

## **CORRECTIONS POLICY**

*January 2008*

### **PURPOSE**

As repeated studies of media consumers have shown, factual errors corrode the credibility of media publishing the mistakes. The NCSU Student Media Code of Ethics states, "CORRECTIONS: All Student Media are obligated to correct any error they make as soon as possible, no matter the level of consequence for the error. The corrections should be in a fixed, consistent location in the publication." The following procedure will be used when determining the need for a correction or clarification and how it should be implemented.

### **POLICY**

#### **Responsibility**

The editor or manager will be solely responsible for:

- responding to all electronic communication, telephone communications or in-person communications regarding corrections/clarifications and all communication of such a nature will be directed to the editor or manager;
- notifying the adviser immediately of any corrections/clarifications that may involve legal action;
- determining the validity of each request for a correction or clarification by personally contacting any individuals suggesting such a need; and
- contacting the staff members involved, and documenting that contact, on the same day as the potential error is brought to the attention of the editor or manager.

#### **Technician and Nubian Message**

After the editor or manager has determined a need for a correction or clarification:

- *Technician* will publish in the next edition all corrections and clarifications given to the publication before 5 p.m. on the day preceding publication on page 2 in a consistent location on that page;
- In addition, *Technician* will make any necessary corrections/clarifications to online material as soon as practical and shall add an editor's note to any content that has been changed online; and
- In addition, *Technician* will maintain a link to all corrections/clarifications that shall be updated as each correction/clarification has been made.
- *Nubian Message* will publish all corrections and clarifications given to the publication in the following edition.
- In addition, *Nubian Message* will make any necessary corrections/clarifications to online material and shall add an editor's note to any content that has been changed online; and
- In addition, *Nubian Message* will maintain a link to all corrections/clarifications that shall be updated as each correction/clarification has been made.

#### **Annual publications**

Because of the annual nature of the publication, corrections/clarifications to the *Agromeck* yearbook and *Windhover* literary and arts magazine are nearly impossible. However, the editor will be solely responsible for discussing with any individual who alleges that an error has been made the nature of the error, documenting those discussions and the outcome, putting an

emphasis on how the error was made and what can be done to prevent such an error from occurring in the future.

### **WKNC**

The general manager of WKNC will be solely responsible for making on-air corrections/clarifications for any material deemed necessary and personally contacting the individuals involved.

### **Board reports**

Documentation regarding all such corrections and/or clarifications will be summarized, along with any action taken, including personnel action, in the next report given to the NCSU Student Media Board of Directors.

### **Form**

Although the specifics may vary depending on the circumstances, in general, a correction will take the form: "In '<headline>' (p. <#>, <date>), the <name of publication> <correction without restating error when possible>. <name of publication> regrets the error."

When a source believes he or she has been misquoted or otherwise attributed to mis-statements, but the editor/general manager, after consultation with the reporter, believes the published statements were correct, a clarification may take the general form: "In '<headline>' (p. <#>, <date>), <name of publication> <what we said.> In subsequent interviews with <sources>, they state <what they now state>. The <name of publication> stands behind the original publication."

When a correction or clarification is made online to a story that appeared in print, the publication will note that in an editor's note to appear at the top of the online version of the article. "Information in this article, originally published <date> has been corrected. <State correction without restating error when possible.>"