



DIVIDED WE FALL

Editorial Guidelines

BIPARTISAN DIALOGUE FOR THE
POLITICALLY ENGAGED

Divided
We Fall

Who We Are

Divided We Fall® is a non-profit news publication working to depolarize politics by promoting civil engagement between differing political viewpoints. We publish curated debates, interviews, and op-eds between individuals who disagree on politics and policy in order to demonstrate productive public discourse and break individuals out of their echo chambers.

Overview

Divided We Fall® has the opportunity to help shape a new set of standards for a new generation of media. We offer this guide to editors and writers as an attempt to articulate the goal of merging the best of traditional media's values with profound shifts in the forms of media and communication. This document should aid you in your attempt to make smart, responsible, and ethical choices while attempting to publish content on our site.

Important Notice

The Editor-in-Chief reserves the right to rescind his approval of any article if he deems the assignment is interfering with DWF's mission of respectful and civil discourse.

- DWF editors reserve the right to edit all submissions for word count and space allotted, readability, accuracy and adherence to our editorial mission and in-house style.
- When overwhelming changes are required, the editors will require a revision by the author, with a deadline predetermined by the in-house production schedule.
- All submissions with considerable revision will be sent to the author for final review, though the editors maintain the final revision rights.
- Authors' deadlines for response will be determined by the editors, and DWF reserves the right to print the submission according to our standards if no response is given within the timeframe that is allotted.



Instructions

Required

- **Length:** 800-1200 words
- **Biography:** 50-100 words
- **Headshot:** preferably HD, colors, with minimal background distractions, facing the camera. No sunglasses or hats (all formats and sizes accepted)
- **Certification for submitters:** Return dated and signed (paper and electronic versions available)

Optional

- Social media accounts and the affiliation(s) of the author(s), i.e. institution, (department), city, (state), country
- Graphics, tables, artwork free of rights can be sent for potential use on our social media channels (subjected to Editor-in-Chief's approval)

Guidelines

— At a Glance

- **Reference:** Our preferred dictionary is Merriam-Webster's Collegiate Dictionary, 11th Edition.
- **Style:** We follow AP Style (yes to the Oxford comma!).
- **Fact-Checking:** Fact-checking can be provided for in-depth narrative features and investigative projects.
- **Sources:** Information should come from a verified source. Wikipedia and other websites that anyone can edit should never be used as sources in a story.
- **Plagiarism:** Nothing may be copied, pasted, and passed off as one's own work. You may include quotes or other work with proper citations.
- **External references:** Please insert all footnotes, citations, and quotes as hyperlinks.
- **Conflict of Interest:** Authors and editors should disclose if they have a financial, political, or personal stake in the issue they are covering.

Stylistic Guidelines

Tone

At Divided We Fall, we believe that dialogue is the key to depolarizing politics and developing a better political sphere. Our authors are encouraged to discuss and debate their differing viewpoints on global and domestic issues. However, the tone of our debates and articles should be civil and intelligent. We believe people should respect differing views and engage in healthy conversation, but Divided We Fall is not a news outlet for partisan shouting matches. Authors can express differing opinions when writing in their voice, but their tone must remain within the spirit of Divided We Fall. Your voice is the content of what you say, while your tone is how you say it. We expect that all our writers, editors, and contributors will respect the tone of civility, professionalism, and tolerance that is the hallmark of our work.

Formatting

At Divided We Fall, we hope to provide each author with the ability to develop their unique voice. Still, we hold ourselves to the highest standard of editorial and brand consistency. In this regard, our in-house team of copyeditors will assist with spelling, grammar, punctuation, usage, and syntax.

Sourcing

Embedding

We occasionally embed images and videos in our articles, op-eds, discussions, and pen pal series, but in the case of sensitive subjects — sexual assault, LGBT issues, and racial bias, for example — we should be aware and respectful of public sensibilities. Our intention is to make compassionate and informative content that is user-friendly.

Fact-Checking

Fact-checking can be provided for in-depth narrative features and investigative projects. Reporters are expected to be accurate, and editors are expected to flag any questions they have for their writers before publishing.

Information & Facts

Information should come from a verified source. Wikipedia and other websites that anyone can edit should never be used as sources in a story; they are places to begin research, not to finish it. Acceptable verified sources include interviews, legal documents, analysis by experts, academic journals, databases, and, with attribution, stories from trusted news organizations.

Plagiarism

Nothing may be copied, pasted, and passed off as one's own work. You may include quotes or other work with proper citations.

FAQ

1. I agreed to write a piece, what's next?

After you agree to write a piece and a deadline has been set, you should begin the drafting stage. Once we receive your piece, our editorial team will review it and return it to you within a week for final approval.

2. Should I have my piece copyedited?

Our in-house team of copy editors will assist with spelling, grammar, punctuation, usage, and syntax. Regarding style and guidelines, we kindly ask that you insert external references as hyperlinks instead of footnotes.

3. Do you provide fact-checking?

Our editorial team will provide fact-checking for in-depth narrative features and investigative projects. While we expect contributors to be accurate, our editorial team will flag any questions they have for writers before publishing.

4. Can I publish my piece elsewhere?

You retain all ownership rights in and to your submission, yet, all materials must be original to Divided We Fall.

FAQ, Continued

5. How do I know how to frame my piece?

In accordance with our mission, our goal is to foster bipartisan dialogue on every topic that will be touched upon, so we ask authors to keep that in mind as they frame their piece. Our team is also able to provide a few questions and angles to help you frame your piece.

6. Which documents do I need to provide?

We ask authors to submit the following documents: signed and dated certification for submitters, short biography (50-100 words), and a headshot. Optional: social media account(s) and any affiliation you would like us to include.

7. Can I speak with a member of your team?

Yes! Our associate producer, Violet Cavendish (violet@dividedwefall.com), can provide additional guidance over the phone.



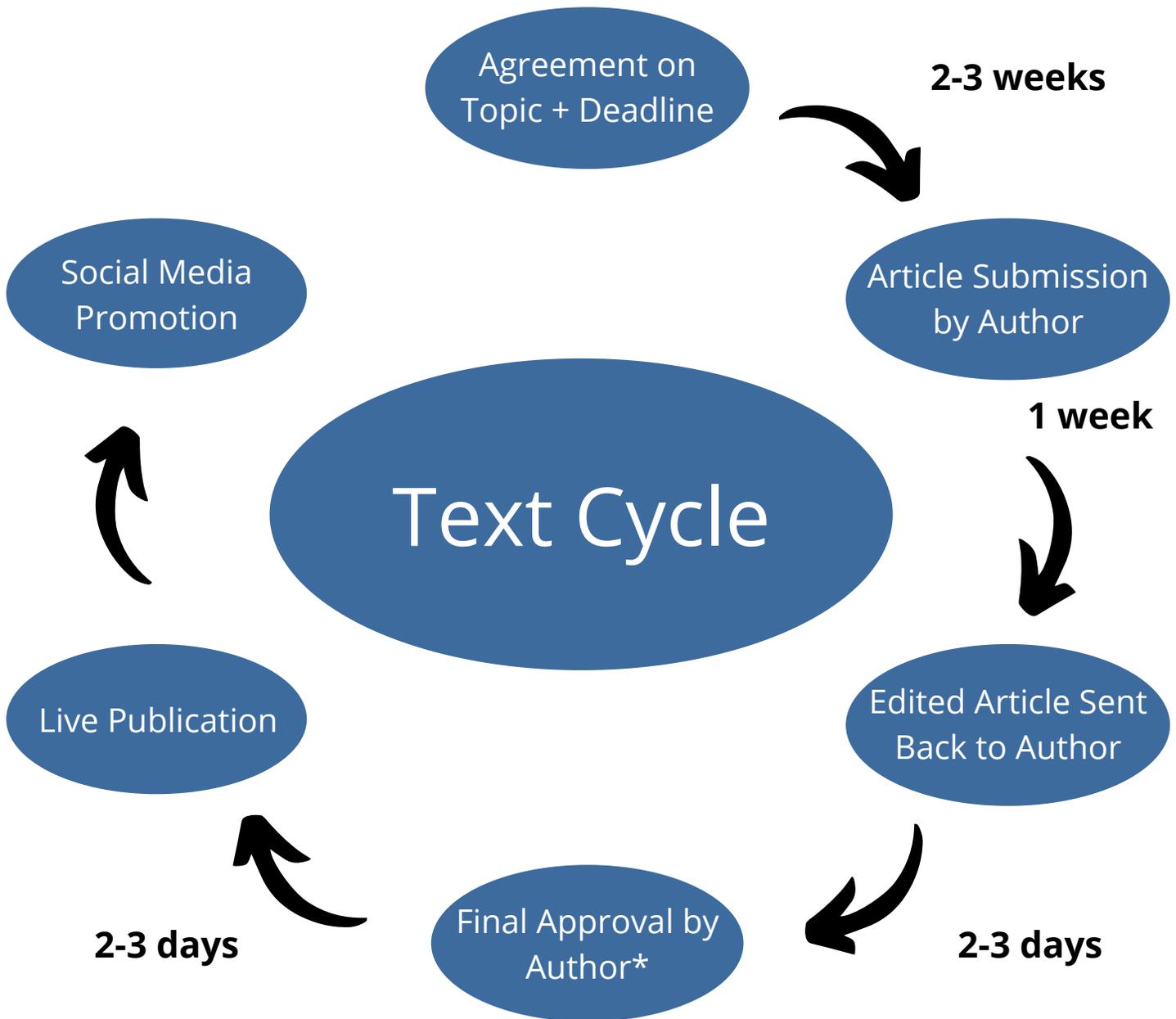
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*For Political Pen Pals: After editing, DWF will look for an author to serve as a "respondent." This adds 2-3 weeks to the process before publication.