



Contributors Terms & Conditions:

DISCLAIMER:

We cannot guarantee that we will be able to publish your work.

We have a selection process for choosing content pieces because we have an editorial policy and because we don't have enough room on the website or in the magazine! Decisions are made by our editorial team and consultants and are based on

- **Originality:** *We cannot publish too many articles about the same subject matter unless they have suitably different angle*
- **Compliance:** *We expect all our contributors to adhere to our Editorial Policy and Community standards at all times, however, Rural Media and Travellers Times cannot be held responsible for opinions held, expressed or published by individuals on other platforms*
- **Suitability:** *We want our content to appeal to as wide a range of audiences as possible. We ensure that our published content is suitable for all ages and fully accessible. Where that is not possible and the content is hard hitting or complex then we will make that clear and provide trigger warnings and signposting to support where possible*
- **Legality:** *All our content must comply with both our Editorial Policy, Community Standards and the Editors Code of practise. There may be many reasons that submitted articles cannot be published for legal reasons to protect both the contributor and the publisher including but not exclusive to copyright of images, releases and permissions.*

Do's and Don'ts:

DO submit anything you would like to see published on the website or magazine – this could be a photo, a film you have made, a piece of artwork, a poem or story you have written, an article you have written about something (a personal achievement or the achievements of others, an event in your family/community, your view on an issue or piece of news in the media)

DO keep a copy just in case we can't return it if you are sending in by post.

DO send in your contact details along with your piece – we will want to get in touch with you if we decide to publish your work. We need your name and either a phone number or email address so you can get copy approval

DO make sure you have permission from the people you are filming, taking photos of – (especially if they are in a private place their home, school, workplace, hospital etc.) and in some instances writing about.

DO let people know you are filming, taking photos or writing a story/article about them – you need to explain why and tell them where your work may end up (TT website, magazine, social media etc.)

DO get permission from the landowner if you are filming/taking photos on private land

DO make sure that you read and adhere to our Community Standards (separate document)

DO make sure that you have read and adhere to our Editorial Policy

DO make sure you approach us using the correct process. Which is by post or email to travellerstimes@ruralmedia.co.uk pitches direct to individual team members or through our social media channels may not always be accepted.

DON'T take photos or videos in secret and DON'T harass or intimidate anyone to talk part in your work

DON'T use anyone else's work in your piece e.g. someone else's photos, video's, stories, music, unless you have full permission to do so.

DON'T send us anything that may be offensive, derogatory or negative towards a specific person (see our Community Standards – separate document) or community

Youth Travellers Times

If you are under 18

DO get parental consent to send us your work. If anyone under 16 years old appears in your film, photos, articles, you need to ask their parents too!

DON'T use your own or anyone else's personal information in your work e.g. addresses, school names, full name - anything that could make you identifiable to strangers

DON'T film or take photos in your school unless you have permission from the teachers

If you send us anything that you would like to be published...

We will try to get in touch and say thank you but as we receive a lot of mail, emails and messages this may not always be possible.

We will reserve the right to use and re-use your material on the Travellers' Times website, in the Travellers' Times magazine and to keep your work for future reference.

We reserve the right to edit, amend, cut, translate and/or alter your work – but only if we need to so that it is ready for publishing. We will get copy approval by email before we publish.

We will reserve the right to use your work for publicity or marketing for the Travellers' Times.