The Gateway Unpublishing Policy

Ratified as of March 15, 2023

1.5 Unpublishing policy

As a media outlet, The Gateway has a responsibility to maintain a historic, public record. This means that in general articles are not unpublished. The Gateway is committed to issuing corrections and updates in a timely manner as new information becomes available. A correction or an update is always the first course of action and errors should be reported to the editorial staff. It is only in exceptional circumstances that a story may be unpublished.

1.5.1 **Process for the request to unpublish an article**: All requests for the unpublishing of an article must be submitted in writing to the Editor-in-Chief. Upon receiving the request, the Editor-in-Chief shall review the article and, in consultation with the Editorial Board, come to a decision and apply remedies where appropriate.

1.5.2 **Grounds for potential unpublishing**: Grounds for unpublishing an article include, but are not limited to, matters of personal safety, egregious errors, legal restrictions such as publication bans, and defamatory material. Requests must be made within 4 years of the date of publication to be eligible for consideration.

1.5.3 **Remedies for unpublishing requests:** The Editor-in-Chief has full discretion in the application of any remedies, should any be necessary. This includes, but is not limited to, unpublishing the story, making corrections, issuing a new story, anonymizing sources, or adding a publishers note

1.5.4 **Appeals:** An appeal of the Editor-in-Chief's decision may be launched by contacting the GSJS Ombudsperson and shall be carried out under the processes set out in section 9. Decisions on unpublishing cannot be appealed on the grounds that the complainant is dissatisfied with the decision itself.

1.5.5 **Public notice:** The wording of section 1.5 and a summary of sections 1.5.1-4 must be made publicly available on *The Gateway's* website at all times and updated to reflect any changes to applicable Standing Operating Policies.