

Publication Policy

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Definitions and Restrictions

- Intention:** This document is intended to outline the publishing procedures of the Saint Mary's University Journal Publishing Society. This document will outline the powers and responsibilities of various parties within the Journal as it pertains to the publishing process. This document will also outline the process which is to be followed when a retraction or publication dispute request is made.
- Publication:** Everything released as print material, digital articles, audio or video content with the Journal's name and branding should be considered published material as it pertains to the Journal.
- Exclusions:** Exclusions to the above statement shall be social media posts including but not limited to Facebook, Instagram, Twitter, or Snapchat. Articles or notices covering the Journal's Annual General Meeting, job offerings, staff page, or board of directors.
- Executive Editor:** For the purposes of publication, the Executive Editor holds executive power over all published content within the Journal. Anything and everything published or retracted must be at the approval of the Executive Editor unless a 2/3 vote by the Board of Directors overturns their decision. This direction is written out in the Journal constitution.
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- Executive Director:** While the Executive Editor does report directly to the Executive Director, the Executive Director does not hold any formal authority over publishing. The Executive Director should be used as an unbiased party to moderate and oversee publishing disputes with the Executive Editor and the Board of Directors.
- Board of Directors:** The role of the Board of Directors is to act as a final decision maker when a publishing dispute is unable to be resolved by the Executive Director. The Board of Directors should have no direct involvement in publishing decision unless an unresolved dispute is brought to the Board by the Executive Director or by a member of the Saint Mary's University community.

Publishing Process

The Executive Editor has the right to approve or reject the publication of any item as listed in the above section.

The publishing review process will be used under the following circumstances:

- (a) In the event that a publication has been rejected by the Executive Editor, the writer in question may follow the process below to appeal the decision.
- (b) In the event that a member of the public would like a publication retracted or revised, the individual in question must follow the process below.

- Step 1: A request via email must be made to editor@thesmujournal.ca outlining the request and reasoning why.
- Step 2: The Executive Editor must consider the request and respond to it within five (5) business days.
- Step 3: If the requestor is unable to find resolution with the Executive Editor or do not receive a response from the Executive Editor, they may appeal their request to the Executive Director by emailing director@thesmujournal.ca.

Their request must include the initial email to the Executive Editor, their specific publishing request, and reasoning why they wish for the overturned decision.
- Step 4: The Executive Director may attempt to resolve the issue as a moderator with the Executive Editor and must respond back to the requestor within ten (10) business days.
- Step 5: In the event that the requestor is unhappy with the resolution moderated by the Executive Director, the requestor may ask the Executive Director to escalate the issue to the board of directors for a vote.
- Step 6: The Executive Director must bring the vote forward at the next Board of Directors meeting and the Board will make a decision on the matter. A 2/3 vote is required to overturn a publishing decision.
- Step 7: The Executive Director will inform the Executive Editor and the requestor of the Board's decision and ensure that this decision is carried out.

During this process the Executive Editor's decision will be considered in effect until the entire process may be completed.

Decisions made by the Board are final and cannot be appealed a second time following the completion of this process unless otherwise decided by the Board.