

## **Journalist Guidelines: Magazine Model**

All stories submitted to *[[insert publication name]]* are fact-checked. The fact-check typically happens after you and your assigning editor have a near-final draft.

Fact-checking is vital: It helps us keep reader trust, and it may also help prevent sources from suing over inaccurate claims.

### **What We Fact-Check:**

- Spelling of names and places
- Dates
- Ages
- Titles and affiliations
- Genders and pronouns
- Quotes and paraphrases
- Physical descriptions of people, places, and things
- Eyewitness accounts
- Numbers, statistics, and calculations
- Measurements
- Geography
- Scientific or technical explanations
- Analogies and metaphors
- Product descriptions
- Quotes from movies, history, etc.
- Superlatives: First, biggest, etc.
- Anecdotes widely assumed to be true
- Illustrations and photos, including captions
- Word choices
- Factual assertions
- Individual facts and overarching truths
- Any other matter of fact that isn't included on this list

### **What We Expect from You:**

The fact-checker should be able to clearly follow your reporting process. You should also be available for follow-up questions throughout the fact-check. If you have travel coming up or will otherwise be unavailable, let your editor know as soon as possible.

After your editor has confirmed your story is ready for the fact-check, please provide:

- An annotated copy: Every fact in the story should have either a footnote or comment with the relevant source information that clearly corresponds to your back-up material. Please be as specific as possible (include page numbers, relevant key words, timestamps, etc.) Use primary sources for all facts, and especially for criminal charges

or other misconduct, or claims that could otherwise harm a source or reader if inaccurate.

- Back up material: Clearly label all cited sources and share via email or a file-sharing service. The file names, book titles, and other identifying information should match the footnotes/comments in the annotated draft. Examples include:
  - People: Contact information, include preferred method of contact, and, if relevant, any dates they will be unavailable. If applicable: Provide links for official websites/biographies/etc.
  - Articles and reports: PDFs or links.
  - Quotes: Interview recording or transcript.
  - Books: Copy of book or PDF of cover, copyright, and relevant pages.
  - Published works: In addition to links, please be sure to download or print as PDFs.
  - Websites, including social media: PDFs or screenshots, in case the links disappear.
  - Original court documents, arrest reports, disciplinary reports, or any other primary source.

Note: If any sourcing is highly confidential, provide encrypted and/or password-protected materials or contact your editor to plan for a secure hand-off.