

Guide to uploading to The Argus

Welcome

We would like to welcome you to the Argus website Community Correspondents team. You will receive training and ongoing support on how to upload to your community news section.

If you would like to see how other people are writing about for their communities, visit <http://www.theargus.co.uk/communitypages/>

If you have any problems, questions or ideas please contact:

Jo Wadsworth, Web Editor – jo.wadsworth@theargus.co.uk, 01273 544 775.

What you need to get started

A computer with Internet access – preferably Broadband.
Internet Explorer

How do I become a Community Correspondent?

Register your interest with Jo Wadsworth, Web Editor by emailing her the following information:

Your name.

Your email address (to be used to send technical information and for the public to give you information – you may wish to create one that is different than your personal email on a free service such as hotmail.com.)

phone number.

image (if we don't have one).

the town(s) you wish to upload information to
website if you have one.

Send to jo.wadsworth@theargus.co.uk.

You will receive an agreement to sign, which you should send back to Jo Wadsworth, Argus House, Crowhurst Road, Hollingbury, Brighton BN1 8AR.

What happens next?

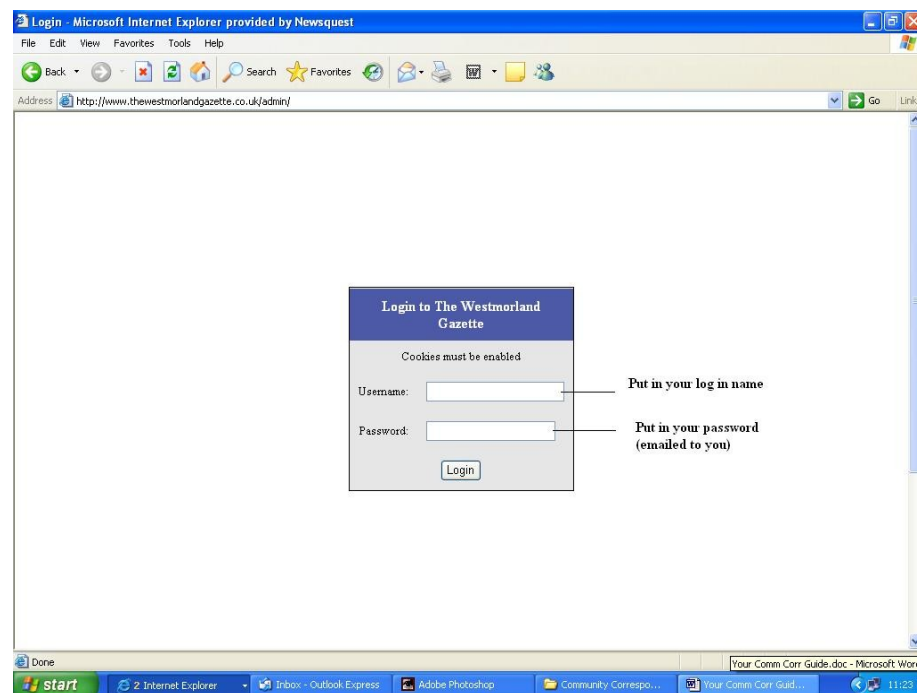
Jo will set you up as a community correspondent with the site, and you will receive your log in details (the information you need to get into the site each time you update your news).

How do I log in?

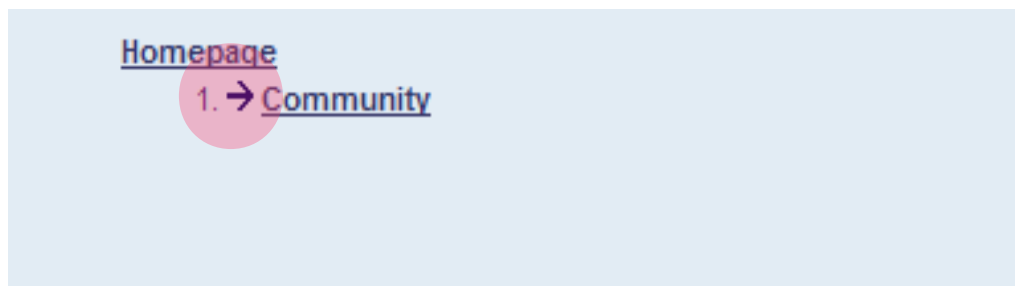
Once you have your log in details, please put them in a secure place.

To log in key in: <http://www.theargus.co.uk/admin/>

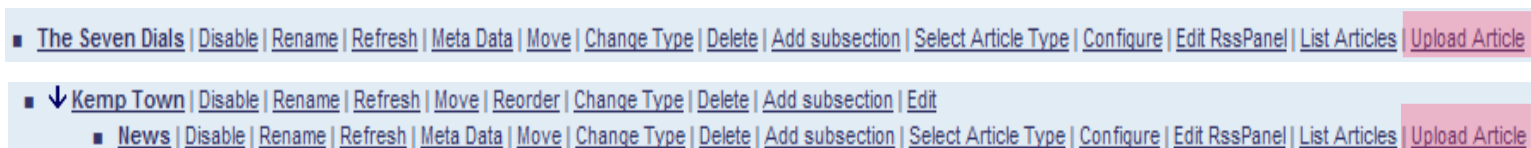
This will take you the log in page, which needs your user name and password.



You will see a truncated version of our site map, with a link to our Communities section. Click on the **arrow** next to this, and the details for your section should appear. At the end of either the **Community** or **News** list, there will be a link called Upload Article. Click on this to post an article.



E.g.



Uploading Stories

The screenshot shows a web browser window displaying the admin interface of the Westmorland Gazette website. The address bar shows the URL: <http://www.thewestmorlandgazette.co.uk/admin/tree/news?action=new>. The interface is divided into a left sidebar with navigation links and a main content area with various form fields.

Left Sidebar:

- Subject (Channel) Management
- Author Management
- Article URLs (olive)
- HTML Form Handling
- Site Config
- Site Logo
- Site Config
- Site Meta Data
- Site Email Addresses
- User Management
- User Management
- User Permissions
- User Details
- Utilities
- Log out
- Flush

Main Content Area:

- Index headline:** Use keywords; be descriptive and literal. (Text input field)
- Note:** Due to a bug in IE6 and IE7 you are advised to upload images that are square as possible.
- Article headline (optional):** Include additional keywords, full names and localities. (Text input field)
- Preview:** Summarize your story in a clear and interesting manner; use keywords. Allowed HTML: <u>
<i><p> (Text area)
- Byline:** Author Unknown (Dropdown menu) + Add/remove author (Link)
- Full Story:** Add <p> tags? ☒ (Text area)
- Set rating:** 20 (Text input)
- Exclusive?** ☐ **Allow comments?** ☒ **Freeze Comments?** ☐ **Podcast:** ☐ Video ☒ No media linked
- Optional Start Date:** 12th January 2009 12:00 (Dropdowns)
- Optional End Date:** (Empty dropdowns)
- Optional Sort Date:** 12th January 2009 12:00 (Dropdowns)
- Upload image 1 (Must be 310px or wider):** Browse... (Button) Find Image ID (Button)
- Caption 1:** please upload a caption (max 150 chars). Captions also populate the "alt" attribute of the image. (Text input)
- Photo sales URL 1:** (full url starting with "http://") ? (Add default) (Text input)
- Remove this picture from the article:** ☐ (Checkbox)
- Image 2, Image 3, Image 4:** (Text input fields)
- Add forum link? What do I need?** (Text input)
- Link to the page within the site with associated video or podcast (Not the Cool Media URL):** (Text input)
- Related links:** use keywords, not "click here" (Text input)
- URL:** http:// (Text input)
- Name of link:** (Text input)
- URL:** http:// (Text input)

Write Headline

Headlines are very important in attracting, directing and keeping readers. They need to be short, sharp and clear. It is best to use plain language – who did what where – rather than cryptic, humorous, or clever ones.

Headlines appear in the website address in your browser.

http://www.thewestmorlandgazette.co.uk/news/4040158.West_Coast_trains_disrupted_at_Shap/

So it is important to make it clear.

Add Story

You can either paste in the story from a file on your computer, or write it in directly. However, we recommend you always create a draft the story on your computer, check it for spelling and accuracy, and make it a final draft. This way, for legal and technical reasons (system crashes while you are uploading), you will always have the original copy.

Author: To put your name to appear on the story, scroll down to select it. If you leave this as 'unknown', no by-line will appear on the story. If someone else has

contributed, but you are uploading, put their name at the bottom of the story or in the Pull Quote box.

Optional Start Date: Alter this if you wish to delay a story to go up on the site later.

Optional End Date: if you want your story to remain on the site for only a short period of time, please fill in this section. If you don't, it will disappear from the site and into the archive after 180 days. The archive is searchable. We recommend leaving all stories on the site. Many people coming to our site do research.

Rating: Leave this at 20 to have stories upload in chronological (last uploaded, appears on the top of the section) order. If you have 'breaking news' which you want to appear above the others, number it 19 or less. This only puts it above other stories uploaded that day – any articles posted on subsequent days will appear above it.

Allow comments: If you tick this box, it allows other readers to add comments to the story. It is highly recommended you do this. It is always more interesting if people use interactive options and become 'part of the story'. See Legal Guidance section for more advice.

Images: Upload one or more images by browsing for the picture on your computer and entering a caption. Images must be at least 310 pixels wide. See more on images later.

Related links: Enter full website address and a name for the link and this will become a live link. You must do both.

Uploading Pictures

You have several options when uploading images.

The first option is to put the image with the story. It must be at least 310 pixels wide. Image quality should be less than 599KB.

Editing Pictures: You will want to make sure your images are eye-catching. If you don't have your own photo editing software, Photo Shop, try a site such as photobucket.com which will let you resize your images online.

Extra Features

There are other features you can add to your article to make it more attention grabbing and interesting to read. If you would like to include images, videos, mp3s and flash currently hosted on the internet and related to your article, then read further.

Add Macros: You can embed You Tube videos and other media into your article by adding a macro code. Macros are small pieces of code that are automatically expanded into html once published and can be easily inserted into your article.

The code follows this format:

%image
%youtube
%flash
%mp3

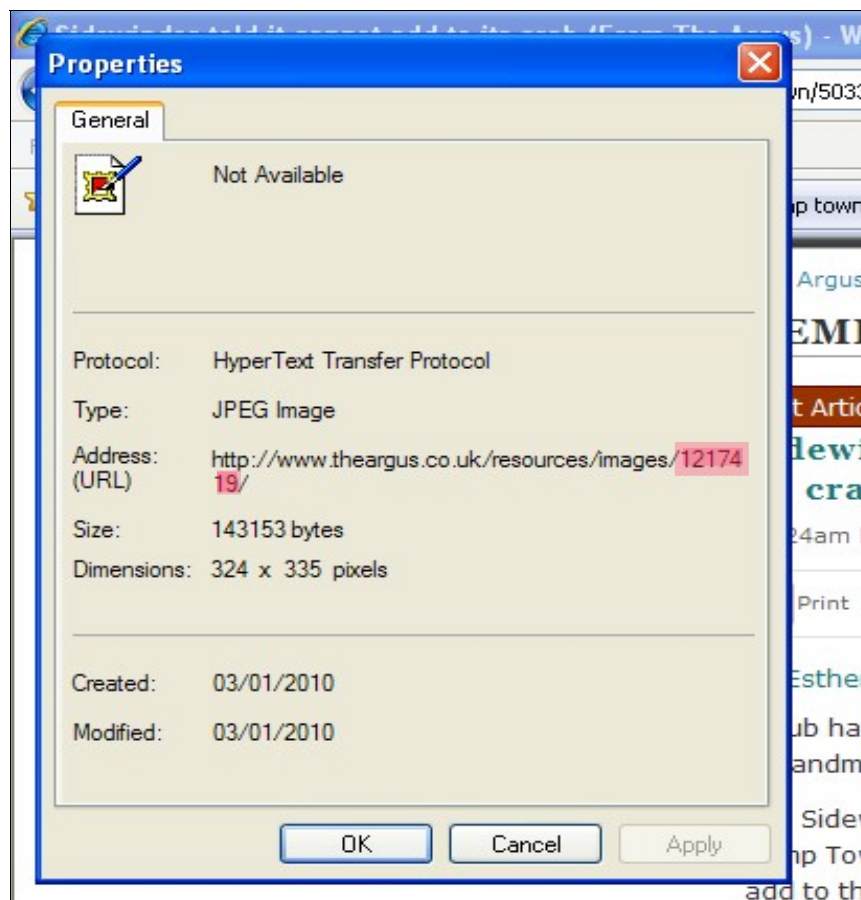
These codes work in conjunction with unique ID string belonging to the video's location. If you are intending to embed a video hosted online, for example a YouTube video, you will need to identify the ID string belonging to that particular video. The ID string can be found at the end of a video's URL.

For example:

Image

To embed an image into your article find the URL address of your image by right-clicking the image - Properties. The ID String is the series of numbers at the end of the URL.

<http://www.theargus.co.uk/resources/images/1217419/>



Insert this series of numbers into the macro code:

%image([1217419](#))
Video

<http://www.youtube.com/watch?v=LpvrdZSGgBw>

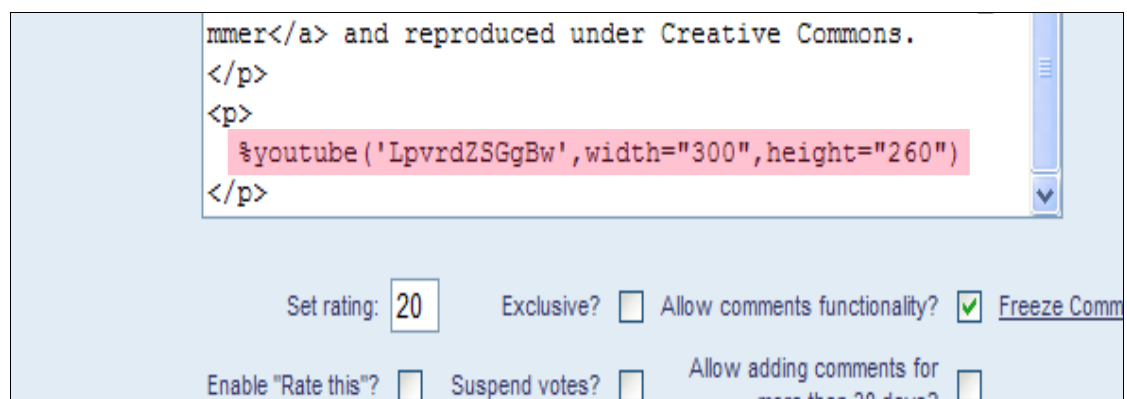


A completed code with ID string included looks like this:

```
%youtube('LpvrdZSGgBw',width="300",height="260")
```

The width for videos should be set at 330 pixels and height at 260 pixels.

Paste your Macro video code into the desired part of the article you would like it to feature.



Now click preview and you will see your image and video neatly embedded in your article.

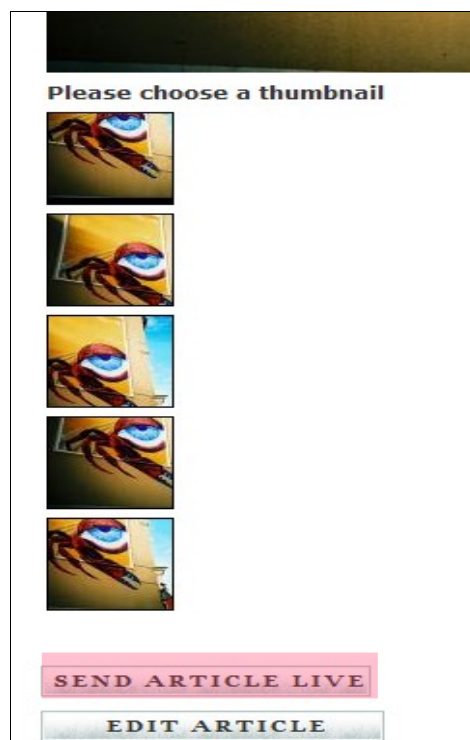


* Avoid using the Pull Quote facility *

When you have completed all required fields, click **Next**.

You will then see a **Preview** and if you are happy with the story, scroll down and select which thumbnail you want to appear next to the story (you will only have this option if you have picked a picture to go with it).

When you are happy, click **Send Article Live**.



If you wish to make any changes, click **Edit Article**. Do **NOT** click Back on your browser. Make your changes and click Next again, followed by Send Article Live.

Making Changes After the Article is Live

If you check an article on the site and spot an error you missed, follow these steps to make changes.

Go to your section.

Click on List Articles, and choose the Edit option.

The story will appear, with html code (ignore and do not change).

Make your correction.

Click Preview, then Send Article Live.

Updating a Story

If you have an update to an ‘ongoing’ story – always put a new item up. Do not change the existing story as readers have no way of discerning the old information from the new.

Notes:

LEGAL GUIDANCE

LIBEL

Put simply, you are not legally allowed to publish anything that is damaging to the character of an individual or a company or organisation.

Even if you can prove your claims, you could well end up in court doing so – at huge expense and with a strong possibility of losing and facing an unlimited fine.

For instance, just because someone has been convicted in court of stealing money, you cannot imply they are also a murderer – they would be quite right in suing you for damaging their character.

If you have any questions, please get in touch with us, but the simplest rule is don't say anything nasty about anyone or imply that a company is up to no good!

The rules are:

Be fair, accurate, decent, legal and truthful.

Respect the privacy of other people and do not include without consent information that is clearly personal.

Stick to verified fact and never make unfounded allegations.

Do not accuse people of crimes or other wrongdoing, unless accurately repeating police notices.

Make sure your work is your own original work or, if it includes other material such as pictures, work that you have consent from the owner to publish.

You could be held personally liable for their work if they post material that is defamatory or otherwise unlawful. If you do come across a story involving allegations of wrongdoing, please send it to us for consideration. If we then authorise publication, we will be liable if the story turns out to be wrong.

CONTEMPT OF COURT

While a court case is active – and that means from the moment a person is arrested until he/she is sentenced – there are strict guidelines on what can and can't be said.

To keep on the right side of the law, please don't write anything about an active court case. If you wish to write about an issue which relates to an active court case, please run it past us first.

If a crime has been committed and no one has been arrested yet, please do not imply who the offender might be – that could constitute both contempt of court and libel. Remember, everyone is innocent until proven guilty in a court of law.

COPYRIGHT

Do not use pictures or words that belong to someone else, unless you have their written permission (an email confirmation would do). This includes pictures and words already in the public domain.

PICTURES

You can only use pictures which you own the copyright to – unless the photographer has specifically said you may use it, in which case, please credit him/her in the caption.

We are NOT allowed to use pictures from other websites, news agencies or such like.

So in a nutshell, it either has to be your picture or the Adver's! If you wish to use one of our pictures with a story, just let us know so we can send it to you.

COMMENTS

Please activate comments on your stories EXCEPT when there are legal implications.

Eg, a court story, a story reporting a crime, a story which may encourage libellous comments or one which may result in a court case being prejudiced.

If in doubt, please ask us – or simply don't enable comments.

All comments sections automatically have a 'Report Post' section anyway so if there are any problems with comments left on your stories, we will be notified and can remove them.

AND FINALLY... THE CODE OF CONDUCT

This is the Society of Editors' Code of Conduct and when we break this, we find ourselves reported to the Press Complaint Commission. Much of it won't be relevant to you, but if you could read it, at least you will know the guidelines all UK papers have to abide by:

All members of the press have a duty to maintain the highest professional standards. The Code, which includes this preamble and the public interest exceptions below, sets the benchmark for those ethical standards, protecting both the rights of the individual and the public's right to know. It is the cornerstone of the system of self-regulation to which the industry has made a binding commitment.

It is essential that an agreed code be honoured not only to the letter but in the full spirit. It should not be interpreted so narrowly as to compromise its commitment to respect the rights of the individual, nor so broadly that it constitutes an unnecessary interference with freedom of expression or prevents publication in the public interest.

It is the responsibility of editors and publishers to apply the Code to editorial material in both printed and online versions of publications. They should take care to ensure it is observed rigorously by all editorial staff and external contributors, including non-journalists.

Editors should co-operate swiftly with the PCC in the resolution of complaints. Any publication judged to have breached the Code must print the adjudication in full and with due prominence, including headline reference to the PCC.

1 Accuracy

- i) The Press must take care not to publish inaccurate, misleading or distorted information, including pictures.
- ii) A significant inaccuracy, mis-leading statement or distortion once recognised must be corrected, promptly and with due prominence, and - where appropriate - an apology published.
- iii) The Press, whilst free to be partisan, must distinguish clearly between comment, conjecture and fact.
- iv) A publication must report fairly and accurately the outcome of an action for defamation to which it has been a party, unless an agreed settlement states otherwise, or an agreed statement is published.

2 Opportunity to reply

A fair opportunity for reply to inaccuracies must be given when reasonably called for.

3 *Privacy

- i) Everyone is entitled to respect for his or her private and family life, home, health and correspondence, including digital communications. Editors will be expected to justify intrusions into any individual's private life without consent.
- ii) It is unacceptable to photograph individuals in private places without their consent. Note - Private places are public or private property where there is a reasonable expectation of privacy.

4 *Harassment

- i) Journalists must not engage in intimidation, harassment or persistent pursuit.
- ii) They must not persist in questioning, telephoning, pursuing or photographing individuals once asked to desist; nor remain on their property when asked to leave and must not follow them.
- iii) Editors must ensure these principles are observed by those working for them and take care not to use non-compliant material from other sources.

5 Intrusion into grief or shock

- i) In cases involving personal grief or shock, enquiries and approaches must be made with sympathy and discretion and publication handled sensitively. This should not restrict the right to report legal proceedings, such as inquests.
- *ii) When reporting suicide, care should be taken to avoid excessive detail about the method used.

6 *Children

- i) Young people should be free to complete their time at school without unnecessary intrusion.
- ii) A child under 16 must not be interviewed or photographed on issues involving their own or another child's welfare unless a custodial parent or similarly responsible adult consents.

iii) Pupils must not be approached or photographed at school without the permission of the school authorities.

iv) Minors must not be paid for material involving children's welfare, nor parents or guardians for material about their children or wards, unless it is clearly in the child's interest.

v) Editors must not use the fame, notoriety or position of a parent or guardian as sole justification for publishing details of a child's private life.

7 *Children in sex cases

1. The press must not, even if legally free to do so, identify children under 16 who are victims or witnesses in cases involving sex offences.

2. In any press report of a case involving a sexual offence against a child -

i) The child must not be identified.

ii) The adult may be identified.

iii) The word "incest" must not be used where a child victim might be identified.

iv) Care must be taken that nothing in the report implies the relationship between the accused and the child.

8 *Hospitals

i) Journalists must identify them-selves and obtain permission from a responsible executive before entering non-public areas of hospitals or similar institutions to pursue enquiries.

ii) The restrictions on intruding into privacy are particularly relevant to enquiries about individuals in hospitals or similar institutions.

9 *Reporting of Crime

(i) Relatives or friends of persons convicted or accused of crime should not generally be identified without their consent, unless they are genuinely relevant to the story.

(ii) Particular regard should be paid to the potentially vulnerable position of children who witness, or are victims of, crime. This should not restrict the right to report legal proceedings.

10 *Clandestine devices and subterfuge

i) The press must not seek to obtain or publish material acquired by using hidden cameras or clandestine listening devices; or by intercepting private or mobile telephone calls, messages or emails; or by the unauthorized removal of documents, or photographs; or by accessing digitally-held private information without consent.

ii) Engaging in misrepresentation or subterfuge, including by agents or intermediaries, can generally be justified only in the public interest, and then only when the material cannot be obtained by other means.

11 Victims of sexual assault

The press must not identify victims of sexual assault or publish material likely to contribute to such identification unless there is adequate justification and they are legally free to do so.

12 Discrimination

- i) The press must avoid prejudicial or pejorative reference to an individual's race, colour, religion, gender, sexual orientation or to any physical or mental illness or disability.
- ii) Details of an individual's race, colour, religion, sexual orientation, physical or mental illness or disability must be avoided unless genuinely relevant to the story.

13 Financial journalism

- i) Even where the law does not prohibit it, journalists must not use for their own profit financial information they receive in advance of its general publication, nor should they pass such information to others.
- ii) They must not write about shares or securities in whose performance they know that they or their close families have a significant financial interest without disclosing the interest to the editor or financial editor.
- iii) They must not buy or sell, either directly or through nominees or agents, shares or securities about which they have written recently or about which they intend to write in the near future.

14 Confidential sources

Journalists have a moral obligation to protect confidential sources of information.

15 Witness payments in criminal trials

- i) No payment or offer of payment to a witness - or any person who may reasonably be expected to be called as a witness - should be made in any case once proceedings are active as defined by the Contempt of Court Act 1981.

This prohibition lasts until the suspect has been freed unconditionally by police without charge or bail or the proceedings are otherwise discontinued; or has entered a guilty plea to the court; or, in the event of a not guilty plea, the court has announced its verdict.

*ii) Where proceedings are not yet active but are likely and foreseeable, editors must not make or offer payment to any person who may reasonably be expected to be called as a witness, unless the information concerned ought demonstrably to be published in the public interest and there is an over-riding need to make or promise payment for this to be done; and all reasonable steps have been taken to ensure no financial dealings influence the evidence those witnesses give. In no circumstances should such payment be conditional on the outcome of a trial.

*iii) Any payment or offer of payment made to a person later cited to give evidence in proceedings must be disclosed to the prosecution and defence. The witness must be advised of this requirement.

16 *Payment to criminals

- i) Payment or offers of payment for stories, pictures or information, which seek to exploit a particular crime or to glorify or glamorise crime in general, must not be made directly or via agents to convicted or confessed criminals or to their associates - who may include family, friends and colleagues.
- ii) Editors invoking the public interest to justify payment or offers would need to demonstrate that there was good reason to believe the public interest would be served. If, despite payment, no public interest emerged, then the material should not be published.

THE PUBLIC INTEREST

There may be exceptions to the clauses marked * where they can be demonstrated to be in the public interest.

1. The public interest includes, but is not confined to:
 - i) Detecting or exposing crime or serious impropriety.
 - ii) Protecting public health and safety.
 - iii) Preventing the public from being misled by an action or statement of an individual or organisation.
2. There is a public interest in freedom of expression itself.
3. Whenever the public interest is invoked, the PCC will require editors to demonstrate fully how the public interest was served.
4. The PCC will consider the extent to which material is already in the public domain, or will become so.
5. In cases involving children under 16, editors must demonstrate an exceptional public interest to over-ride the normally paramount interest of the child.