**What to expect when getting interviewed for a Hullabaloo article**

* A student reporter from The Hullabaloo will have reached out to the interviewee(s) via email, phone call or in person to schedule an interview time that works best for the interviewee’s schedule. The Hullabaloo aims to always conduct interviews in person, but when this is not plausible for logistical reasons or otherwise, the reporter may schedule a phone interview or in some cases will ask interview questions over email.
* The student reporter conducting the interview should always explain the nature of the article and what the interviewee’s contributions as an interviewee are. If the interviewee has questions about the nature of the article he/she/they are being interviewed for after speaking with the reporter, the interviewee should feel free to ask follow-up questions or ask the reporter to be put in contact with the section editor, Managing Editor or Editor-in-Chief.
* The student reporter conducting the interview will always ask the interviewee’s permission to use quotes accompanied by the interviewee’s name and job title (if applicable). If an interviewee wishes to give information for an article but does not wish to be named, the reporter may still want to conduct the interview to gather information. **Please note that anonymity for any article can only be granted by the Editor-in-Chief and that quotes will not be attributed to an anonymous name without a request from the interviewee and a discussion between the Editor-in-Chief and the reporter. Anonymity is generally granted only in cases in which the source is discussing explicitly illegal activity or the subject matter is particularly sensitive.**
* The student reporter conducting the interview may ask to record the interview to ensure that the quotes are all correct. The reporter will ask permission before recording, and the interviewee is allowed to decline to be recorded, though this may make ensuring the accuracy of the quotes more difficult for the reporter and The Hullabaloo’s fact checkers.
* The student reporter conducting the interview should always ask the interviewee if there is anything else he/she/they would like to add once an interview is completed. If an interviewee ever leaves an interview feeling that there is missing information, he/she/they should feel free to follow-up with the reporter via email or phone call.
* Following an interview, an interviewee may request that his/her/their quotes be sent back for review. While Hullabaloo reporters can send a list of quotes that will be used for the article, the interviewee cannot request to change or delete any quotes if the reporter has a recording or recorded notes of the interview. **Please note that Hullabaloo reporters will not send an article to a source to review before the article’s publication.**
* After an article has been published, interviewees are encouraged to reach out as soon as possible to the student reporters if there is a misquote, error or inaccurate information in the article. Misquotes and misinformation will be changed on The Hullabaloo’s website, and a correction will be printed on page 2 of the print edition following the error. **Please note that interviewees cannot change their minds about being named in an article for which they have previously given their consent, except for in extreme or extenuating circumstances. Anonymity is never given after the fact.**
* Student reporters will be on time to all interviews and will respond to all correspondence from interviewees in a timely manner.