

The Watch Contributor Expectations:

We are excited to have you as a contributor for The Watch. We are dedicated to doing journalism that informs and supports our community — you are an important part. Our first priority is to the public. As a student journalist, you may gain privileged access to the thoughts and time of our campus community. This privilege and power should be taken seriously and treated with respect. Here are some of our baseline expectations of you as a contributor for The Watch. If you have any questions or concerns please reach out over email and we can set up a time to chat.

1. Finding sources

- For any news or feature story you must have interviews from at least 3 sources.
- These sources should be named (unless your editor has **specifically** told you otherwise)
- Your sources should not be your friends. If you must interview your friends, disclose your relationship in your story and to your editor.
- **Get contact information for your sources.** Your editor will ask for it.
- Be respectful, honest, and impartial when approaching sources for an interview.

2. Interviews

- Your questions should remain on topic, and **appropriate** for a professional environment.
- You **must** record audio of all your interviews. Your editors may ask for it.
- Your questions should be open ended.
- **Never** tell a source what to say or imply what they should say.
- **Never** take or give goods in exchange for an interview. This is bribery.

3. Communication

- Keep your editors updated on any hiccups or roadblocks, they are here to help.
- If you cannot finish a story or meet a deadline **tell your editor ASAP.**
- Let your editor know about **any conflicts of interest** in reporting a story.

4. Accuracy

- Every statement or quote should be true and verifiable, other than clearly-stated, first person opinions.
- If you include facts you've researched, make sure to **attribute** them to the original source.

We reserve the right not to publish any submissions that do not meet these standards. If a story does not meet these standards, the contributor will not be paid for the story.

Please refer to our code of ethics: <https://watchmagazine.ca/ethics-code/>