



McMaster University Faculty Association

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Editorial Policy – Member Forum in MUFA newsletter

The 'Member Forum' section of the newsletter is meant to provide an opportunity for MUFA members to express a range of perspectives on relevant issues facing faculty members and to provide a platform for meaningful discourse and engagement within the faculty community.

Content: Submissions should be about topics relevant to members' work within the University.

Respectful discourse: It is acceptable to critique decisions, policies, and actions within the University that impact MUFA members' work, but personal attacks or disrespectful language towards individuals or groups is not acceptable.

Clarity and Coherence: Contributors are encouraged to express their opinions clearly and coherently. Articles should be well-organized and easy to understand for the readership.

Fact-Checking: Fact-checking and accuracy are important in opinion pieces. Contributors are responsible for the veracity of their claims and should not deliberately misrepresent information.

Length Guidelines: Submissions should be between 500 and 1000 words. Members who are interested in submitting longer pieces should contact the Newsletter Editor.

Submission Process: Submissions should be in Microsoft Word format and sent to mufa@mcmaster.ca.

To allow for review, deadlines are two weeks before the newsletter publication date:

- September 1 for September 15 publication
- November 1 for November 15 publication
- January 2 for January 15 publication
- March 1 for March 15 publication
- May 1 for May 15 publication

Editorial Oversight: The MUFA Executive has the right to edit or reject submissions that do not meet the editorial standards or guidelines of the newsletter. However, the Newsletter Editor and Executive will strive to preserve the integrity of the author's voice and opinions whenever possible. Contributions will not be edited for grammar, spelling, or clarity.

*Approved by the MUFA Executive
June 6, 2024*