

**INTELLENET**  
**Newsletter Policy**

ISSUED BY: Jeff Stein, Intellenet Executive Director

EFFECTIVE DATE: July 1, 2022

**PURPOSE**

The purpose of this policy is to outline the ethical and editorial standards expected of and pertaining to the Intellenet newsletter.

This set of standards for the content and publishing of articles shall apply to all Intellenet newsletter submissions.

Accuracy and integrity of all submissions is critical as the newsletter represents Intellenet (the organization). It is imperative to have a set of standards so the reputation of Intellenet, hence it's members, is protected.

This policy shall promote transparency to the members. It shall create a standard for submission, inclusion, editing, and publishing of content in the Intellenet newsletter.

Finally, this policy shall protect the reputation and integrity of both the Organization and its members by ensuring it is strictly followed.

**NEWSLETTER EDITOR**

The editor of the Intellenet newsletter serves at the pleasure of the Executive Director and as such, can be removed and or replaced at any time without cause.

The editor shall be responsible for the compilation of the newsletter, soliciting input, articles, stories, and content.

The editor shall share all submissions with the entire newsletter committee.

In the case of a tie, editor shall report to the Executive Director that they are needed to be the deciding vote and break the tie.

## **NEWSLETTER COMMITTEE:**

The Intellenet newsletter Committee (The committee) shall be created and serve as the initial review of submissions for policy compliance and for editorial review of content.

The committee shall consist of five (5) members of Intellenet; the editor and four other members who have submitted their name to the Executive Director as having a desire to serve.

Since newsletters are “on deadline” should a member of the committee decide they no longer desire to remain active, or should the editor determine their involvement is not timely, the editor shall request of the Executive Director their removal and replacement. Selection of committee members shall be in compliance with Intellenet policy for all committees.

Decisions and determinations by the Editor and committee shall be final and unappealable.

The editor shall serve as the head of the committee forwarding all submissions to each member for their timely review.

## **SUBMISSION GUIDELINES**

Submissions do not have to come from Intellenet members but must be relevant with the Private Investigation and Security industry.

Submissions containing discrimination, controversial topics unrelated to a specific investigation, bias opinions, intolerant remarks, or non-relevant subject matter, after a review by the committee, may be returned unpublished.

Submissions deemed to be more of an advertisement, as an “infomercial” after a review by the editor and committee, may be returned unpublished.

If the author of a submission has any business / commercial relationships with the company, the author shall advise the editor in writing, and it must be disclosed in the article.

## **RELEASE AUTHORIZATION**

A release authorization shall be completed by ALL contributors for each submission. One release authorization per submission shall be necessary. There will be no blanket releases for contributors, nor shall there be any one release covering more than one submission.

The release authorization shall include the following:

A hold harmless clause protecting the organization from any harm or injury caused anyone by publishing a submission.

All responsibility for correctness and factuality shall be that of the contributor.

A statement from the contributor that the entire article is their own work and not that of plagiarism nor is the article fabulized in any way.

The Contributor shall be responsible for defending themselves and the organization against any claim made by any party that an article was an ad hominem attack, was slanderous, caused pecuniary loss or that it was plagiarized and or fabulized.

A statement that any images used are either: The property of the contributor; from the public domain or with the written permission of the owner.

The contributor SHALL NOT have to produce copies of the written model requests but shall have to swear or attest that they are in possession of such releases and have permission to use all images included with their submission.

Intellenet is not responsible for ideas and opinions expressed by the contributor.

Contributors are not compensated for publication of their material and retain copyright for their submissions.

Contributor has authority to grant permission to the Organization to publish the submission in the newsletter and to print and reprint it as the organization sees fit without any additional permissions necessary.

REFER to ATTACHMENT A

## **REVIEW OF SUBMISSIONS**

The committee shall review all submissions to ensure they meet the above listed criteria.

Each member of the five-person committee shall review each submission to ensure it meets the publication criteria. A majority of the panel must agree the submission meets the publication criteria. Should the vote of the committee be tied, the Executive Director shall be the deciding vote.

If the committee feels the submission meets the publication criteria, it shall be checked for correctness. This shall include formatting of text; margins; font type, size, and color; image size.

Spelling, grammar, and references are all the responsibility of the contributor and shall not be checked by the editor or the newsletter committee.

## **DEADLINES:**

To allow enough time for a review, editing and compilation of a newsletter, all submissions for any particular newsletter will have to be submitted in the appropriate format 30 day prior to each publish date.

Winter Newsletter Submission Date: December 30 each year Publish Date: January 30 each year

Spring Newsletter Submission Date: March 30 each year Publish Date: April 30 each year

Summer Newsletter Submission Date: Jun 30 each year Publish Date: July 30 each year

Fall Newsletter Submission Date: September 30 each year Publish Date: October 30 each year

A Late submission may or may not make it into the upcoming issue.

Late submissions may be withheld from publication and depending on content, may or may not be printed in the following newsletter.

## **SUBMISSION REQUIREMENTS**

The contact information of the editor shall be posted on the Intellenet website.

All submissions should be in the form of a word document attached to an e-mail.

The email should have Newsletter Submission – (Name of Article / Contributor’s Name) in the subject box.

### ***FORMAT:***

Documents shall be in Microsoft Word format

Submit the text as a Microsoft Word document as an attachment to the email above.

Include a photo of the member or activity. Ensure it is of high quality with a resolution above 350 dpi.

### ***FONT:***

Style; Times News Roman

Size: 14

Color: black

Line spacing: 1.15

All Margins: 1”

### ***TEXT:***

Articles should be no more than 2,000 words.

Articles shall be pertaining to topics that are of interest to the Private Investigation and / or Security field.

Contributor’s articles should not be editorials.

Caution should be used pertaining to the use of profanity.

Articles should be completely edited for spelling, punctuation, content, and style and copy ready.

Articles shall include a title at the top

Articles shall include the author(s) name under the title.

### ***IMAGES:***

Submit graphics as separate high quality JPEG image files (350 dpi or higher per image).

Name the files by figure number and refer to them the same way in the article.

Include captions in the article text, titling them by figure number.

The graphics can also be embedded in the Word file to show desired association but will be moved for space convenience in the final version.

All photographs shall have captions.

***ABOUT THE AUTHOR:***

Contributors shall provide a paragraph of no more than 250 words providing pertinent background information on the author.

A standard color “bust” image of the author can be provided for inclusion with the published article should the author desire.

The image shall be in JPEG format and at least 350 dpi.

***PHOTO APPROVAL:***

Contributors shall have on file a signed photo releases for ALL photos that include people and shall attest via release that they are in possession of same.

It is the contributor’s responsibility to obtain approval from the subject(s) prior to submission.

It is the contributor’s responsibility to provide identification of persons in photographs.

***REPRINTED ARTICLES:***

The contributor shall secure permission to print or reprint if applicable and provide the required text to be included with the article. If an article uses copyrighted material, it is the contributor’s responsibility to obtain permission from the copyright holder. Such items shall be annotated with “permission to print/reprint from...” It is always appropriate to indicate the source of material/graphics, even if it is in the public domain.

The Editor may reprint articles from prior newsletters if desired.

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**CONFLICTS OF INTEREST**

No article shall attempt to further any one particular individual or business to include the author. That is the purpose of advertisements, not articles. Articles are to discuss topics.

Should the committee, feel a submission presents a conflict of interest, the editor shall bring it to the attention of the Executive Director and the Executive Director shall advise the editor on if the submission shall or shall not be published. Equally, Should the Executive Director feel a submission presents a conflict of interest, the Executive Director shall advise the editor to remove the submission from publication.

## **COPYRIGHT**

In accordance with copyright laws, the articles and artwork submitted must not duplicate substantial portions of previously published material. If articles or artwork incorporate previously published material that is not the property of the contributor or submitting business, company, or corporation, the contributor is responsible for obtaining written permission from the copyright holder and for any costs associated with the use of the copyrighted materials. It is the responsibility of the contributor to obtain permission for the use of any copyrighted material, including images.

## **DISCLAIMER**

The following disclaimer shall be placed on the last page of all newsletters published by Intellenet.

- *Statements of fact and opinion in the articles and advertising artwork in the organization's newsletter are those of the respective authors and contributors and not of Intellenet, the sponsors of Intellenet, or the editors or Intellenet's newsletters. No representation, express or implied, is made of the accuracy of the material in this newsletter and Intellenet cannot accept any legal responsibility or liability for any errors or omissions that may be made.*

## **BENEFITS OF AUTHORSHIP**

It is an industry standard that when applicable, newsletters and publications offer continuing education credits to authors of articles. Should continuing education credits be available for authors of articles published in the Intellenet newsletter, they shall not be considered to be a conflict of interest or payment and members may accept these credits freely.

## **BOOK REVIEWS**

It shall not be considered a conflict of interest for a contributor to author a book review on a book they have written. This practice shall be considered beneficial to the organization as a whole to allow other members to be aware of the book and content.

## **LEGAL REVIEW**

All items such as release forms and penalties shall be created and or reviewed by the organizations legal counsel to ensure correctness and completeness.

The Policy itself shall be reviewed by legal counsel as part of the annual policy review.

## **REVIEW OF NEWSLETTER**

Prior to ANY publication, the editor shall submit the completed DRAFT newsletter to the Executive Director for final review and approval.

The Executive Director may, at his / her discretion, distribute the DRAFT newsletter to the Board of Directors for final approval prior to publication.

Should the Executive Director or the Board of Directors determine changes are necessary, the mark-up copy of the DRAFT newsletter shall be returned to the editor by the Executive Director and the editor shall be responsible for making sure approved changes are made.

Once all changes are incorporated, the editor shall forward the COMPLETED newsletter to the Executive Director.

The Executive Director shall forward or request to be forwarded, the completed newsletter to the webmaster / Executive Assistant for publication on the organization's website.

The Executive Director or his / her designee shall send an electronic message to all members advising them the newsletter is available on the organizations website for them to read, view, download and then share should they desire.

## **FORMAT OF NEWSLETTER**

The editor in coordination with the Executive Director shall create the format of the newsletter.

Editorial columns / articles shall be accepted from the editor, Executive Director, or their designee as well as individuals who hold a position with the organization.

Once a format for the newsletter has been designed and approved, only changes / additions to the format will need to be approved by the Executive Director.

## **PENALTIES**

Plagiarism, fabulism and or hyperbole that are used by contributors place the organization at risk and present a liability. Publication of these articles also create a bad reputation for the members of the organization.

As such, the Executive Director and the Board of Directors shall have the authority to consider a violation of this policy to be an ethics violation and mete discipline in accordance with those policies up to and including removal from the Organization.

## **EFFECTIVE DATE**

This policy becomes effective on the effective date listed and rescinds all other oral and written policies pertaining to Intellenet newsletters.

## **ATTACHMENT A**

## **INTELLENET NEWSLETTER ARTICLE RELEASE FORM**



# INTELLENET NEWSLETTER ARTICLE RELEASE FORM

**NAME OF**

**ARTICLE:** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_

I, \_\_\_\_\_,

PRINT NAME

Shall fully defend, indemnify, and hold harmless INTELLENET from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and or injury, of any kind whatsoever, regardless of whom brought by, arising out of the submission and or publication of the article named herein. This defense of INTELLENET shall include any claim made by any party that an article was an ad hominem attack, was slanderous, caused pecuniary loss or that it was plagiarized and or fabulized.

I, as the contributor, recognize that all responsibility for correctness and factuality shall be my responsibility.

I further attest that the entire article is my own work and not that of plagiarism nor fabulized in any way.

I attest that I either own all images used and or I have the written permission of the owner allowing me to use them in my article.

Although I do not have to produce written model requests along with this article submission, I attest that I am in possession of all model releases necessary, and I have permission to use all images included with this submission.

I recognize that INTELLENET is not responsible for ideas and opinions expressed by me in this article and take full responsibility for same.

I agree there shall be no compensation provided to me for my submission, publication or further use by INTELLENET as they see fit.

I have authority and do grant permission to INTELLENET to publish the submission in the newsletter and to print and reprint it as the organization sees fit without any additional permissions necessary.

Signed: