



THE
JOURNAL

The Queen's Journal Contributor Handbook

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Welcome

Welcome to *The Journal's* Contributor Handbook! This handbook contains useful information for all contributors to any section of *The Journal*, no matter how long you've been writing for us.

As you may know, *The Queen's Journal* is Queen's only student-run newspaper, and we've been publishing since 1873. Currently, we publish regular online content as well as biweekly print editions of the paper.

Our editorial staff is comprised of a handful of dedicated volunteers and staff that edit, design, and photograph all of our content.

Our editors are responsible for running eight sections of the paper: News, Opinions, Arts, Sports, Lifestyle, Photos, Podcasts, and Videos. Contributors are always welcome to pitch to any of these section heads via email or by reaching out to the Editor in Chief and/or Managing Editor at journal_editors@ams.queensu.ca.

The Journal is an awesome way to learn more about Queen's while developing creative and professional skills. With an alumni list that spans across some of the best media outlets in Canada and the world, working at *The Queen's Journal* is unlike any other experience on campus.

Editor's Note

This version of the Contributor Handbook is new to Volume 149 of *The Journal*. While much of it remains the same as previous versions, some portions have been updated to reflect new initiatives and guidelines aimed at improving *The Journal's* coverage of vulnerable communities.

Historically, *The Journal* has upheld white supremacy, ableism, patriarchy, and other forms of discrimination in many ways, including our content. This handbook, as part of larger efforts to diversify *The Journal's* masthead and begin dismantling our participation in such oppressive structures, offers specific guidelines on how issues of identity and trauma should be covered.

Words matter, and it's important that all contributors to *The Journal* understand their role in uplifting and amplifying the voices of marginalized communities through their content.

We also recognize that this handbook, no matter how long, will never provide all the resources needed to achieve sensitive and equitable reporting. This handbook is, therefore, a living document that will evolve and grow as our editors themselves either learn more about how they can be allies to the communities they write about or receive the support they need to speak authentically to their lived experiences.

We welcome any feedback to this handbook, as well as to our editorial content. Please reach out to journal_editors@ams.queensu.ca if you have any questions, comments, or concerns.

Reporting for *The Journal*

There are a few steps involved in becoming a contributor for *The Journal* and getting your content to publication. For some sections, there may be a few extra steps or less. Overall, you can expect the process to look something like this:

1. *Reach out to the editors for the section you'd like to write for:* All our editor's emails can be found [here](#), and they're also able to add you to contributor groups on social media for easier communication
2. *Figure out what to write about:* Section heads will often post stories up for grabs which you can be assigned to. Otherwise, you can always pitch them your original ideas and work through them until they're ready to become a story
3. *Do your research:* No matter what you're writing about, figure out the context your readers need to understand your story. This can mean thinking of potential sources to interview, doing outside research, or reading some existing *Journal* content about your topic
4. *Get the work done:* After you've conducted your interviews (if applicable) get started on the first draft of your article. Make sure to conduct the *Journal* style guide found later in this handbook. If you're stuck, please let an editor know! We're here to help
5. *Work through edits:* We want to ensure everyone who publishes a piece in *The Journal* likes what ends up online or in print, but once a piece is in the final stage of edits (or once it's been published) it's very hard to pull. Your editor will work with you to make sure you're happy with how your piece is edited. It is important to keep in mind, however, that this will require constant communication, especially on press day

Conducting Interviews

There are a few things you have to do before, during, and after the interview. These will ensure you get the content you're looking for and also ensure the safety and comfort of your subjects.

Scheduling your interview:

- Always introduce yourself as a reporter from *The Journal*
- If possible, try to get an in-person or phone interview before conducting an email interview
- Make sure your source is okay with their full name, year, and faculty appearing in the article. Also make sure they know that once you have permission to do so, they will not be able to request anonymity
- If your source does request anonymity, reach out to your editor immediately. All requests for anonymity must be approved by the Editor in Chief and/or the Managing Editor
- Put your questions together ahead of time. Make sure they're appropriate, relevant to the interviewee's background, and elicit thoughtful answers
- If your interviewee is providing perspective on issues of marginalization, sexual harassment, assault, or trauma of any form, please ask if they would like to see the interview questions ahead of time. Alternatively, make sure you give them a warning about the subject you'll be asking about so they don't feel cornered or unsafe

During the interview:

- Ask the subject their preferred name and pronouns and make note of them
- Start with general questions before launching into more complex ones
- Make sure you record the interview (with your subject's permission). This will help make sure you're quoting them properly while you're writing the article. For legal purposes, notes must be kept for 7 years after an interview is conducted
- Take your own notes! Recorders can, and do, fail.
- At the end of the interview, always ask "Is there anything we haven't discussed that you'd like to add?" At times, this can give you your most interesting content

After the interview:

- An interviewee may ask to see the article before it's published. This is prohibited. Instead, you can offer to show them their direct quotes for reference only (not to change your article). If you feel in your specific situation that the interviewee needs to see more, chat with your editor immediately about other options
- If appropriate, it's nice to send your interviewee a link to the article whenever it's published. Maintaining your relationship with them will help with future articles

Journal Style

Punctuation and Grammar

- Always italicize *The Journal*
- Italicize album titles, plays, movies, and book titles. Never bold any words
- Don't use conjunctions (i.e. say "It's" not "It is")
- Use the Oxford comma in lists (i.e. "apples, peaches, and pears" NOT "apples, peaches and pears")
- Use colons only to preface a list (i.e. "Smith said he was on the following teams: rugby, soccer, and hockey")
- Use semicolons and long dashes sparingly
- Write dates as Sept. 20, 2021. If a month has a short enough name (like May or March), keep the entire name written
- Use words for numbers one to nine and digits for numbers 10 and above
- Don't put periods in between acronyms (i.e. use ASUS rather than A.S.U.S)
- The first time you use an acronym, spell it out in full unless the acronym is well known among average students and faculty members (i.e. JDUC or ARC)

Technical Requirements

- Submit your article in a word document with size 11 Cambria font and normal margins
- Do not indent paragraphs, just leave a space in between them
- Include your full name, year, faculty, and your position (Contributor, Staff Writer, Staff Photographer, or Staff Illustrator) in your submission

Article Structure

- *Lede*: This is the opening sentence. It should indicate to the reader the main point of the article. It should be enticing and informative
- *Nutgraf*: This comes after the lead and provides the who, what, when, where, how, and why?
- *Body*: The body should flow from most to least important information. You can use the chronology of an event or introduce interviews one at a time, whatever is the right structure for your story
- *Graphs*: These make up the body of the article (like essay paragraphs). Unlike essay paragraphs, graphs, for the most part, should be no longer than three sentences each
- *Conclusion*: End on a strong note. Many publications recommend not ending an article on a quote, but if you have a strong enough quote *The Journal* can look the other way (shhh)

Quotes and Attribution

- Quotes should never be longer than two short to mid-length sentences. Longer quotes can be split for readability
- Quotes should be introduced in new paragraphs rather than worked into graphs
- Use the word “said” after a quote, and always put the name or pronoun before the word “said” (i.e. “Jimmy said” not “said Jimmy.”)
- To clarify a quote as the writer use square brackets (i.e. Instead of ““It is fantastic,” Smith said” say “[The show] was fantastic,” Smith said.”)
- Make sure all punctuation is inside quotation marks
- Always put the attribution after the quote, not before
- Always state how an interview was conducted (i.e. “Patrick Deane said in an email to *The Journal*” or “Patrick Deane said in an interview with *The Journal*.”)

Year and Faculty

- Always ask students for their year and faculty when interviewed. This will be included in the article after the first mention of their name (i.e. Smith, ArtSci ‘24)
- Make sure to double-check the spelling of names, as well as your use of pronouns

Covering Identity

Race and Racialization

The Journal generally uses “BIPOC” (Black, Indigenous, and People of Colour) when discussing issues of race. However, this is only applicable to articles that speak broadly to the experiences of all BIPOC. For articles covering specific communities, that community should be referred to throughout. For instance, an article covering Black issues should discuss “Black folks,” not “BIPOC.” Please also do not use the term BIPOC in articles where Black and Indigenous voices are not present, in these cases the term “POC” may be more appropriate.

The Journal capitalizes “Black” and “Indigenous.” Writers should not capitalize other terms (like “brown”) unless they are referring to themselves.

All geographically-based identifiers (i.e. Asian, South Asian, Arab) should be capitalized.

To discuss the relation between racialized and white people, steer clear of terms like “minority.” Terminology should not frame racialization as passive, but rather as a construct enforced by privileged people. Instead, use terms like “minoritized,” “marginalized,” and “racialized.”

Do not use the term “historically underrepresented” as this does not encompass how white supremacy has deliberately oppressed and excluded racialized groups. Instead, use “historically excluded” or “excluded.”

Please also pay attention to the function of descriptors. For instance, rather than saying “POC faculty,” which would read as “People of Colour faculty,” use “Faculty of colour.”

Above all, ensure that subjects are being described in the way they’re most comfortable with, even if it doesn’t conform to *Journal* style. Do not alter email statements to conform to *Journal* style, and include all racial and ethnic identifiers provided by your subject if/when they request it.

Indigenous Peoples

“Indigenous” is a blanket term for First Nations, Inuit, and Métis. All three terms should be capitalized, as well as “Indigenous”.

Indigenous peoples in Canada are from many different large and diverse groups. Historically, Indigenous peoples have been stereotyped and ignored by media outlets, including *The Journal*. In any coverage of Indigenous individuals, groups, or topics, every effort should be made to distinguish between different groups and prevent constructing Indigenous peoples as a monolith.

Reporters should aim to describe individuals or communities according to their specific nation and backgrounds rather than just as “Indigenous.” When appropriate, ask interview subjects if they would like to provide the name of their community or band. Also be sure to capitalize the name of the community or band. Please see [here](#) for more information.

Do not use terms like “Canada’s Indigenous people” as these are destructive and colonial. Indigenous peoples do not belong to you. Similarly, do not use the term “Indigenous Canadians” as many Indigenous peoples do not identify as Canadian.

The term “settler” can be used to identify non-Indigenous people and should not be capitalized.

Gender Identity

“Cisgender” refers to people who identify with the gender they are assigned at birth. Individuals who are transgender, gender non-binary, gender non-conforming, or genderqueer in any way should be referred to whichever way they prefer. These gender identities are not capitalized unless the individual specifies.

Two Spirit is an identifier used by some Indigenous peoples and is exclusive to Indigenous communities. The most frequent spelling is capitalized and reads “Two Spirit,” which *The Journal* uses. However, if the individual you are interviewing prefers another spelling, please use their preferred spelling.

When discussing an individual’s identity, do not say they “identify as” something. If someone says they’re a woman, then they’re a woman, not “female-identifying.” Always ask subjects for their preferred name and pronouns and double-check that these are used in every article. When you are unable to determine pronouns, use they/them pronouns.

Avoid using terms like “male” and “female.” Instead, use adjectives like “man” or “woman”. That can look like saying “women professors” rather than “female professors.”

Please also refrain from using “female” or “woman” for describing issues that significantly affect other genders. For instance, if you’re talking about issues of patriarchy an appropriate term may be “misogyny affected people.” More information on writing about gender and gender identity can be found [here](#).

Queerness

When discussing queer communities, *The Journal* uses either “LGBTQ+” or “queer.” Depending on what a writer is comfortable with, the term “queer” is a blanket term that can be used by anyone regardless of their sexual orientation or gender. “Queer” is not a slur.

When discussing community issues, the terms above are appropriate. When discussing individual experiences, refer to how the subject identifies themselves. Please also respect that queer individuals may use terms like “dyke” or “homo” to refer to themselves. Such terms should only be used in those cases. More information on writing about sexual orientation and queerness can be found [here](#).

Use of Content Warnings

It is crucial that *The Journal* reports on traumatic stories when necessary, and even more important to do so in a sensitive way. In all reporting on trauma, the safety and comfort of those experiencing the trauma should be your top priority. This includes the use of content warnings in interviews, articles, and any other time a person experiencing trauma interacts with *The Journal*.

The following are the content warnings historically provided for specific forms of trauma:

- Eating Disorders: *This article discusses eating disorders and may be triggering for some readers. The Canadian Mental Health Association Crisis Line can be reached at 1-800-875-6213.*
- Sexual Assault: *This article discusses sexual assault and may be triggering for some readers. The Journal uses “survivor” to refer to those who have experienced sexual assault. We acknowledge this term is not universal.*

We will strive to add to this list and develop new warnings as we cover a wider array of stories.

News

Writing for news will often involve the strictest deadlines of any section and a quicker turnaround on articles. Reach out to our news editors at journal_news@ams.queensu.ca to see how you can get started with this section. News welcomes contributors year-round but certain times of year, like the election period, offer more opportunities.

Here are some tips for writing an awesome first draft for news:

- *Action before reaction:* Make sure you give readers the context they need to understand an issue before diving into specific perspectives on it
- *Be as concise as possible:* Readers should be able to skim through an article and get the information they need. Look out for filler words, keep your paragraphs short, consult our style guide, and make sure you're only writing about what's relevant to your story
- *Include full quotes as much as possible:* To maintain objectivity, try to say "I really love to bowl,' Joe Cattana said" rather than "Joe Cattana said he 'really loves bowling.'"
- *Get as many sides of a story as possible:* Look for the balance your story needs. For some stories, this will mean equal representation of different stakeholders. For others, it may involve increased coverage of historically excluded groups

Above all, remember that we're a student paper, and we're here to represent the student perspective. That can be a difficult job, but our news team is always here for you at every step of the process.

Opinions

Writing for opinions is different than contributing to any other section. While you still have a duty to remain respectful and factually accurate, your Op-Ed is all about your perspective. Your Op-Ed will only be edited by our team for clarity and grammar. To pitch an Op-Ed, email journal_letters@ams.queensu.ca. Contributors can submit one Op-Ed per semester.

All Op-Eds have the following requirements:

- Be between 800 and 1,200 words
- Include your name, year, and faculty at the end of the piece
- Be appropriate and relevant to the Queen's student body
- Include hyperlinks, where possible, to support any facts or statistics you provide
- Undergo editing with the Opinions Editor, who you can work with to ensure your voice is represented fairly while still conforming to *Journal* style and guidelines
- If possible, a photographer from *The Journal* will take a headshot of you to accompany your piece
- If you would like to request anonymity, please do so before you begin writing. We will carefully consider any requests, but cannot guarantee anonymity unless it is deemed necessary by our Editor in Chief and/or Managing Editor

Arts

Our Arts section covers the creative pursuits of the Queen's and Kingston community. This includes any form of art, not just visual.

We believe art doesn't just take place in a gallery. It's a living part of our campus that we interact with every day, whether it's in line for coffee or on a night out. We want writers that can compellingly shed light on the culture that surrounds them. This often means getting creative ourselves.

So far, our reporting covers everything from tattoo artists to international filmmakers to upstart indie rock bands founded in their university dorm room. We encourage our writers to develop their own unique voices using prose to connect with readers.

Arts also offers opportunities to write in more unconventional ways, as well as write more traditional news articles. Our Arts section welcomes pitches and requests for coverage at journal_ae@ams.queensu.ca.

Sports

The Sports section provides coverage and commentary on the Queen's Gaels, as well as athletic and competitive pursuits outside of Athletics and Recreation. The section can involve game recaps, athlete/coach profiles, Q&As with individual players, as well as in-depth features relevant to life as an athlete at Queen's.

Your editor will provide you with timelines for your piece. Some sports articles require a quick turnaround, while others you may be able to take more time with. Reach out to our sports editors at journal_sports@ams.queensu.ca to see how you can get started with this section.

Lifestyle

Our lifestyle section is the most popular with first-time contributors. The section is home to everything from personal stories to blog-style articles. Lifestyle offers opportunities to cover a more diverse range of topics than any other section and is the most flexible when building a timeline for an article to reach publication.

While all content should still be relevant to the student body in some way, lifestyle covers topics that fall into both student life and pop culture. If you're looking for a more long-term commitment, you can also pitch a column for the section. Columns are a series of articles covering a specific topic. In the past, we've had columns about fashion, STEM, and sex as a few examples.

Reach out to our lifestyle editors at journal_lifestyle@ams.queensu.ca to see how you can get started with the section.

Multimedia

The multimedia team at *The Journal* consists of our Photos, Videos, Graphics, and Production teams. Depending on your area of interest, any individuals on these teams can be contacted through the emails found [here](#). Once you're in contact with them, our multimedia team will put up requests for photos, video contributions, and illustrations.

The Journal must be as accessible as possible for all students. While we have limited equipment available for loan, we will strive to do everything possible to meet the needs of contributors who may not have what they need to get started. Please reach out to the multimedia team as well as journal_editors@ams.queensu.ca to learn more about our equipment. The technical requirements for our multimedia submissions are as follows:

- *Photos*: All photos should be sent over email or Dropbox. Images should be taken landscape unless specified otherwise and be unedited
- *Illustrations*: Illustrations can be completed in almost any medium, whether traditional or digital. If you are completing your illustration in a traditional medium, please submit your finished piece to the Production Manager as a high-quality digital scan if possible. If you do not have the means to scan your work, please let the Production Manager know as soon as you accept the project so that alternate arrangements to convert your illustration to a digital file can be made. All visuals must fit a specific ratio to appear on our website, but if your illustration is also appearing in print, you are welcome to submit a version of your illustration which does not adhere to that ratio. The Production Manager will provide you with specific requirements for each contribution
- *Videos*: The videos team will provide you with specific requirements for your contribution. These requirements may differ depending on the project

Using the BIPOC Advisory Board

When covering issues of race and racialization, *The Journal* will make every effort to ensure that the reporter covering the issue identifies with the concerned group. We acknowledge, however, that this is not always possible. For those reporters covering issues surrounding racial groups they do not identify with, one important resource is our BIPOC Advisory Board.

The BIPOC Advisory Board consists of three racialized members of the Queen's community with a background in equity work and race reporting. Any article concerning race and racialization can be sent to the board, who will review the piece and provide edits and feedback. Edits will usually be high-level, concerning the tone of the piece, the balance of perspectives, and how well it represents marginalized individuals and communities. The Board can also be consulted throughout the writing process. This includes finding sources for interviews, establishing context, and providing resources.

The Board can be reached at journalbipoc_advisory@ams.queensu.ca, as well as through any of our editors. The Board is available to all reporters, regardless of background. If you are planning on bringing the Board into the editing process for your article, please leave extra time before publication to do so.

Becoming a Staff Writer/Photographer/Illustrator/Videographer

Contributors to *The Journal* automatically become staff after 3 contributions are made within a specific volume. A volume spans an entire school year, including the summer semester. The benefits of becoming *Journal* staff are as follows:

- All your future contributions will be credited with “Staff _____”
- You can vote in our annual Editor in Chief election
- You can use the *Journal* offices and equipment (located at 190 University Ave.) on press days (Mondays and Thursdays)
- You will be invited to *Journal* training sessions and workshops

When you become *Journal* staff, you will be sent an email from the Editor in Chief and/or Managing Editor reminding you of these benefits.