

The Tulane Hullabaloo

ONLINE EDITING PROCESS

The daily priority list will be used to organize editing and priority for online articles.

- Articles should be listed under the day they will be published.
- If an article needs editing and was not on the daily priority list, it may be delayed up to 24 hours.
- All online articles should be edited within a six-hour timeframe, once uploaded to the backend.

All parties are expected to respond when they have edited, or at what time they will be able to edit within two hours of the article being uploaded to the backend. The editing will flow go as follows:

- Section Editor
- Managing Editor
- Editor-in-Chief
 - Only for high-profile/risk articles or when ME is not available.
 - ME will reach out if EIC needs to edit
- Chief Copy Editor
 - CCE may delegate editing, arcade or sports only, to a Section Copy Editor if the CCE is not available

The article will be published by the Online Section Editor. Photos/graphics, captions, headlines, etc. should be attached before the editing process begins.

Crime

Due to the high interest on crime stories, all crime/breaking news articles should be uploaded to the website within two hours, once uploaded to the backend.

Editing of crime stories flow as follows:

- Section Editor
- Managing Editor or Editor-in-Chief*
- Chief Copy Editor

**determined by availability*

Student Deaths

Editing articles on student deaths, as outlined in student death protocol, will follow the process below:

- a. Both News Editors
- b. Managing Editor
- c. Editor-in-Chief
- d. Chief Copy Editor
- e. Editor-in-Chief does final review. Publishes article.

**following publication of the article, EIC will notify all board members of the article.*

**if the EIC writes the article, final review will fall to either CCE or ME, whichever is available.*

**if someone knew the student, they will not edit the article unless everyone involved knew the student.*