

Writing and Submission Guidelines

General

- a. Guidelines included here only apply to content contributed directly from individuals and organizations; content republished by us from other news agencies may be subjected to third party terms and conditions.
- b. We accept submissions from individual in their personal capacity, this include students, academics, professionals, community leaders, political and business leaders; or as representatives of organizations.
- c. Content may not exceed a coverage of three (3) A4 pages.
- d. All articles must indicate the author of the content, be it an individual or an entity like an organization.
- e. In case content is authored by an organization, there must be contact details of the representative of the organization.
- f. We reserve the right to publish in any other medium other than the internet, all the content submitted to us, in part or in full.
- g. We reserve the right to syndicate and cede publishing rights to third parties, on all the content that is submitted to us.
- h. We reserve Copyrights of the final published content, which may include content added by our editorial team.
- i. All content may be rewritten and or edited and or reformatted to suit our presentation style and medium from time to time; or as deemed necessary by the editorial team.

Feature Articles

- a. Feature articles are published on merit and relevance of the subject. And should an article fail to meet this criteria it may not be published but such a decision will be communicated to the contributor.
- b. Featured articles must at least be one A4 page and not exceeding the maximum stated above.
- c. All articles must be authored by an individual. Hence they must all contain a brief biographical information of the Author (Parts of which will be published)
- d. It is also desirable though not a requirement that Feature Articles contain reputable and credible references. These include online references and hard copy references.
- e. We strongly recommend that contributors thoroughly research their subject and ensure that they cover their subject in full. Dates, and the chronological order of events mentioned in the article must be verifiable form an independent third party.
- f. From time to time we may solicit articles dealing with specific issues and we will count on the proficiency and diligence of the author to cover the subject as diligently as possible.
- g. Should we decide to publish the article on a date further than the week it is submitted to us; we will communicate that information to the contributor.
- h. Images may be added to the final published content as deemed necessary by the editorial team.
- i. Pennames or pseudo-names are strongly discouraged for feature articles as their credibility also rest upon the reputations and authority of their authors.

- j. We strongly recommend that the articles be as objective as possible and as complete as possible; thus providing the thesis, the antithesis and synthesis. Thus avoiding biased and one-sided articles.

Press Releases

- a. Press releases can be any size, and exceptions for press releases exceeding three (3) A4 pages can be made.
- b. Press releases can only be authored by organizations but details of a representative must be included (parts of which will be published).
- c. We strongly recommend that all press releases be accompanied by the logo of the organization releasing the press releases. If not added we may insert one as deemed necessary by the editorial team.
- d. Press Releases will be published on merit, and we may not published press releases released by organizations that are irrelevant to us and our objectives, our objectives are explained in the **About Us** section of our site.

News Stories

- a. News stories should at least cover half of an A4 page and may not exceed one and half A4 pages.
- b. News stories must contain verifiable witnesses' accounts and should at least quote two independent community members directly affected by the story in question or community members in a position of authority.
- c. New stories must accurately provide the locale and the context of the subject they are dealing with. This should include dates and times when the story occurred.
- d. News stories must preferably contain at least one picture of the event or subject covered. A maximum of three pictures will be allowed and maybe resized to suit our presentation style.
- e. In the absence of a picture we may add pictures from third party resources as deemed necessary by the editorial team.
- f. We strongly discourage inclusion of the authors' opinions on the news story rather they must be factual and objective; written in a reporting tone and manner.
- g. Pennames may be used on news stories but its content must be verifiable.

Events

- a. All events must include a venue and a date and or time when the event will take place.
- b. All events must include contact details for RSVP and other enquiries on the event (parts of which will be published).
- c. Maps (e.g. Google Maps) maybe added to the Events page as deemed necessary by the editorial team.
- d. Pictures may be included with an event and we will only publish a maximum of one picture for a single event.
- e. Events will be published at the discretion of the editorial team. We may not publish events that counter our objectives or that are hosted by organizations that counter our objectives; our objectives are explained in the **About Us** section of our site.
- f. We accept and publish events that are local (happening within South Africa) and outside South Africa.