***Attribution***

***Ethical Statement:***

The foundation of journalism begins with honesty and is reinforced through transparency. It’s our duty as journalists to bring the public factual information and detail where we retrieved that information. If you didn’t say it, then who did? Attribution is key in journalism and there is absolutely no room for plagiarism. If you are reporting someone else’s work, make sure to provide credit and do not present the work as your own.

***Procedure***

* *When using a photo, video or other multimedia item, attribute the photographer and provide context (caption) to detail its source.* 
  + *If embedding a social media post, credit remains mandatory and students should reach out to the source for approval and confirmation of the item’s validity.*
* *When using another reporter’s or publication’s information (which should rarely be used), attribute the content to the original journalist.* 
  + *If a previous story is available, link to the story as well.* 
    - *Providing a credit and a link to previously reported info helps with transparency.*
* *If using direct quotes from a press release, be transparent on how the information was retrieved. For example:* 
  + *If using a direct quote, state the source and where the information was published.* 
    - *EXAMPLE: “……,” said the police chief in a written statement.*
* *When in doubt, always provide credit.*