

Samish Indian Nation Newsletter Editorial Guidelines

Samish Tribal Code §2.1200

2.1200 PURPOSE

The Samish Indian Nation Newsletter is a community forum that serves the needs of the entire Samish community (general council members, Tribal council, committees, staff and administration).

§2.1201 GUIDELINES

(a) Length for feature articles should be no longer than one (1) double-spaced typed page. This would include articles of major interest to all tribal members (land purchases, legal victories, etc.) Letters to the editor and editorials should be no more than 300 words long. Announcements and informational entries should be 200 or fewer words.

(b) Pictures and illustrations may be submitted. They will be evaluated for content and may be used when appropriate.

(c) Include a title and subheads.

(d) Use a consistent font, preferably Times New Roman 11 point font, throughout the article.

(e) Use clear, straightforward English.

(f) Spell out acronyms or abbreviations the first time you use them.

(g) Define all jargon.

(h) Double space copy.

(i) Submissions should be clearly typed. If at all possible, material should be submitted on disk or by email.

(j) Every effort must be made to assure that content is accurate, free from bias and in context.

(k) Editorials and commentary will be held to the same standards of accuracy with respect to facts as articles.

(l) All articles will be edited. We reserve the right to edit your submission for clarity, conciseness, length or other reasons. If the article is edited for content, rather than spelling and grammar, you will have the opportunity to see your article before it is published.

(m) Submissions that are unfair, biased, inflammatory or unethical, as determined by the editorial board, will be rejected.

(m) Authors other than Council members or staff may write editorials or letters to the editor once every six months. The Editorial Board reserves the right to reject multiple submissions on the same topic from the same author.

(n) These Guidelines apply to submissions from staff, administration, Tribal council members and other tribal members. Outside articles will be judged on an individual basis.

(o) The Samish Newsletter will accept advertisements at a rate to be determined by the Newsletter Editorial Board. Advertisements must be for legitimate businesses. Paid political advertisements will not be accepted. Candidates for office within the Samish Nation will have the opportunity to campaign within the Samish election process.

(p) Advertisements that are unfair, biased, inflammatory or unethical, as determined by the editorial board, will be rejected. Every effort must be made to assure that content is accurate and free from bias.

(q) Decisions concerning submissions will be made of an Editorial Board consisting of the Staff Newsletter Editor, the General Manager, the Council Newsletter Editor (or a person appointed by the Council) and the Policy Analyst. In case of disagreements about the appropriateness of a submission, majority rules.