

Journalist Guidelines (Newspaper Model):

All stories submitted to *[[insert publication name]]* go through a basic fact-check. But we also rely heavily on your reporting. Please double-check your work, and in particular quotes and other information that came from your interviews, before you submit your final draft. The fact-check typically happens after the story is more or less finalized between you and your assigning editor.

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
- And any other basic information checkable with published sources

What We Don't Fact-Check:

- Original quotes
- Any other information from an interview

Please be sure to double-check your sourcing. If you aren't clear on whether we have fact-checked a specific piece of information, please ask.

- Original quotes
- Any other information from an interview

What We Expect from You:

- Make sure you have double-checked your work and your sourcing.
- For the light fact-checking that will happen on our end: Be sure to provide an annotated copy of your story with either comments or footnotes showing your sourcing. Also provide back-up materials (links, reports, etc.).
- Consider the truthfulness of the story's overarching themes, narrative arcs, or thesis arguments.
- Look for potential errors of omission (ex: key information that contradicts or complicates a story's angle or thesis).

- In cases where primary sources are impossible to find — and this should be rare — use at least three unrelated and reliable secondary sources per fact and alert your editor.
- Be aware of controversial or critical topics and pay special attention to word choice and fairness.
- Books are rarely fact-checked, so corroborate information and make sure the story includes appropriate caveats.
- Be diplomatic with your colleagues.