

Douglass College Content Submission Policy and Guidelines

Have an interesting and newsworthy story, event, or initiative to share with the Douglass College community? Do you have anything to share about your experience at Douglass College? We want to hear from you!

Follow the terms and guidelines below to submit content for inclusion in Douglass publications. Please note that by submitting to us, means you have read, understood, and agreed to these guidelines.

All submissions are made by completing [this form](#).

After your submission is received, a member of the Douglass Communications Team will contact you to verify the information provided and determine an appropriate medium for publication.

Policy and Terms:

1. Subject to the following provisions, your content may be published in any media or format and/or used for marketing and communication purposes generally. Your content (including your name and location) may be put into the public domain, and it could therefore become generally known and available (including on the internet).
2. Douglass College shall exercise reasonable efforts to include credit to you when using the content, provided that the details such as your name and/or social media identity (i.e., Twitter handle) are included by you.
3. Your phone number(s) and email address ('Your Contact Details') will not be published by us, nor will they be used or disclosed for any marketing purposes outside the university.
4. Your Contact Details may be used by us to contact you to verify your identity and to find out more about your content and your views on it. We may also use your contact details to contact you about unrelated matters, but only if you've agreed that we may do so.
5. You agree that:
 - You are legally responsible for your content.
 - Your Content is not false or libelous and does not infringe the privacy, data protection or confidentiality rights of any third party.
 - Your Content does not plagiarize or otherwise infringe any third-party copyright, moral rights or any other intellectual property rights or similar rights. For example, you must not submit to us any photos, drawings, or any recordings of any type unless you are the copyright owner or have the relevant consent of the copyright owner.
 - Your Content is truthful and not misleading. It relates to your own genuine personal experiences and/or is based upon your own knowledge.
 - Your Content is not hateful (including without limitation in relation to race, religion or sexual orientation), harassing, malicious, profane, discriminatory, obscene, sexually explicit, offensive, prejudicial to any active court proceedings or encouraging of violence or criminal action, does not breach any court orders, and is not otherwise unlawful.



Douglass Residential College

- Your Content does not amount to commercial speech or advertising or amount to an investigation by you and you have clearly and truthfully disclosed your interests in the subject matter (including any potential or actual conflicts of interest) and Your Content.
 - Your Content does not impersonate anyone else or otherwise misrepresents your identity, affiliation, or status.
 - Your Content is not technically harmful (including, without limitation, viruses, logic bombs, Trojan horses, worms, harmful components, corrupted data or other malicious software, harmful data, or conduct).
6. You retain any copyright you may have in Your Content. By submitting Your Content to us, you grant Douglass College and Rutgers University a royalty-free, perpetual, irrevocable, non-exclusive worldwide license to use, copy, host, index, cache, tag, encode, edit, transmit, adapt, modify, publish, translate, publicly display, publicly perform, create derivative works from, make available, communicate and distribute Your Content (in whole or part) and/or to incorporate it in other works in any form, media, or technology now known or later developed for any and all lawful purposes without compensation to you. By submitting Your Content, you warrant that you have the right to grant this license. The license is capable of sub-license by us to other entities and brands in our group as well as third parties.
7. To the extent permitted by law, you waive your moral rights (e.g. the right to be identified as author or to object to derogatory treatment) in Your Content
8. We may edit, add to, remove, or otherwise amend Your Content (or any part of it) in any way as we see fit in our sole discretion for journalistic purposes (for example without limitation we may edit Your Content for length and style and/or use it for or incorporate it in related stories). We may do any of these things whether or not Your Content has been published. We are not obliged to do any of these things, and we may not.

General content guidelines:

- Our publications are geared towards Douglass students, Douglass alumnae, and Friends of Douglass. Your content must be of importance and relevance to our audience.
- Types of Content:
 - Feature stories that highlight how Douglass College improves lives and prepares students for success through mentoring, research, and experiential learning opportunities.
 - Student / Alumnae profiles about their experience at Douglass and how it has impacted their overall college journey and contributed to any professional accomplishments and/or awards.
 - Non-Douglass event promotion that would be of interest and/or benefit to current Douglass students.
- Submission must promote and elevate the positive reputation of Douglass College and the Douglass College Experience. Douglass College reserves the right to not publish any content that is deemed to be disparaging or negative towards Douglass College, Douglass events/programing, Douglass students, and/or Douglass alumnae.
- The Douglass Communications team will work with you via e-mail to edit and proof your submission prior to publication.

Publications and Deadlines:

- Submit your content to the Douglass Communications Team by completing [THIS FORM](#).
- Your content may be published in:
 - **The Douglass Delivers: weekly e-newsletter** (published every Monday) with the latest Douglass event updates, opportunities, and resources for students. (Examples of appropriate content: Internship/Externship/Research opportunities and application deadlines, and upcoming events)
Audience: current students.
Submission deadline: 2 weeks before intended publication date.
 - **Douglass Spotlight: monthly e-newsletter** highlights programs, alumnae stories and major accomplishments at the College. (Examples of appropriate content: feature stories/current news about a topic of relevance to our audience, alumnae/ student profiles)
Audience: current students, alumnae, friends of Douglass.
Submission deadline: 4 weeks before intended publication date.
- **Content can be sent as an attachment within [THIS FORM](#)**, in either Word (.doc or .docx), plaintext (.txt, use Unicode encoding), or richtext (.rtf) format. Please do not send in .pdf format.
- Related **pictures are highly encouraged** to be submitted along with your content/article.
 - Images must fall into one of these categories: [1] your own work—i.e. you took the photograph; [2] freely licensed; [3] public domain; [4] fair use.
 - **Attach images within the same form** as your content/article submission.
 - Include a short (1 sentence) **caption of each image**.