

## Editorial Guidelines

### Mission Statement.

*We are Restless* is a platform to amplify youth voices and facilitate open conversation within Youth Civil Society. It is also a way of highlighting the work that Restless Development does within the International Development sector but, more importantly, it is an expression of youth-led change. *We are Restless* is committed to providing an open, inclusive and youth-focused digital space.

The *We are Restless Academy*, to be established, is an expression of our commitment to empower, and equip young people with the skills necessary for becoming and influencing decision-makers. We recognise that journalistic, communication, research and fact-checking skills strengthen Youth Civil Society and Civil Society at large.

The editorial processes and procedures that govern this space are intended to further these aims at all times.

### Standards & Values

We operate **in the interests of young people**. As far as is possible, within legal and ethical parameters, contributors are afforded the **autonomy to talk** about the issues that matter to them and present their own opinions on the subjects they choose. As explicitly stated on the website "All views expressed on this platform are those of the author, and do not represent the views of the agency."

We take **responsibility for ensuring safeguarding** of individuals within our digital ecosystem in line with our [safeguarding](#) and/or [data protection](#) policies. We will take measures to prevent abuse, such as bullying or intimidation and this responsibility extends to the right to refuse blog posts where opinions expressed or information revealed may threaten someone's safety or security.

We are committed to **protecting the rights and dignity of minority groups**. This means we will refuse to publish blog posts which invoke prejudice on the grounds of any protected characteristics, including but not limited to; gender, sex, age, race, class, sexuality, religion or disability. Further to this, we request that contributors do not use language which can have a negative impact on particular groups or individuals (these language standards are laid out in our guidance document). We are committed to **increasing space for minority voices**, the steps we will take to ensure this are laid out in our [diversity and accessibility policy](#).

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We are also bound to generally recognised **standards of journalistic integrity**. This includes accuracy, suitable referencing, and clear delineation of reported facts and expressed opinions. Further information on our fact checking and referencing rules can be found within our editorial style guidance. We will not publish blog posts which contain falsehoods, defamatory, slanderous or libellous statements.

Our work will always be guided by **the principle of consent**. Contributor's should reflect carefully on whether their work is practicing informed consent, especially when they are telling other people's stories (not already in the public domain). If we feel that a contributor is relying heavily on someone else's experience and has not taken appropriate measures to gain the subject's consent we will refuse publication unless proof is provided.

*We Are Restless* is funded and run by Restless Development. As such Restless Development reserves the right to reject publication on the grounds that they **endanger the continuation of Restless Development projects** or **create safeguarding concerns** within the national political contexts of our hubs or partners. When covering sensitive topics within local contexts (such as LGBTQI or abortion) editorial control will be shared between the editorial team of the blog and the relevant local hub or partner to ensure publication does not pose a potential for causing harm for others.

This does NOT mean that we will reject articles which criticise Restless Development projects. It is essential both to the integrity of *We Are Restless*, and the continuing commitment of Restless Development to **radical transparency and accountability** that We Are Restless is open to voices which may disagree with Restless Development's approach to International Development, or shine a light on malpractices of Restless Development and its partners. When such critical pieces are submitted the process followed is outlined [here](#).

We Are Restless **will not be used to advertorials for products, businesses or other commodities**. However it may host content which details youth entrepreneurs stories, or opinions, and as such may include outbound links to business or product platforms. Whether a submission is primarily or incidentally advertising a product is a decision that will be made at the discretion of the editor.

**Anyone that feels we have fallen short of these standards and values can [register a complaint](#).**

## Processes

### Submission

We operate an open, transparent and accessible submission process. We accept work from any young person and other persons working in the youth and development sector, or other areas that may interest or impact our audiences.

Submissions to the website can be made;

1. Through the online submissions page
2. Through email
  - a. For regular contributors
  - b. Via Restless Development hubs and programmes staff
  - c. From other organisations in the sector

We are open to submissions as either summary pitches or as full first drafts.

We are open to submissions of written, audio and video/photo content and will endeavour to work with contributors to host their work regardless of its format. However we reserve the right to reject work on the grounds of technical impossibility.

Contributors should **expect a response from We are Restless within two weeks of submission** as to whether we are willing to move forward with the submitted work.

### Selection

Ultimate editorial control of the *We are Restless* blog lies with the editor, and the communications team at Restless Development. However we will endeavour to work with contributors and authors to edit submissions until they comply with our values and standards.

We reserve the right to reject submissions outright on the grounds that they fail to comply with our values and standards. We will not publish articles with racist, sexist, homophobic, transphobic, classist, ableist, derogatory or prejudicial language of any type. *Unless this is used in an attributed quotation (such uses will be considered on a case by case basis and words will be censored in publication, a trigger warning may also be attached to the top of the article).*

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We will not reject work on the grounds of literary quality, unless it is unintelligible or does not make sense. However we will work with contributors to improve their submission and their writing skills.

## Editing

Once a submission is received, editing for written pieces will take place through google docs (however we are open to flexibility should this be a barrier to engagement). Editing for multimedia projects will take place through suggestions made and acted upon via email correspondence. Our editing process is intended to be a collaborative process, and where possible an educative practice, to improve an individual's writing.

We will not publish until we have received written confirmation from a contributor that they are happy with the suggested edits.

## Copyright and Ownership (and commission)

When a blog post is published through the We Are Restless site, the author maintains full rights to their work. That means they are able to publish the work in any other context they wish too. Similarly any profit arising directly from their work must be returned to the author. However the platform currently collects no revenue and this is unlikely to change in the future.

All articles will be accredited to the author (unless the author has expressed a desire to remain anonymous). This will include (again at the author's discretion) a short biography and profile picture or avatar at the end of the article. It can also include links to social media profiles or personal blogs should the author so wish. This is achieved by the creation of a contributors account.

An author maintains the right to remove their work from the We Are Restless platform whenever they wish. To do so, a request must be made in writing via email to [comms@restlessdevelopment.org](mailto:comms@restlessdevelopment.org). We will endeavour to remove the content as soon as possible (and always within one week from the request being made). This is possible if you use the word URGENT in the subject line to ensure an expedited response.

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Although We Are Restless makes no claims to own the content on the site. We may from time to time approach publications and media outlets to publish articles, in order to amplify the author's voices. This will only be done with the informed consent of the original author, and any payment received will be forwarded to the original author.

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We Are Restless currently commissions and publishes blogs provided on a voluntary basis. It may from time to time commission paid-for articles. Payment will be agreed beforehand and laid out in writing. However payment will be made after satisfactory completion of the article.

## Diversity and Accessibility

We are committed to maintaining a diverse, inclusive and accessible space for youth voices.

- We will take seriously any complaints of bullying, harassment, victimisation and unlawful discrimination. The process for making such a complaint is laid out in the [complaints and disputes section of this document](#).
- We will moderate the comments sections beneath articles and respond to ensure our spaces remain open and free from abuse, taking action when necessary.
- We will proactively recruit contributors from minority groups by placing adverts in spaces already engaged with these communities.
- We aim to begin monitoring our diversity and inclusion by asking contributors to (voluntarily and anonymously) complete a diversity and inclusion questionnaire and are working to develop a more complete strategy.
- We will work with contributors to publish their work so long as it does not conflict with our [standards and values](#)
- We are working towards making the platform multilingual and exploring routes to translate articles so that the platform is more accessible to both contributors and readers.

## Complaints and disputes

Complaints can be made through our designated 'complaints form' which is available from the link at the bottom of the website. Complainants are asked to provide us with as much information as possible about the nature of their complaint.

- You will receive confirmation that your complaint has been received within 7 days and notification as to whether we intend to investigate further or take further action and if so why.

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- Further investigation may involve exploring your concerns with you, and discussing your concerns with other relevant parties.
- Complainants always have a right to anonymity throughout the complaints process.
- Further action may include; warning or banning users found to have broken our community guidelines, removing content found to have fallen short of our [Standards and Values](#), notification and escalation to the Restless Development safeguarding team.

## **Criticism (and highlighting of malpractice) of Restless Development, programmes, partners.**

In instances where a Restless Development hub, programme, partner or practice is criticised. The piece will be shared (anonymously where relevant) with the team responsible for delivery who will be asked for comment. Where possible the editor will act to broker disputes by way of; anonymising or revising articles with contributor consent.

If there is a difference of opinion, and not facts, the blog piece will be published in the usual way (assuming it does not conflict with our standards and values). However a *right of reply* response may be amended to the end of the article.

If the partner or hub dispute the veracity of the claims made in the blog piece, this will again be responded to via a *right of reply* amended to the end of the article.

In specific instances this may trigger a safeguarding investigation in which the contributor may be asked to participate (as per our general safeguarding policy). In such instances the publishing of the blog piece will be paused until the end of the investigation.