



## Catholic Diocese of Sandhurst

### Editorial Policy and Guidelines for Submissions to Sandpiper e-News

#### STATEMENT OF PURPOSE

**The Sandpiper e-News** is an open newsletter published fortnightly and receives contributions for publication from across the Catholic Diocese of Sandhurst.

#### **The purpose of the Sandpiper e-News**

**To promote** the Diocese's vision that 'every person's heart be inflamed by the love of God'.

**To enhance** a sense of belonging to a diocesan community and **nurture** a sense of being part of the Universal Church by:

**welcoming** all who would like to join our communities or be guided by the principles and teachings of Christ by providing accessible and timely information about Catholic Church life and community.

**reflecting** the interests of parishioners across the Diocese and the diverse nature of the Sandhurst community.

**sharing and celebrating** our good news stories and showcasing the accomplishments of individuals, parishes, and organisations in our diocesan community.

**To Foster** engagement by:

**connecting** individuals and parishes with each other, with other dioceses, Catholic organisations, and the universal Church.

**informing** readers of opportunities for organised prayer, educational opportunities such as seminars and conferences, fund-raising initiatives and volunteer opportunities and other opportunities for missionary discipleship.

**inspiring** readers by providing a window to the good works of others and opening ideas of possibility.

**opening** a window to the social political context within which the Church exists and opening doors for participation in social justice movements.



## **BACKGROUND**

The first edition of Sandpiper e-News was published on 13 July 2020 to communicate with people of the Diocese during COVID-19 restrictions. The e-News was initially intended as a temporary replacement for *The SandPiper*, a monthly printed newspaper. In April 2020, the last edition of the SandPiper, printed in its original A3 newspaper format was distributed to all parishes and schools of the Diocese, as well as subscribers and advertisers. The last print edition of the SandPiper was issued in July 2020 and distributed as a supplement in local newspapers.

It is anticipated that an integrated Diocesan Communications Strategy will be developed and presented to the Diocesan Pastoral Council for approval.

## **SUMMARY**

The Sandpiper e-News is a digital newsletter published by the Catholic Diocese of Sandhurst via email on alternate Wednesdays. The Sandpiper e-News is an official communication platform for the People of God in the Catholic Diocese of Sandhurst. It is a means for the Bishop's office to communicate information and news and for the whole Catholic community to share stories and information with each other. Contributions from organisations and individuals are welcome and encouraged.

## **DISTRIBUTION**

The Sandpiper e-News is published via email to all clergy, parishes, schools, and entities of the Diocese with a request that the e-News is forwarded to all on their email distribution lists.

## **SUBSCRIPTION**

Subscription to the Sandpiper e-News is free. The subscription link is available on the Diocesan website; at the bottom of each e-News; and is regularly promoted via Diocesan social media. An unsubscribe link is available on each edition.

## **PUBLICATION DATES**

### **2023**

<b>January</b>				<b>July</b>			
<b>February</b>	<b>1</b>	<b>15</b>		<b>August</b>	<b>2</b>	<b>16</b>	<b>30</b>
<b>March</b>	<b>7</b>	<b>15</b>	<b>29</b>	<b>September</b>	<b>13</b>	<b>27</b>	
<b>April</b>	<b>12</b>	<b>26</b>		<b>October</b>	<b>11</b>	<b>25</b>	
<b>May</b>	<b>7</b>	<b>21</b>		<b>November</b>	<b>8</b>	<b>22</b>	
<b>June</b>	<b>7</b>	<b>21</b>		<b>December</b>	<b>7</b>	<b>20</b>	



## **EDITORIAL POLICY FOR SUBMISSIONS**

The Statement of Purpose guides the editorial policy.

The Editorial Policy is a reference for the editor and contributors. The purpose of the editorial policy is to help ensure that all content of the Sandpiper e-News is consistent with Catholic Teaching and the Diocese's mission, and is fair, accurate and relevant.

The editorial policy also serves as a means to monitor and mitigate potential and actual risks.

### **SUBMISSIONS**

Submissions to the Sandpiper e-News are welcome and encouraged. Submissions can be made by email to: [editor@sandhurst.catholic.org.au](mailto:editor@sandhurst.catholic.org.au), or via the 'Share Your Story' link at the bottom of each edition of Sandpiper e-News.

Items submitted for consideration are subject to editorial judgement and submitting an item does not guarantee publication. All content must be consistent with Catholic faith and be fair and accurate. If there are two stories about the same topic, the submission with the more Sandhurst-specific content, or written by a person within the Sandhurst diocesan community will be favoured. In all cases, the final decision about publication rests with the Bishop.

All submissions are checked and proofread. Wherever possible stories will be published as submitted, with editorial changes reserved to layout, spelling and punctuation. The editor will consult the contributor if other changes are considered necessary. Contributors are asked to provide a phone number when making submissions.

#### **Closing day and time for submissions:**

Monday 10:00 a.m. of the week of publication (please see dates above). If possible, it is preferred that submissions are made before this date and that contributors notify the editor of any submissions they are planning well before the closing date.

#### **Story Length:**

In general, stories should be no longer than 450 words and submitted as a word document, or in the body of an email.

#### **Introduction specific to e-News:**

Each Sandpiper e-News story has an introduction of no more than 100 words. The composition of introductions for the e-News is the editor's responsibility. Contributors may include a 100-word introduction with their submission. In this case, the editor will work with contributors to ensure that the introduction encourages the reader to read more; provides an overview of the story for the reader who prefers to scan introductions to keep updated; and ensures the overall editorial cohesion of the e-News.



### **Images:**

Accompanying images are welcome. Especially, to accompany the introduction to the story which appears in the body of the Sandpiper e-News email. Images should be high-resolution (as they come off a digital camera or smartphone); and preferably include at least one portrait (vertical) image for the e-News.

### **Captions:**

Please include recommended captions for photographs in submissions.

### **COPYRIGHT:**

Content submitted for publication in the Sandpiper e-News will also be published on the diocesan website and could be used on diocesan social media channels to promote the story.

Any content submitted for publication will be credited to its creator in the e-Newsletter and on the diocesan website.

It is expected that content submitted by individuals and organisations is original, (has been created by the submitter), or is submitted with the permission of its creator. It is also expected that any reference to the work of another person or group is clearly acknowledged.

## **PRIVACY AND SAFEGUARDING**

### **Images of People**

Permission from the subject of a photograph is not required when the photograph is taken in a public place, or at large gatherings.

### **Photographs identifying people**

It is expected that organisations and individuals who submit photographs of people, which could enable a person to be identified, have obtained appropriate permission from the subject/s of the photograph and that this person is aware that their image will be used in the Sandpiper e-News, Diocesan website and possibly diocesan social media. Verbal consent is sufficient in the case of adults.

### **Images of people under the age of 18**

If a photograph of a child could enable the child to be identified; consent to use the photograph must be obtained from the parent/guardian, and preferably the child. The parent/guardian and child must understand what their image will be used for (Sandpiper e-News, diocesan website, and possibly diocesan social media) and that images on the internet can remain online indefinitely.

Images of a child at a parish sacramental Mass, in school uniform, or at a school event, are examples of images which could enable a child to be identified.



It is best practice to obtain written consent from the parent/guardian and written consent from the child, or, written consent from the parent/guardian *and* verbal consent from the child in the presence of their parent/guardian.

In the case of children over 15, when the parent/guardian is not available to provide written permission at the time of taking the photograph, written consent from the minor over 15 is sufficient when followed by verbal or written consent from the parent/guardian prior to submission or publication of the photograph.

A consent form is attached at the end of this policy.

Captions of photographs will not name children. In the case of Awards presentations, high school children will be named.

### **Privacy:**

If contact details are provided for publication, it is expected that the submitter has obtained permission for these details to be published in the Sandpiper e-News.

### **Communications Contact**

The production editor of Sandpiper e-News is responsible for the compilation, design, production, copyediting, and distribution of Sandpiper e-News.

To discuss submissions, please contact the editor.

E: [editor@sandhurst.catholic.org.au](mailto:editor@sandhurst.catholic.org.au)

M: 0419 015 696

T: 03 5445 360

All complaints are to be sent to the editor.

Complaints will be managed in accord with the CDOS Complaints Policy.

### **Approval**

Approved by	Signature	Date
Bishop Shane Mackinlay		23.12.2022

### **Revision History**

Version	Date	Revised by	Description	Next revision
1.1	20.12.2022	N/A	Version 2	20.12.2023



Catholic Diocese of Sandhurst

### Consent to use image of person under the age of 18 (minor).

Person under the age of 18	
Family name:	First name:
I consent to the photograph / video of _____ (Minor's name), being used without acknowledgement, remuneration or compensation in publications of the Diocese of Sandhurst, including the Sandpiper e-News, the Diocesan website, and diocesan social media channels and in presentations.	
Parent/Guardian	
Name:	Relationship to Minor:
Signature of Parent/Guardian:	Date: ____/____/____

Person over the age of 15 written consent (this is optional for children under 15).	
I consent to the photograph/video of me being used without acknowledgement, remuneration or compensation in publications of the Diocese of Sandhurst, including the Sandpiper e-News, the Diocesan website, and diocesan social media channels and in presentations.	
Name:	Age:
Signature:	Date: ____/____/____

Verbal consent of above-named child (under the age of 15) has been obtained in the presence of the child's parent/guardian.