

# *The Stentorian*

## 2024 - 2025 Editor Commitment Agreement

### Instructions

Thank you for your interest in becoming an editor for *The Stentorian*. Please email a **PDF** of this completed and signed agreement and a high-quality headshot **JPG/JPEG/PNG** of yourself to [fang25t@ncssm.edu](mailto:fang25t@ncssm.edu) by May 25, 2024 at 11:59 PM. Late submissions will be considered as the first strike in your commitment as an editor of *The Stentorian*. If you have any questions, please do not hesitate to reach out to Editors-in-Chief Teresa Fang ([fang25t@ncssm.edu](mailto:fang25t@ncssm.edu)), Om Nair ([nair25o@ncssm.edu](mailto:nair25o@ncssm.edu)), Laela Cash ([cash25l@ncssm.edu](mailto:cash25l@ncssm.edu)), or Anneliese Heyder ([heyder25a@ncssm.edu](mailto:heyder25a@ncssm.edu)).

Please note that while section editor positions have been released, they are not permanent. Once the Newspaper Forum in the fall semester is in session, editors are welcome to try out different sections and cement their decisions by mid-September. All sections will adhere to sections seen across the header on <https://stentorianncssm.wordpress.com/>.

Editors are welcome to express interest in multiple of the finalized sections (the sections listed on our website are our finalized sections). However, editors will not be able to hold more than one position.

### Basic Information

Initial sections: News, Opinion, Features, Puzzle, Sports, Photography

Finalized sections\*: News & Features, Opinion, Arts & Culture, Sports, Satire, Multimedia, Puzzles

Please see <https://stentorianncssm.wordpress.com/have-submissions/> for the full descriptions and guidelines for each section. \*Shout-Out and Blog sections are open to anybody in the student body to write for. Any editor can edit them, but as with every other article, not anybody can publish them.

Example of two bios in the preferred style:

Teresa Fang is a senior from Chapel Hill, NC, and a resident of Royall. If she's not in her room then she is most likely in some café or in the painting studio doing art, homework, or writing for *The Stentorian* while drinking jasmine green milk tea with boba. She grew up doing online/print and broadcast journalism, with an emphasis on urban/city development and local businesses.

Om is a current senior here at NCSSM and is originally from Charlotte, North Carolina, where he attended Ardrey Kell High School. He is interested in the intersection between Neuroscience and medical policy, and is planning on majoring in Biology or Biochemistry following his graduation. He is also deeply interested in investigative journalism, and plans on continuing to pursue writing as a hobby in the future.

*Name:*

*Initial Section:*

*Which of the finalized sections are you interested in doing:*

*School Email:*

*Phone Number:*

*Are you attending the Newspaper Forum this fall (highly recommended)? Yes/No, or specify:*

*Bio (~70 words total):*

### **Section Reporting Information:**

When you are writing for or editing articles in your section/business, here are the editors-in-chief you will report to for any questions, comments, or concerns:

Teresa Fang: Website, Social Media, Finance/Business

Om Nair: News & Features, Satire

Laela Cash: Opinion, Arts & Culture

Anneliese Heyder: Sports, Multimedia, Puzzles

### **Agreements:**

1. Meeting Schedules:
  - a. For the entire masthead: Meets on the first \_\_\_\_\_ of each month
    - i. Purpose: Round robin of updates, story ideas, work-in-progress, meeting deadlines; completing the production ladder for every issue 1 month in advance.
  - b. For editors-in-chief: Every \_\_\_\_\_ of the week
  - c. Specific day of the week and time will be determined after everyone gets their schedules for the semester.
2. Absences/No-Shows
  - a. Because you have applied to be a part of our team, everyone commits their time and effort to ensuring The Stentorian runs smoothly and representatively. Every absence to a meeting must be reported and acknowledged by an editor-in-chief at least 24 hours in advance. Later that night, meeting notes and recap will be sent out.
  - b. It will be considered a no-show if: 1) you do not report your absence to anyone; 2) you do not reply to relevant emails/text messages within 24 hours (if it is urgent, reply as soon as possible); or 3) the editors-in-chief or advisor receive a complaint from another student/editor about your work ethic/any inappropriate attitude.
  - c. 3 No-Shows result in a dismissal and removal from the masthead.
  - d. If you do not respond to anything within a week, that will result in a dismissal and removal from the masthead.
  - e. Vacant spots will then be open for anybody in the student body to apply.
3. Maintaining Professionalism
  - a. When you/whoever has a story idea for a section, run it through the corresponding EIC and keep them updated through as many steps in the contacting, interviewing, writing, and editing process as possible. These processes will be transparent.

- b. When reaching out for interviews, be mindful of how you represent yourself, the school, and the newspaper.
  - c. Whenever a social media post is published by @ncssm.stentorian, please repost and spread the news in an appropriate manner.
- 4. Following Editorial Guidelines
  - a. Please see the [Editorial Planning and Operations Management Manual \(EPOMM\)](#) for a comprehensive list of guidelines.
- 5. It is highly recommended to attend the Newspaper Forum this fall semester for an introduction to journalism and complete training (including trying out section writing and editing). This will also be the requirement for being approved to write your own posts and creating your own account on Wordpress.
- 6. By signing below, you agree to these guidelines and commit to following them as an editor of the 2024-2025 The Stentorian masthead.

Signed,

\_\_\_\_\_ (Type Full Name)      \_\_\_\_\_ (Date)