

CBC Publication Guidelines

1. Publication of text

For publication in It and on the Club web site, the Club will generally accept:

- Trip reports
- Material prepared by Committee members as part of their Committee roles
- Reports of presentations by guest speakers at Club meetings
- Articles, letters and poetry likely to be of interest to a substantial number of Club members
- Short announcements by Club Members on any topic in the 'Bulletin Board' section of It

For publication on the Club's Facebook Page, the Club will generally accept

- Short postings, including images, on matters of interest to Club members.

For publication by e-mail to Club members, the Club will generally accept

- Messages prepared by Committee members as part of their Committee roles.

2. Publication of images

The Club will generally accept for publication images - i.e photos, paintings, sketches and maps - that support accepted textual material.

On the Club web site, images not directly related to other material, e.g. in photo galleries, will be accepted only if they are likely to be of lasting interest to Club members and are of high technical standard. In photo galleries, the Club will aim for balance, without a strong emphasis on any one topic or contributor.

Images accepted on the Club Face Book site, though they should be of interest to Club members, do not need to be of lasting interest, and may be of a moderate technical standard.

If a person informs the Editor, Web Manager or Facebook Administrator that the person objects to the publication of an image that depicts them, the image will not be published by the Club, or will be removed as soon as possible.

3. Generally not accepted

The Club will not accept:

- Any content that is insulting or would be seen as offensive by a reasonable person
- Content that to a large extent duplicates content that has been recently published
- Unpaid-for promotional material from for-profit organisations
- On the Facebook page, any content that does not comply with the Facebook Community Standards.

Where the Editor, Web Manager or Facebook Manager is considering rejection of any content, they should refer the matter to the President.

4. Controversial and point-of-view material

The Club encourages debate and the publication of a range of points of view. The Editor, Web Manager and Facebook Administrator should refer controversial material to the Committee or the President before publication.

The Editor of It may require content that is largely opinion-based to be re-submitted as a letter to the editor rather than an article.

5. Space constraints

The Editor of It, the Web Manager and the Facebook Administrator may ask an author to shorten their content, or may delay publication to a later date.

6. Paid advertisements

Although the Club presently does not accept paid advertisements, these guidelines do not prevent future Committees from considering them.

7. Committee role

The President will normally consult the Committee on any referred publication matters; time constraints or privacy issues may in some cases limit this consultation.

Approved by the CBC Committee 25 February 2015