Distortion—All published photos are accurate representations of reality. Photo techniques that distort the image will be identified in the caption. Ideally, published photos will be in focus, adequately exposed and free of glaring scratches or imperfections.

Those who request that their photograph not be taken or used are honored unless they are public figures or are participating in public events or newsworthy actions.

Timeliness—Whenever possible, photos should be taken the day the event occurs. It is always preferable to take and publish recent photos rather than older photos. Old or file photos are used only when it is otherwise impossible or inconvenient to use a more recent photo. If a current high-quality photo is not available, the most recent and most relevant photo will be used.

Photo Reproduction

Reprints—Purchased prints authorize the buyer to publish each print once with credit to both the photographer and the Captain's Log.

Rights—All photos taken for the Captain's Log, like all other original works, are the property of the Captain's Log. Reproduction of such materials requires the express written permission of the editor in chief.

Online Photo Policy

Photos may be taken off the Internet if they can be downloaded from www.mctcampus.com. Photos taken from MCT Campus must be credited by giving the photographer's name, followed by "MCT". Example: Chuck Kennedy/MCT.

All other photos must have the express permission of the Webmaster, or they may not be used. Photos with permission must be credited by saying, "Photo courtesy of," followed by the name of the website and/or Webmaster in italics. Example: Photo courtesy of *www.homestarrunner.com*

Copy Desk Policy

Editing

Process—Every story appearing in the Captain's Log has been edited by a department editor for content and style, a copy editor for spelling and grammatical errors and the editor in chief for libel, in that exact order. All columns and letters to the editor are edited by the editor in chief for Captain's Log style. Members of the editing staff check the work of other editors and enter all changes into the computer system. The extensive editing process is intended to prevent all mistakes of grammar, accuracy and omission.

References—The Captain's Log follows the Associated Press stylebook in all references to race, ethnicity, sexual orientation and national origin. The most recent edition of the AP stylebook shall be used in all places not overseen by the Captain's Log style manual.

Sports Department Policy

The need for up-to-date, reliable sports news has grown increasingly over the past decade, and The Captain's Log is no different. It must provide that which its readers demand.

The sports editor for the Captain's Log has many responsibilities. The editor assigns stories, editors them for length, and lays out the entire Sports section. Because there is simply not enough room to cover every game in depth, it's the responsibility of the editor to choose which games to cover for the week.

The editor, when assigning stories, should take several things into account:

- Is any one team doing exceptionally well this season?
- Is there any big game against a rival this week?
- Has any one team not received its due attention in the Captain's Log?

It is the responsibility of the editor to make sure that all facets of sports life are covered from week to week. As mentioned, not every sporting event can be covered in depth, but every score for the week should be inserted somewhere in the spread.

Reporters, while on assignment, must remember that they are acting in an official capacity for the newspaper and should act and dress accordingly. Obviously, reporters covering a game need not dress in their "Sunday Best," but should refrain from wearing explicit clothing.

Deadlines are a needed component to any news organization. It is the responsibility of the individual writer to insure that their work is in on time, before the deadline. It is the responsibility of the editor to make sure that the deadline is reasonable. Captain's Log sports writers should have their work in to the sports editor the day after the event takes place. The exception to this rule is if the event takes place on a Sunday, the writer should then have his or her work into the editor by Sunday night. These are necessary deadlines to ensure that the editing functions of the paper go along smoothly and quickly.

All articles e-mailed from sportswriters should be sent to The Captain's Log e-mail address (desk@thecaptainslog.org), not to the sports editor's e-mail address.

A+E Department Policy

This section of the paper is devoted to covering all of the arts, entertainment and pop culture, both on and off campus.

The Arts + Entertainment editor of The Captain's Log is responsible for assigning stories, editing them and laying out the entire Arts + Entertainment section.

The editor also puts together an upcoming events calendar for concerts, shows, plays and more that will be coming to the CNU campus and Hampton Roads area. The A+E editor also keeps contact with the other club presidents about events planned for the semesters, along with any other media bodies on campus.

Deadlines

Because so many of the articles in arts and entertainment involve event coverage, deadlines are adaptable. The general deadline for articles not involving event coverage is Fridays at 5 p.m. For events, the article should be filed within a day of the event. In some cases articles will need to be filed hours after the event. If an event takes place on a Sunday, the article is due Sunday night.

Length

Articles should always be 500 words at a minimum and should never exceed 1500 words, unless otherwise instructed by the A+E editor.

Source Attribution

All sources should be attributed in case a fact check is necessary. All stories should contain quotes from at least three people.

Reviews

A review tells only the opinion of the reviewer and receives a normal byline, but includes an information box about the reviewed object. Writing a review is a privilege. Staff members who write reviews must be covering news on a consistent basis.

All articles should be emailed to The Captain's Log email account at desk@thecaptainslog.org.

Online Policy

The Captain's Log online edition follows all general policies except where otherwise noted.

- Student-produced portions of the most recent print version appear in the online version. Courtesy photographs appear as well.
- Elements in the online edition are different from those in the print version. Stories, headlines and captions are not cut for space considerations, and photographs appear in color.
- In addition, the online edition carries special stories that do not occur in the print edition. That way, the newspaper can serve its readers with timely information that may not have been able to make it in the most recent print edition.
- The online edition is developed and maintained by the online editor, who is overseen by the managing editor. Final authority over all content on the online edition rests with the editor in chief.

Online Services

- In addition to the day's issue, the Captain's Log online edition offers several information services. Archives of past issues are available from September 1999. The masthead, advertising rates and policies are also displayed online. Statistical information that is too extensive to be placed in the print edition is displayed in the Captain's Log online edition as well.
- The online edition may feature links to several external Web sites such as other online publications for the benefit of its users. The newspaper is not responsible for the content of any Web sites linked from the Captain's Log online edition.

- The online edition is installed on the World Wide Web after the printed edition and distribution. The online edition will often be updated through the week as well, with exclusive content.

Business and Advertising Dept. Policy

Business

The advertising and business manager shall be responsible for the day-to-day management of the Captain's Log's finances. All purchases and sales must go through the advertising and business manager. The advertising and business manager shall submit a full and total summarization of the newspaper's finances to the editor in chief when requested.

Advertisements

The advertising and business manager decides the placement of all display advertisements in the Captain's Log. Larger advertisements generally are placed on the outside of the page. The Captain's Log copy takes precedence over advertisements. All advertising shall be placed on the pages no later than three days before the layout of the newspaper. The editor in chief has final say concerning advertising procedure. Prepayment of an advertisement does not guarantee publication because all advertising is subject to review by the advertising and business manager and the editor in chief. The Captain's Log reserves the right to refuse any advertisement, including inserts, or to label any ad that does not identify its sponsor clearly as "Advertisement." The Captain's Log reserves the right to adjust advertising rates within 30 days notice. The Captain's Log is not responsible for materials submitted for use in ad production unless given prior instruction for return when submitted.

Corrections

Adjustments for material errors or omissions will be made at the discretion of the advertising and business manager. No adjustments will be made unless the error or omission is reported to the advertising and business manager within two weeks of the ad's publication. Liability for adjustments is limited to the cost of the advertisement. The Captain's Log is not liable for printed error. Changes in advertisement copy must be made prior to the advertising deadline.

Cancellations

All cancellations must be made prior to the advertising deadline. Advertisements canceled after that time will be charged the full cost of the ad. There is no refund for canceled classified ads.

The advertiser assumes all liability for any ad it places in the Captain's Log and agrees to hold the Captain's Log and its agents harmless for the content of all advertising authorized for publication, including any photograph, likeness, name, logo, trademark, representation or any other material the advertiser provides.

Role of the Adviser

The following section is taken from the College Media Advisers' webpage at www.collegemedia.com.

CMA's Code of Ethical Behavior

The advisor is a journalist, educator and manager who is, above all, a role model. Because of this, the advisor must be beyond reproach with regards to personal and professional ethical behavior; should encourage the student media advised to formulate, adhere to and publicize an organizational code of ethics; and ensure that neither the medium, its staff nor the adviser enter into the situations which would jeopardize the public's trust in and reliance on the medium as a fair and balanced source of news and analysis.

The Adviser's Professional Code

Freedom of expression and debate by means of a free and vigorous student media are essential to the effectiveness of an educational community in a democratic society. This implies the obligation of the student media to provide a forum for the expression of opinion – not only those opinions differing from established university or administrative policy, but those at odds with the media staff beliefs or opinions as well.

Student media must be free from all forms of external interference designed to regulate its content, including confiscation of its products or broadcasts; suspension of publication or transmission; academic personal or budgetary sanctions; arbitrary removal of staff members or faculty; or threats to the existence of student publication or broadcast outlets. In public institutions, the law is quite clear on guaranteeing broad freedom of expression to the students. In private institutions, media advisers should aid in developing governing documents and working with administrative guidelines which foster a free and open atmosphere for students involved in campus media work, if such freedoms do not currently exist.

Students should be made mindful of their obligations to avoid real and apparent conflicts of interest. They must be held to clear local policies in that regard.

Advisers, in addition to adhering to their code of ethics, should encourage the media they advise to have established and published codes that apply to the students staffs and conform to nationally established and accepted journalistic norms regarding professional behavior, conflict of interest, acceptance of gifts and services, honesty and integrity.

Advisers, in these roles as professionals, must ensure that they have or gain the skills and educations requisite to teach all aspects of the media they advise.

The Adviser's Personal Code

The ultimate goal of the student media adviser is to mold, preserve and protect an ethical and educational environment in which excellent communication skills and sound journalistic practice will be learned and practiced by students. There should never be an instance where an adviser maximizes quality by minimizing learning. Student media should always consist of student work.

Faculty, staff and other non-students who assume advisory roles with student media must remain aware of their obligation to defend and teach without censoring, editing, directing or producing. It should not be the media adviser's role to modify student writing or broadcasts, for it robs student journalists of educational opportunity and could severely damage their rights to free expression. Advisers to student media must demonstrate a firm dedication to accuracy, fairness, facts and honesty in all content of the medium.

S

ince there is no clear line between student media content and student media operations, ethical prohibitions against interference in content also apply to interference in student media operations in areas such as story assignments, decisions on inclusion or exclusion of content, staff selection, source selection, news and advertising acceptability standards, and most budgetary decisions. Using arbitrary policies, production guidelines and financial constraints to limit student decision making is no more ethical than rewriting or changing editorial content or influencing the physical appearance of media.

Advisers should be keenly aware of the potential for conflict of interest between their teaching/advising duties and their roles as university staff members and private citizens. It is vital that they avoid not only actually but apparent conflicts of interest. The publicity interests of the university and the news goals of the student media are often incompatible. Advisers should be aware of becoming the publicity focus of organizations to which they belong or for activities in which they are participating.

Advisers cannot expect student staff to respect their own ethical guidelines if advisers believe themselves exempt from strict ethical behavior. The requirements for ethical behavior extend to all operations for student media, not just the news or information function.

Perceptions of favoritism in the purchasing of services and equipment or granting of contracts can be just as damaging to credibility as perceived favoritism in news judgment. This is particularly true when offers

of unrelated equipment or services are made in return for giving business to vendors. A clear policy that applies to all members of the student media operation should be communicated to all potential vendors.

The Adviser's Obligations

Membership in College Media Advisers, Inc. signifies acceptance of this code and a willingness to abide by its tenets. The organization will support those members who adhere to this code and thereby become victims of pressure or negative action from university administrators. This may involve formal censure of the offending institution of higher education.

Libel Policy*

A Libel Detection System

A Method for Writing and Reporting Aggressively, Fairly and Safely

Libel is defamation, which is defined as: (1) a false statement about someone that (2) tends to bring the person into public hatred, contempt or ridicule or injures the person in his business or occupation.

Common misconceptions of libel are:

1. Balanced reporting is a defense against libel. Wrong. Just because you allow both sides to fully "vent," you are not immune from a defamation suit.
2. An accurate quotation will shield you. Wrong. If the source of the statement is not privileged, republishing the defamatory quote makes you just as liable as the person who made the statement.
3. Opinions are never libelous. Wrong. This is a little understood area of libel law because journalists automatically assume that opinion is neither true nor false and is protected free speech. A recent ruling of the Supreme Court, however, tries to protect the reputation of people who have been damaged by defamatory statements dressed up as opinion. In this view, opinions may be defamatory if the opinion reasonably can be interpreted as implying facts that are provably false. As an example, this is a protected opinion: "Jane appeared drunk, swaying down the street with a bottle in her hand." This, however, is not a protected opinion because it can be verified as true or false: "Jane is a drunk."
4. Defamation has to be explicit. Wrong. Juxtaposition of sentences and ideas may create defamatory content.

Also, to determine whether any statement is derogatory, put your name in the place of the central figure. Is this something you would want published about you? What care would you expect the newspaper to take in defining and describing you and your actions? Apply those standards to the person portrayed in a derogatory light in your story.

*The Virginian-Pilot provided these notes.

Another note for writing satire: public officials and figures have to prove you've attacked them with malice, knowing the information was false. When writing satire, remember that the courts have defined a defense known as rhetorical hyperbole, which says the content is not libelous if no reasonable person will actually believe it. John Schmitt of Texas State University calls it the "Yo'-mama's-so-fat clause."

Code of Ethics

Scope of This Code

This code applies to all editors, reporters, photographers, designers, editorial writers, researchers, and anyone whose work directly affects the content of the news paper, including those on leaves of absences.

Every staff member is expected to read the code carefully and adhere to it at all times. Should questions arise, consult with your editor. Lack of familiarity with this code will not excuse any violation of the code. This code is not an exhaustive compilation of all situations that may arise. It does not, however, exclude conflicts of interest that are not explicitly covered in this code.

The Captain's Log holds that its duty as an independent newspaper is to provide its readers with the information they need to be free and self-governing.

To fulfill this task (from Bill Kovach and Tom Rosentiel's "The Elements of Journalism"):

1. Journalism's first obligation is to the truth.
2. Its first loyalty is to its citizens.
3. Its essence is a discipline of verification.
4. Its practitioners must maintain an independence from those they cover.
5. It must serve as an independent monitor of power.
6. It must provide a forum for public criticism and compromise.
7. It must strive to make the significant interesting and relevant.
8. It must keep the news comprehensive and proportional.
9. Its practitioners must be allowed to exercise their personal conscience.

Truth

The first aim of every journalist should be to find the truth. This aim, however, goes beyond simply getting the facts right. As journalists are human beings, objectivity is an impracticable goal. Reporters should concern themselves less with objectivity as accuracy and fairness.

"Journalistic truth," as Kovach and Rosentiel put it, "is more than mere accuracy. It is a sorting-out process that develops between the initial story and the interactions among the public, newsmakers and journalists."

Loyalty to Citizens

"A commitment to citizens is more than professional egotism. It is the implied covenant with the public, which tells the audience that the movie reviews are straight, that the restaurant reviews are not influenced by who buys an ad, that the coverage is not self-interested or slanted for friends. The notion that those who report the news are not obstructed from digging up and telling truth – even at the expense of the owners' other financial interests – is a prerequisite of telling the news not only accurately but persuasively. It is the basis of why we as citizens believe a news organization. It is the source of its credibility. It is, in short, the franchise asset of the news company and those who work on it.

Thus people who gather the news are not like employees of other companies. They have a social obligation that can actually override their employers' immediate interests at times, and yet this obligation is the source of their employers' financial success," writes Kovach and Rosentiel.

This loyalty to citizens means that there must be an understanding between the news and business departments of the newspaper. Ad sales must never dominate news coverage and journalists retain the final say over all news coverage.

Verification

Reporters should strive to verify the information they are given by numerous sources and rigorously pursue that verification. These practices such as seeking multiple witnesses to a crime, providing as much information about sources as possible and asking many sides for comment are all practices of verification that should be employed.

Some principles of reporting provided by Kovach and Rosentiel are:

1. Never add anything that was not there before.
2. Never deceive the audience.
3. Be transparent as possible about your methods and motives.
4. Rely on your own original reporting.
5. Exercise humility.

Responsibility

The right of the newspaper to attract and hold readers is restricted by nothing but the consideration of public welfare. The use of a newspaper makes of the share of public attention it gains serve to determine its sense of responsibility, which is shared with every member of its staff. A journalist who uses his or her power for any selfish or otherwise unworthy purpose is faithless to a high trust.

Accuracy

Developed by David Yarnold, executive editor of the San Jose Mercury News, the following accuracy checklist should serve reporters as a guide to writing their stories.

- Is the lead of the story sufficiently supported?
- Has someone double-edited, called, or visited all the phone numbers, addresses, or Web addresses in the story? What about the names and titles?
- Is the background material required to understand the story complete?
- Are all the stakeholders in the story identified and have representatives from that side been contacted and given a chance to talk?
- Does the story pick sides or make subtle value judgments? Will some people like this story more than they should?
- Is anything missing?
- Are all quotes accurate and properly attributed, and do they capture what the person really meant?

Anonymous Sources

The use of anonymous sources will be avoided whenever possible. The only time information provided by an anonymous source will be used is when that information is not attainable from any other source and the source has a legitimate reason as to why they need to remain anonymous.

The Captain's Log maintains a strict policy that in the event that an anonymous source be used, the reporter will disclose the identity of the source to his or her editor and the Editor in Chief ultimately has the decision whether or not to use the information.

Ethics Code (adapted from The Code of Ethics of the Cavalier Daily, UVA)

1. The staff of The Captain's Log will not accept gifts, favors, free travel special treatment or privileges that would not generally be available to members of the public. Acceptance of these items could create conflicts of interest or the appearance of such and can compromise the integrity of student journalists and the paper itself.
2. Nothing of value should be exchanged for coverage, free advertising, or endorsements.
3. No staff member may use their position with The Captain's Log to gain personal advantage or to make inquiries for any other purpose than work for The Captain's Log.
4. No staff member may use information that has not yet been made public for personal gain.
5. No staff may threaten sources or promise favorable coverage or money in exchange for information.
6. All staff members must fully disclose their identity to all sources.
7. Reporters must obtain permission before recording sources.
8. All staff members must obey the law at all times. No reporter is above the law and no story can be legitimately obtained by breaking the law in order to gather information.
9. No staff member may hold office in any student political organization or University organization. Should a student hold office in any other organization, that student may not cover any story relating to that particular organization.
10. Press releases from student or university organizations must be verified before the information may be published.
11. The Captain's Log staff will work to assure that the University community's business is conducted in public and those public records are kept open to public inspection.
12. Staff members of The Captain's Log will protect the identity of confidential sources in the event that information from such a source is used in print.
13. Plagiarism will not be tolerated and is a violation that warrants dismissal from The Captain's Log.

*The Captain's Log
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