

# Reporting Checklist

## Checklist before Interview

- Pre-planned interview: Reporter is on time to the pre-scheduled meeting.
- On site interview: Interviewee is able to express themselves.
- Reporter has relevant and researched questions ready.
- Source is aware that interviewer is either a Quindecim reporter or writer submitting to the Q.
- Source is aware of the genre of article being written.

## Checklist before Event

- Quindecim Acquitted Reporter is wearing their Press Pass.

## Checklist before Writing

- All cited sources are aware of their reference in the article.
- Non-eyewitness events are fact-checked by 3 sources.



## Standards & Practices

# REPORTING

see 2. Newsgathering in Quindecim: Standards & Practices



### Includes:

- Interview Principles & Standards
- Formulating Interview Questions
- Event Reporting
- Notes, Drafts & Raw Material
- AI Policy

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## Interview Principles & Standards

When talking to an interviewee (student, general public, administration) **student must identify themselves as a *Quindecim* reporter or writer submitting to the *Quindecim***. The interviewer must also tell the interviewee the **type of article** they are going to write with interviewee's words. (Op-ed, Editorial, etc.)

## Conducting the interview

Reporters conducting an interview have a responsibility to remain **professional**. This includes:

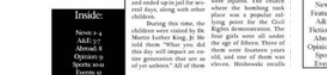
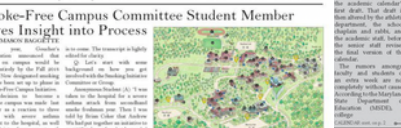
1. Pre-planned interview: setting up a meeting and being on time for the interview.
2. On site interview: finding a space that is convenient and non-stressful for the interviewee.
3. Arriving prepared to the interview with **researched and relevant questions**.

## Citing the interview

Interviewees are cited including the source's **name SPELLED CORRECTLY**, the source's **position, title or occupation, year of college** (if source is a student or Goucher graduate), and **preferred pronouns**.

Interviewee can be cited **anonymously** only if:

1. Citation would **threaten personal safety or livelihood**.
2. Individual is the **only possible source**.
3. **Legally** they can not be named.
4. Individual is a **non-administrative staff member** that has not given verbal or written consent to be cited.



## Event Reporting

When attending a Goucher event, **Quindecim Accredited Reporters must wear their Press Pass** and be a **respectful bipartisan participant** of the event.

If reporter is **not an eyewitness** to an event, they must double check said event using **3 sources**.

## Notes, Drafts & other Raw Material

There is **no requirement** to share notes, drafts of articles, interviews or other news gathering material that isn't published in the Quindecim.

## AI Policy

There is absolutely **no generative AI tolerated** in the news gathering, writing, images or other medias published in the Quindecim.