

The Constitution of The Quinnipiac Chronicle
Quinnipiac University
275 Mount Carmel Ave.
Hamden, Connecticut 06518
(Revised April 2016)

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I. Statement of Purpose

a. The purpose and objective of the Chronicle is to be Quinnipiac University's official student-run newspaper, by providing the Quinnipiac community with an unbiased view of campus news and information.

b. This newspaper will act as a vehicle for education for editors, staff writers, designers, photographers and all others who wish to be involved with the publication. Within this environment all members will learn basic journalistic skills such as: news writing and gathering, layout and design, creating multimedia content, copy editing and the Associated Press (AP) style of writing.

c. The Chronicle is committed to maintaining both journalistic integrity and freedom of student press. As such, the Chronicle strives to uphold the principles set forth by the Code of Journalistic Ethics and rules set by the Associated Press. The Chronicle has also adopted the Guidelines for College Student Media as established by the Student Press Law Center, along with other student media organizations of the Quinnipiac University community.

II. Membership

a. Section one

- i. The newspaper will be open to all undergraduate students who are interested in working for The Chronicle.
- ii. Length of membership will not be limited for any student.
- iii. No journalism experience is required to be a member of the Chronicle staff; however, a desire to learn is expected.
- iv. Staff members are encouraged to be involved in any capacity, whether it be writing for various sections, photography, design, copy editing, business, etc.
- v. Writers are not required to write a specific number of articles, however to maintain the status of a staff writer, it is expected to publish four pieces per semester.

vi. Becoming a staff member

1. To become a writer for the Chronicle, one must attend a general staff meeting and express interest to the editor(s) of the sections he or she is interested in writing for.

2. A writer is considered a “contributing writer” until they have five articles published.

3. Upon writing four articles, a writer will earn the title of “staff writer.”

vii. While submissions for the Chronicle are all considered for publication, it is possible that not all articles will be included in any given issue.

b. Section two

i. All members are expected to respect the Editorial Policy, Code of Journalistic Ethics, rules set by the Associated Press, the Constitution of the Chronicle, the Guidelines for College Student Media as established by the Student Press Law Center and adopted by the Chronicle, and Quinnipiac University’s Code of Conduct in order to maintain good standing.

III. Meeting Guidelines

a. Editorial board meetings

i. Editorial board meetings will be held weekly at the time designated by the editor-in-chief at the start of each semester. All members of the editorial staff are required to attend these meetings.

ii. If members are unable to attend, they must notify the editor-in-chief prior to the meeting.

iii. Special meetings of the editorial board may be called at the discretion of the editor-in-chief.

iv. The structure of editorial board meetings:

1. Meetings will be run by the editor-in-chief.

2. During the meeting, the editor-in-chief will discuss issues related to previous and upcoming issues of The Chronicle, relay important messages to the editors and address any disciplinary issues.

3. In the absence of the editor-in-chief, the senior managing editors or managing editor will run the meeting.

b. General Staff Meeting

i. Staff meetings will be held weekly at the time designated by the editor-in-chief at the start of each semester.

ii. Notification of the time and place for staff meetings is the responsibility of the editor-in-chief and managing editors.

iii. Structure of the staff meetings:

1. Meetings will be run by the editor-in-chief and open to all members of the writing and photography staffs, as well as editorial board members.

2. Editors will meet with their staffs to discuss and coordinate assignments for the upcoming issue.

3. In the absence of the editor-in-chief, the senior managing editors will run the meeting.

c. Section meetings

i. Supplemental section meetings are encouraged periodically for additional planning periods or workshops.

ii. Some sections may require separate weekly meetings, such as the design and online departments.

d. Absences

i. Habitual absences at the weekly editorial or general staff meetings will begin the review process as stated in Article VII.

IV. Staff Positions

a. Editorial Board

- i. The editorial board consists of the editor-in-chief, managing editor, art director, web director, copy editor, photography editor, associate photography editor, news editor, associate news editors, arts & life editor, associate arts & life editors, sports editor and associate sports editor.
- ii. Each section or department is expected to have an associate editor who can assume the editor's responsibilities in his or her absence.
- iii. The formulation of policy in regards to writing, advertising, public relations, and promotion of the Chronicle will be the exclusive responsibility of the Editorial Board.
- iv. Eligibility is restricted to Quinnipiac undergrads.

b. Duties, Responsibilities and Expectations

i. Editor-in-Chief: The editor-in-chief oversees and bears the ultimate responsibility for all weekly production and year-long operation of The Chronicle. He or she must uphold the expectations outlined in the Student Leader Stipend. Responsibilities and expectations include, but are not limited to:

1. Joint responsibilities with Senior Managing Editors
 - a. Hiring new staff and editorial board members
 - b. Overseeing the Chronicle staff members and applying discipline as necessary
 - c. Contribute editorials and opinion pieces regularly and/or as needed
2. Weekly production responsibilities
 - a. Final say over all editorial content, both in print and online
 - b. Responsible for final editing and evaluation of content in accordance with Chronicle-established style and AP style guidelines
 - c. Establish deadlines and hold the staff accountable for meeting deadlines
 - d. Be responsible for the selection of content that will appear in each section, along with the input of the respective editors
 - e. Write articles for all sections as needed
 - f. Assist in distributing the newspaper to the designated areas on and off campus
 - g. Maintain relationship with printer/publishing company
 - h. Maintain working relationship with campus community, including student organizations and university departments such as security and public affairs
3. Overall management responsibilities
 - a. Conduct weekly general staff and editorial board meetings, giving reasonable notice to the managing editors if unable to attend
 - b. Meet with the Assistant Director of Student Media once a week
 - c. See that all members of the editorial board adhere to their duties as stated in this constitution and follow proper procedures when discrepancies occur.
 - d. Make sure all editors receive proper training
 - e. Be available to all editorial board members, staff, and the public.
 - f. Check the campus mailbox and general email account on a daily basis

iii. Job duties assigned to the managing editor include, but are not limited to:

- a. Assume the responsibilities of the editor-in-chief should he/she not be able to conduct meetings or hold office hours

- b. Assume the responsibilities of a section or department editor if they are unable to attend meetings or assume their weekly responsibilities
- c. Assist with copy editing and layout of the paper
- d. Write articles for all sections, as needed
- e. Assist in recruiting for the Chronicle at the beginning of each semester
- f. Assist in training new staff members
- g. Attend all staff and editorial meetings and notify the editor-in-chief with reasonable notice if unable to attend
- h. Assist in delivering the newspaper to designated locations on the day of publication
- i. Responsible for any Chronicle-sponsored programming
- j. Head Chronicle special projects
- k. Write a weekly column

iv. Web Director

- a. Assume the responsibilities of the editor-in-chief should he/she not be able to conduct meetings or hold office hours
- b. Assume the responsibilities of a section or department editor if they are unable to attend meetings or assume their weekly responsibilities
- c. Assist with copy editing and layout of the paper
- d. Write articles for all sections, as needed
- e. Assist in recruiting for the Chronicle at the beginning of each semester
- f. Assist in training new staff members
- g. Attend all staff and editorial meetings and notify the editor-in-chief with reasonable notice if unable to attend
- i. Write at least two editorials or opinion pieces per semester
- j. Assist in delivering the newspaper to designated locations on the day of publication
- k. Responsible for any Chronicle-sponsored programming
- l. Monitor website function, social media policy and online traffic

v. Creative Director

- a. Assume the responsibilities of the editor-in-chief should he/she not be able to conduct meetings or hold office hours
- b. Assume the responsibilities of a section or department editor if they are unable to attend meetings or assume their weekly responsibilities
- c. Assist with copy editing and layout of the paper
- d. Assist in recruiting for the Chronicle at the beginning of each semester
- e. Assist in training new staff members
- f. Attend all staff and editorial meetings and notify the editor-in-chief with reasonable notice if unable to attend
- g. Write at least two editorials or opinion pieces per semester
- h. Assist in delivering the newspaper to designated locations on the day of publication
- i. Responsible for any Chronicle-sponsored programming
- j. Oversee photography and design sections

- k. Design for all sections as needed
- l. Manages the final presentation of the paper

vi. Copy Editor

- 1. Job duties assigned to the head copy editor include, but are not limited to:
 - a. Be responsible for reviewing all content of the newspaper, paying specific attention to accuracy, fairness, Chronicle-established content style and AP style guidelines
 - b. Confirm correct spellings/accuracy of names and titles mentioned in the newspaper
 - d. Write at least two editorials per semester
 - e. Attend all editorial board meetings
 - f. Coordinate and oversee other copy editors on staff
 - g. Assist in delivering the newspaper to designated locations on the day of publication

vii. News Editor

- 1. Job duties assigned to the news editor include, but are not limited to:
 - a. Assign weekly articles and oversee news staff writers
 - b. Strictly adhere to the deadlines set by the editor-in-chief
 - c. Hold writers accountable for meeting established deadlines
 - d. Maintain communication with staff writers throughout the research/interview, writing and editing stages
 - e. Write articles as needed for the news section
 - f. Write at least one editorial or opinion piece per semester
 - g. Responsible for copy editing articles (following both Chronicle-established and AP style guidelines) upon receiving them from staff writers, then forwarding the edited content to the copy editors in a timely manner
 - h. Coordinate with photography editor to ensure coverage
 - i. Work with design editors when laying out news section
 - j. Attend all general staff, editorial and budget meetings
 - l. Maintain working relationship with University Public Affairs and assist writers in setting up interviews through Public Affairs
 - m. Assist in delivering the newspaper to designated locations on the day of publication
 - n. Develop and nurture associate news editor(s)
 - o. Assign stories and share editing responsibilities with associate news editor(s)

viii. Associate News Editor

- 1. The implementation of an associate news editor is at the discretion of the editor-in-chief.
- 2. Job duties assigned to the associate news editor include, but are not limited to:
 - a. Assist news editor in assigning stories to news staff members
 - b. Strictly adhere to the deadlines set by the editor-in-chief and news editor
 - c. Maintain communication with news editor and staff writers throughout the week.

- d. Write articles as necessary for the news section
- e. Responsible for copy editing articles (following both Chronicle-established and AP style guidelines) upon receiving them from staff writers, then forwarding the edited content to the copy editors in a timely manner
- f. Attend all general staff meetings
- h. Assist in delivering the newspaper to designated locations on the day of publication

ix. Arts & Life Editor

1. Job duties assigned to the A&L editor include, but are not limited to:
 - a. Assign weekly articles and oversee A&L staff writers
 - b. Strictly adhere to the deadlines set by the editor-in-chief
 - c. Hold writers accountable for meeting established deadlines
 - d. Maintain communication with staff writers throughout the research/interview, writing and editing stages
 - e. Write articles as needed for the A&L section
 - f. Write at least one editorial or opinion piece per semester
 - g. Responsible for copy editing articles (following both Chronicle-established and AP style guidelines) upon receiving them from staff writers, then forwarding the edited content to the copy editors in a timely manner
 - h. Coordinate with photography editor to ensure coverage
 - i. Work with design editors when laying out A&E section
 - j. Attend all general staff and editorial meetings
 - l. Maintain working relationship with University Public Affairs and assist writers in setting up interviews through Public Affairs
 - m. Assist in delivering the newspaper to designated locations on the day of publication
 - n. Develop and nurture associate arts & life editor(s)
 - o. Assign stories and share editing responsibilities with associate arts & life editor(s)

x. Associate Arts & Life Editor

1. The implementation of an associate arts & life editor is at the discretion of the editor-in-chief and general manager
2. Job duties assigned to the associate arts & life editor include, but are not limited to:
 - a. Assist arts & life editor in assigning stories to arts & life staff members
 - b. Strictly adhere to the deadlines set by the editor-in-chief and arts & life editor
 - c. Maintain communication with arts & life editor and staff writers throughout the week
 - d. Write articles as necessary for the arts & life section
 - e. Responsible for copy editing articles (following both Chronicle-established and AP style guidelines) upon receiving them from staff writers, then forwarding the edited content to the copy editors in a timely manner
 - f. Attend all general staff meetings
 - h. Assist in delivering the newspaper to designated locations on the day of publication.

xi. Sports Editor

1. Job duties assigned to the sports editor include, but are not limited to:
 - a. Assign weekly articles and oversee sports staff writers
 - b. Strictly adhere to the deadlines set by the editor-in-chief
 - c. Hold writers accountable for meeting established deadlines
 - d. Maintain communication with staff writers throughout the research/interview, writing and editing stages
 - e. Write articles as needed for the sports section
 - f. Write at least one editorial or opinion piece per semester
 - g. Responsible for copy editing articles (following both Chronicle-established and AP style guidelines) upon receiving them from staff writers, then forwarding the edited content to the copy editors in a timely manner
 - h. Coordinate with photography editor to ensure coverage
 - i. Work with design editors when laying out sports section
 - j. Attend all general staff and editorial meetings
 - l. Maintain working relationship with University Public Relations and Sports Information, as well as assist writers in setting up interviews
 - m. Assist in delivering the newspaper to designated locations on the day of publication
 - n. Develop and nurture associate sports editor(s)
 - o. Assign stories and share editing responsibilities with associate sports editor(s)

xii. Associate Sports Editor

1. The implementation of an associate sports editor is at the discretion of the editor-in-chief and general manager
2. Job duties assigned to the associate sports editor include, but are not limited to:
 - a. Assist sports editor in assigning stories to sports staff members
 - b. Strictly adhere to the deadlines set by the editor-in-chief and sports editor
 - c. Maintain communication with sports editor and staff writers throughout the week
 - d. Write articles as necessary for the sports section
 - e. Responsible for copy editing articles (following both Chronicle-established and AP style guidelines) upon receiving them from staff writers, then forwarding the edited content to the copy editors in a timely manner
 - f. Attend all general staff meetings
 - g. Attendance at editorial board meetings is not required
 - h. Assist in delivering the newspaper to designated locations on the day of publication
 - i. Maintain daily operation of sports blog on QUChronicle.com

x. Design Editor

1. Job duties assigned to the design editor include, but are not limited to:
 - a. Creating weekly template
 - b. Working with editor-in-chief and Student Media business managers to ensure all necessary ads appear in layout

- c. Work with editor-in-chief and manager editor(s) to determine weekly layout plans
- d. Responsible for maintaining Chronicle style guidelines
- e. Coordinate with section editors and design content
- f. Delegate work to other designers
- g. Strictly adhere to the deadlines set by the editor-in-chief
- i. Attend all general staff, editorial and budget meetings

xi. Associate Design Editor

- 1. Job duties assigned to the design editor include, but are not limited to:
 - a. Creating weekly template
 - b. Work with editor(s) to determine weekly layout plans
 - c. Responsible for maintaining Chronicle style guidelines
 - d. Coordinate with section editors and design content
 - e. Strictly adhere to the deadlines set by the editor-in-chief
 - f. Attend all general staff meetings
 - g. Attendance at editorial board meetings is required

xii. Web Editor

- 1. In charge of maintaining the official Chronicle website, working closely with the editor-in-chief and managing editors.
- 2. Job duties and expectations include, but are not limited to:
 - a. Being able to edit HTML code to maintain the design of the website
 - b. Knowing how to manage a content management system
 - c. Uploading articles, photos and multimedia (such a graphics and photo slideshows) to the website on a weekly basis
 - d. Being familiar with social media applications such as Facebook, Twitter, Instagram and YouTube and maintaining the newspaper's web presence through these outlets

xiii. Photography Editor

- 1. Job duties assigned to the photo editor include, but are not limited to:
 - a. Responsible for coordinating with section editors to ensure necessary coverage
 - b. Delegate all photo assignments (events, games, set-shots, etc.) to photography staff
 - c. Encourage photographers to coordinate with writers covering the same event
 - d. Strictly adhere to the deadlines set by the editor-in-chief
 - e. Responsible for coordinating the uploading, organizing and archiving of all photos
 - f. Responsible for working with section editors to determine what photos will be published
 - g. Responsible for editing photos that will be published both in print and online
 - h. Be cognizant of the responsibility that photographers have to ensure information such as proper titles, names, students' years and major are accurate and include this information for caption use.

- j. Train photography staff on all relevant equipment, offer training to all staff members on camera and basic photography skills
- k. Responsible for tracking use, accountability and condition of equipment
- l. Identify new equipment needs
- m. Work with design editors when editing photos
- n. Attend all general staff, editorial and budget meetings
- o. Coordinate with section editors to ensure proper procedure is followed in regards to Public Affairs and Sports Information
- q. Assist in delivering the newspaper to designated locations on the day of publication

xiv. Executive Editorial Board

1. The executive editorial board consists of the editor-in-chief and managing editor
2. The purpose of this executive board is to collectively shape the vision and direction of the newspaper.
3. The executive editorial board should convene on a monthly basis to discuss on-going matters outside of the weekly production of the paper
4. Impromptu executive board meetings can be called by any executive member to discuss urgent or time sensitive matters
5. The executive board is encouraged to discuss and come to a consensus on matters such as newspaper policies, making judgment calls in disputed situations (whether it be of policy or editorial matters), deciding how to handle situations that concern the greater Quinnipiac community, etc.
6. All executive board decisions are subject to potential editorial board challenges of a two-thirds majority. However, in case of a challenge that cannot be resolved with a revised proposal, the decision is ultimately at the discretion the editor-in-chief.

V. Leadership Elections

Editor-in-chief will be selected by a panel including outgoing editor-in-chief, senior managing editor(s), the Assistant Director of Student Media, one member of the Student Center and Campus Life staff and at least two knowledgeable and trustworthy newspaper staff members (preferably one outgoing senior and one current staff member who did not apply for either position).

1. Qualifications:

- a. Applicants must be a Quinnipiac undergraduate student in good standing going into their junior or senior year
- b. Applicants must have served on the editorial board for two semesters
- c. Students are only eligible for one term of two consecutive semesters

2. Process:

- a. Applicants must submit a written application during selection process (mid-spring semester) that includes all required application materials and a current resume
- b. Applicants will be invited to interviews for their respective positions
- c. The panel will evaluate the applications, resumes, interviews and experience of each applicant

- d. Selection for each position will then be determined by a panel vote with a necessary two-thirds majority. All panel members' votes are weighted equally.
- e. All applicants will be notified of the selection decision prior to an announcement to the staff

VI. Editorial Board Elections

1. At the end of each academic year, current editorial board members and staff members apply for the following academic year's editorial board positions.
 - a. Editorial board members will be selected by the newly elected editor-in-chief and the outgoing editor-in-chief.
 - b. Selection process will begin immediately after the new editor-in-chief is announced.
 - c. Interviews will be organized and scheduled by the new editor-in-chief.
 - d. Transitioning to the new editorial board begins with the second to last issue of the year, as outgoing members assist the new editorial staff.
 - e. The new editorial board is expected to be responsible for the publication of the last two issues of the spring semester, with little intervention from the outgoing staff members.

2. At the end of the fall semester, a challenge system for editorial board positions will go into effect. This system is meant to help the previous year's editorial board snubs and freshmen standouts to join the editorial board.
 - a. Any staff member can challenge an editorial board member for his or her spot, or apply for a new position such as an associate section editor
 - b. Only the challengers are required to fill out editorial board applications
 - c. The editor-in-chief can choose to interview editors being challenged at his/her discretion.
 - d. The editor-in-chief will conduct the interviews, but will consult on all decisions with the managing editors.

VII. Changes to the Constitution of the Chronicle

- a. The Constitution of the Chronicle will be reviewed and updated at the beginning of the fall semester of every year. This revision will be done by the entire editorial staff and must be voted on (prior to Sept. 30) with a simple majority vote to ratify the proposed changes.
- b. If changes are to be made outside of the scheduled yearly review, proposed changes must be submitted to the editor-in-chief. Upon review, the change can be ratified by the editorial board with a simple majority vote.
- c. In case of a tie, the Executive Editorial Board will discuss the motion and come to an agreement. The decision will be presented at the next editorial board meeting and can be challenged with a two-thirds majority of the editorial board.

VIII. Penalties and Resignations

- a. Grounds for Dismissal
 - i. A staff member or editorial board member may be dismissed after documented warning from the executive editorial board if suggestions for improvement are not

heeded, if responsibilities are not fulfilled, or if a concerted effort and desire to improve is not demonstrated.

ii. The removal of a staff member or an editorial board member needs to be agreed upon by a two-thirds majority of the executive editorial board

iii. While consulting the Assistant Director of Student Media is encouraged, the editor-in-chief has final say in all decisions on staffing matters

b. Dismissal Process

i. Documentation and fair notice should be given to the individual

ii. A meeting with the executive board will be scheduled. At this meeting, the documented concern will be addressed

iii. The executive board and Assistant Director to Student Media will meet as a group to discuss the situation.

iv. The aforementioned panel will then meet with the individual, where the individual has the opportunity to speak on their behalf regarding the situation

v. The panel will decide whether the individual should be removed from the staff

vi. The individual will be asked to meet with the executive board, where notification and reasoning of the final decision will be discussed

c. Proper Procedure for Resignation

i. Any member who is planning to resign should submit a written explanation of his or her resignation

ii. The individual who is resigning may be asked to remain on the editorial board and continue their responsibilities for at least a two week period, so that the editor-in-chief may have sufficient time to find a replacement for the position

IX. Autonomy of the Chronicle

1. As stated in the Guidelines for College Student Media, the Chronicle is not subject to prior review or restraint. According to Section V, “No student media, whether official or non college-sponsored, will be subjected to review or restraint by college administrators, faculty or employees prior to publication or withheld from distribution.”

X. Relationship between the editorial board and the Assistant Director of Student Media

1. The Chronicle, as all student media groups on campus, will have a strong working relationship with the Assistant Director of Student Media. This person will work in an advisory capacity as a valuable resource to the staff. Should any problems arise with the Chronicle and its staff, the advisor will be available to mediate and help resolve the concerns. The Assistant Director of Student Media in no way has control or say in the editorial content, both in print and online, as well as internal policies as dictated by the Chronicle Constitution and any other newspaper policies or contracts. The Chronicle is committed to “Advisor Job Security” as outlined in Section III of the Guidelines for College Student Media: “The student media advisor is not a censor. No person who advises student media will be fired, transferred or removed from their position by reason of his or her refusal to exercise editorial control over student media or to otherwise suppress the protected free expression of student journalists.”

XI. Social Media Policy

Social media – which includes, but is not limited to Facebook, Twitter, LinkedIn, Foursquare, Google+, Flickr, Instagram and blogs – is a dynamic force shaping our world. The information

shared on these platforms may blur the lines between personal views and those of an affiliated organization.

1. **Do not express insight gained from student media on personal accounts:** When asked to cover an event you should not post that insight or knowledge on your own personal accounts.
2. **Think twice before posting:** If you are uncertain concerning the validity of information or if it is appropriate to disseminate, check with a managing editor. In many cases, information is not publicized for several reasons, among them:
 - a. Privacy concerns
 - b. Closed event
 - c. Merely a rumor
3. **Write well:** It is imperative to write well. All materials should be spell-checked and proofread before distribution. Some things to keep in mind:
 - a. Avoid using emoticons
 - b. Avoid using acronyms, whenever possible
 - c. Capitalize words that ought to be. Do not write in all lowercase or all uppercase.
 - d. Use punctuation appropriately.
 - e. Use the proper, full names of campus locations, when possible.
2. **Correct inaccurate or incomplete information:** News and information changes and it is important to reflect the changes quickly on social media. Original posts should not be deleted, but rather pushed down on the news feed by more timely and accurate messages. Add an “UPDATE:” tag at the beginning of a tweet or article.
3. **Add value:** Don’t just post to post. It is important that posts are relevant to the niche you develop and add value to your broader network.
4. **Post in moderation:** While it is best to post daily or sometimes even more frequently, it is just as important not to flood your network with information. It is much more effective to space out the publication of information over several hours and days, to give the Chronicle a more consistent presence.
5. **Create a conversation:** Social media is about having a conversation. Be part of the conversation and contribute the type of content you would like to read if you were not a part of the Chronicle.
- . **Encourage comments and feedback:** Conversations entail more than one person talking. The more others contribute, the more exposure the platform will receive.
6. **Protect the institutional voice:** Be wary that every account bearing the Chronicle’s name is representing the broader organization. Do not post any content that could harm the Chronicle’s reputation.
7. **Secure permission before posting photos and videos:** It is important to make sure people captured in photos and videos are comfortable with their likeness appearing online and that they are identified correctly.

XII. Letters to the Editor

The Chronicle reserves the right to edit letters to the editor for grammar, libel, and length. Though our masthead clearly states that the opinions expressed in the paper are those of the writers and not necessarily those of the Chronicle, as a publication, we assume responsibility for all that we publish. This includes anything written by authors of letters to the editor. That said, we will always require that the name of the writer be published. Credibility can only come from accountability.