

The Broadsheet - Editorial Guide

The Broadsheet is funded by the Badwell Ash Parish Council and supported through advertising and sponsorship.

Editorial Guidelines

1. Purpose & Scope:

- The Broadsheet aims to be an accessible and informative service for all members of our community.
- It serves as a platform for sharing local news, events, and community-relevant info.
- The newsletter adheres to principles of fairness, equality of opportunity, and natural law¹.

2. Communication Principles:

Clarity:

- Articles should be written in clear, simple language, avoiding jargon and technical terms whenever possible.
- Information should be presented logically and easy to understand.
- Authors are encouraged to be clear, concise, and correct in their writing.

Conciseness:

- Authors should be mindful of space limitations in this free publication.
- Get to the point quickly and avoid unnecessary repetition.
- While there's no strict word count, brevity is appreciated.
- Articles may be edited or cut down in size where necessary.

Correctness:

- Articles must be accurate and factually correct.
- Authors are responsible for verifying the information they provide.
- Spelling and grammar must be accurate.
- Articles may be edited for content or grammar.

Courtesy:

All submissions must be respectful and considerate of the community. Offensive, inappropriate, or discriminatory content will not be published. The Broadsheet aims to be a service to everyone in our community.

3. Submission Guidelines:

Deadlines:

¹ Natural Law is an ethical theory that claims that Humans are born with a certain Moral Compass that guides behaviours, the rights and wrongs in life

- Articles and adverts must be received by the end of the day on the published deadline.
- Deadlines are outlined in the [Editorial Calendar](#).

Content:

- Articles should be relevant to the local village community.
- Publication is at the discretion of the Editor, due to space limitations and relevance.

Images:

- Images must be accompanied by appropriate copyright ownership or a license for use.
- Photos taken by the author are acceptable.
- Images downloaded from the internet without accreditation or license rights will not be published.

Editorial Calendar:

- The newsletter will be managed through an Editorial Calendar.
- The calendar will include submission deadlines, printer submission and return dates, and delivery timetables.

4. Code of Conduct & Complaints:

LGA Code of Conduct:

- The Parish Council volunteers and paid employees adhere to the LGA Code of Conduct (adopted May 2022)².
- The Code of Conduct covers the conduct and communication of Parish Councillors and members of the public.

Complaints:

- Complaints should be raised in the first instance with the Editor.
- Complaints must be based on genuine issues.
- If a satisfactory resolution cannot be reached, the Editor will escalate the matter to the Broadsheet Parish Council Representative, Clare Taylor.

5. Accessibility:

- The Broadsheet aims to be accessible to everyone in the community.
- Information should be presented in a way that is easy to understand for a diverse audience.

By adhering to these guidelines, contributors can help ensure The Broadsheet remains a valuable and respected resource for the community. **The Editor's decision is final regarding publication and editing**

² The LGA Code of Conduct is published on the Badwell Ash Cloud website under governance and covers behaviours such as bullying and harassment

