

Quindecim: Standards and Practices

Second Edition, in effect as of October 1st, 2025

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1.2 *Purpose*

1.2.1 *Purpose of the Quindecim*

The Quindecim (§ 1.3.1) serves to inform the community of Goucher College of current events and campus life at Goucher College. The Quindecim also gives students an opportunity to gain experience in newspaper operations.

1.2.2 *Purpose of the Quindecim: Standards and Practices*

The Quindecim: Standards and Practices is this document, which creates consistent rules for the Quindecim's writers(§ 1.3.2) and staff in the process of creating articles (§ 1.3.3), so that articles may be created ethically, and so that articles can be truthful. By codifying standards and practices, this document can be referenced in the editing and writing process to steer writers and editors towards best fulfilling the Quindecim's purpose (§1.2.1).

1.3. *Glossary of Terms*

The following is a glossary of terms as they are defined in the context of the Quindecim: Standards and Practices, in the order they appear in this document. Terms added in revisions of this

document will be added to the tail-end of the list so that the term definitions maintain section numbers for consistent reference across revisions.

1.3.1 *The Quindecim*

The *Quindecim* is the student-run newspaper at Goucher College. See § 1.2.1. Although its title is “*Quindecim*”, always refer to it with a definite grammatical article.

1.3.2 *Writer, Reporter, Writing*

A “*Writer*” is anyone who creates articles for the *Quindecim*. Consider “*reporter*” synonymous with “*writer*”. Regardless of medium, the term “*writing*” as an action refers to the creation of articles, in the context of this document.

1.3.3. *Article*

An “*article*” is the entirety of a nonfiction work published by the *Quindecim* in an electronic or print format, in any medium, including but not limited to writing, audio, or illustration. Articles may either be news articles or editorial articles (see subsections below). Contrast with sundry (§1.3.4).

1.3.3.1. *News Article*

A “*news article*” is an exclusively objective nonfiction article, and cannot contain subjective content. News articles may only be written by current students of Goucher College.

1.3.3.2 *Editorial Article*

An “*editorial article*” is an article that may contain subjective content. An editorial article cannot contain objectively incorrect content, and may be written by current students, staff, or faculty of Goucher College. Editorial articles are limited to the opinion section of the *Quindecim*.

1.3.4. **Sundry**

Sundry is content of artistic value, not necessarily published for the purpose of information, and may be written by current students, staff and faculty of Goucher College. Examples of sundry include poetry, fiction, and humor. Sundry may be subjective and is limited to the sundry section of the *Quindecim*.

1.3.5. **Newsgathering**

“*Newsgathering*” is the acquisition of objective knowledge for articles.

1.3.6. **Background, Off-the-Record**

“*Background*” is information gathered from individuals or administrative offices with the explicit declaration that said information will not be published unless gathered from another source.

“*Off-the-record*” is synonymous with “*background*”. Compare with “*on-the-record*” (§ 1.3.9)

1.3.7 **Copy-Editor**

A “*Copy-editor*” is an individual who reviews articles and sundry for grammatical correctness and compliance with the *Standards and Practices*.

1.3.8. **Quotation, Quote**

Quotation is replication of words said by an individual verbally or in writing as a *quote*.

Quotes may come from private, on-the-record(§) interviews between reporters and quoted individuals, or from when individuals speak or write without an expectation of privacy(§ 1.3.10)

1.3.9 **On-the-Record**

“*On-the-record*” refers to information gathered from individuals or administrative offices that is not “*off-the-record*” (§1.3.6). All information is assumed to be on-the-record, provided the reporter has properly identified themselves or the information is given without an expectation of privacy (§ 1.3.10).

1.3.10 *Expectation of Privacy*

“*Expectation of privacy*” is a circumstantial context in which an individual provides information where it can be assumed that said individual is not attempting to address the general public.

1.3.11 *Prior Review*

In the context of this document, prior review is the review of materials prior to their publication by any individual or organization. See § 2.5.

2. *Newsgathering*

2.1. *Identification*

2.1.1. *Identification of the Reporter*

In the course of newsgathering (§ 1.3.5), if a reporter (§ 1.3.2) asks a question to an individual or administrative office for the purpose of background (§ 1.3.6) or quotation, the reporter must identify themselves as “press” or as either a “reporter” or a “writer” for the *Quindecim*, and additionally the reporter must declare that they are writing an “editorial article” or an “opinion piece” if they are writing an editorial article. **This includes students of MDS142 if they intend to publish in the Quindecim.** A reporter does not need to identify themselves while observing events and there is no expectation of privacy.

2.1.2 *Identification of Sources*

Reporters must gather the following information from sources so as to cite them properly; The source's name and how to spell it, the source's title, position, or occupation if they have one, the source's year of college if they are a student, and the source's preferred pronouns. If a reporter does not acquire the source's pronouns from the source and is unable to post-interview, the subject will be referred to with nongendered pronouns such as "they" and "their".

2.2 Recording of Events

Writers may only write that events happened if they were an eyewitness to said event. If knowledge of an event comes from a source, then the writer must write in their article that the source said such an event happened. A writer's first priority in recording events should be to eyewitness those events. When using sources for an event happening, writers should try to verify the event with at least 3 sources.

2.3 Anonymous Sources and Recording of Non-Office-Holders.

A source may only be cited anonymously if to cite that source by name would threaten the source's personal safety or livelihood, and that individual is the only possible source. Individuals who do not hold offices (such as non-administrative college staff) or should not be mentioned by name in articles, unless the writer is able to get a statement on the record from said individual. Office-holders should also not be reported on in regards to actions outside of their position that do not affect their position.

2.4 Use of Generative Artificial Intelligence

The use of generative artificial intelligence or "Large Language Models"(LLMs) in the production of any content for the *Quindecim* is prohibited.

2.5 Prior Review, Prior Restraint and Viewing of Pre-Published and Unpublished Materials

The *Quindecim* does not offer prior review(§ 1.3.11) of content, notes, interview questions, or other materials related to articles(§ 1.3.3) to any person who is not a reporter or editor of the *Quindecim*. The *Quindecim* does not disclose materials related to newsgathering(§ 1.3.5) and writing(§ 1.3.2) that are unpublished.

3. *Style*

The following concerns the writing style of articles, so that the *Quindecim* is consistent and professional. This section and its subsections do not apply to sundry, nor to direct quotes(§ 1.3.8) in articles.

3.1 *Spelling and Grammar*

English articles in the *Quindecim* are written in American English. For correct spelling, writers should reference *The Merriam-Webster Dictionary*, in print or digital form. Correct grammar for articles is determined by the discretion of copy-editors(§ 1.3.7), but writers are recommended to consult *The Elements of Style* before submitting articles.

3.2 *Tone and Audience*

3.2.1. *Tone*

The *Quindecim* as a newspaper should maintain a professional, journalistic tone in news articles. This means writers of news articles should aim for clarity and declaration of facts over flashy writing, and writers should use precise language. Expletives are prohibited outside of quotes(§ 1.3.8). Slang terms and obscure words should be avoided if their use is not common enough so that an average American reader would not understand the article. Reporters do not need to hide or “neutralize” regional accents in mediums with auditory elements, but region-specific terms should default to what is

common in the Baltimore-Washington D.C. area (such as using “soda” instead of “pop.”). This does not mean that terms limited to certain cultures or ethnic groups should be avoided.

3.2.2. *Neutrality and Contentious Topics*

Writers of news articles may not portray one perspective of political divide, on-campus or off-campus, favorably or unfavorably to misrepresent a perspective or curry favor in audiences for a perspective. Emphasis should not be placed on giving each side a voice; a reporter should report on all relevant views, and then investigate independently to find the truth.

3.2.3. *Audience*

The *Quindecim* is written for the Goucher community, but should be readable by a national audience. This means that Goucher-specific terms should be presented with context for the benefit of an outside observer. For example, instead of writing:

At GIG 2024, students could receive up to 2 free energy drink mocktails.

It would be better to provide context like so:

At Get Into Goucher(GIG) 2024, an annual campus-wide field day to celebrate the new school year, students could receive up to 2 free energy drink mocktails.

In addition, obscure concepts should also be provided with context.