A Guide for Readers and Contributors

Almanac welcomes and encourages the robust clash of opinion which marks a vigorous intellectual University climate, in accord with the following guidelines:

1. Relevance to the governance and intellectual life of the University community is the fundamental criterion for access to Almanac’s pages. If in the editor’s judgment a contribution or part of a contribution is irrelevant, or otherwise unsuitable for publication—for example, redundant or factually incorrect—the editor may reject the contribution or require appropriate changes. In making this decision:
   a. If the contribution relates exclusively to faculty matters the editor will consult with the Senate Committee on Publication Policy for Almanac. A faculty contributor has the right to appeal to the Senate Executive Committee. If the Senate Executive Committee upholds the decisions of the Committee on Publication Policy for Almanac, the contributor has access to Almanac’s Speaking Out column to announce that he/she has sought full access and has been refused.
   b. If the contribution relates to matters affecting other constituencies than the faculty the editor will consult with the Almanac Advisory Board. The contributor has access to Almanac’s Speaking Out column to announce that he/she has sought full access and has been refused.

2. Contributions will not necessarily be published in the order received. The editor may give priority to contributions judged more important or urgent to the University community. Letters should normally be no more than 400 words. The editor reserves the right to edit submissions. The contributor will be notified of any substantive changes prior to publication. A contributor who objects to the limitation or changes may appeal them as outlined in 1. above.

3. The editor, making the initial judgment that a contribution may open the Trustees of the University to suit in court for libel and/or defamation, consults with the Almanac Advisory Board. If the problem cannot be resolved at that level, the editor consults with the General Counsel, who may ask the contributor to make changes. If the contributor finds this unacceptable, the matter is referred to the University’s legal counsel whose decision to reject is final.

4. The editor does not reject a contribution containing alleged obscenity or profanity if it is otherwise acceptable.

5. Anonymous contributions are not considered, but requests to publish with “Name Withheld” will be reviewed individually, provided that the contributor’s identity is known to two persons mutually agreed upon by the editor and the contributor, usually the editor and the chair of the Almanac Advisory Board. The two persons who know the contributor’s identity shall thereafter not reveal that identity unless required to do so in a legal proceeding.

6. If a contribution involves an attack on the character or integrity of individuals, groups or agencies in the University community, the editor immediately notifies the individuals, groups or agencies attacked and offers space for reply of reasonable length in the same issue in which the attack is to appear. If there is no response, the contribution is published, normally with a notice that the individuals, groups or agencies have been notified and offered an opportunity to reply.

7. If a contributor makes serious charges against individuals, groups or agencies, which do not involve attacks on character or integrity but which involve factual questions or interpretation of policies, the editor may notify the individuals, groups or agencies in advance of publication and offer an opportunity to respond.

As Reference Resource

Almanac’s website contains back issues since 1954 when Almanac began, at PENN calendars, since 1995 and Almanac Between Issue (ABI) postings since 1996. Almanac’s website is searchable. Visit Almanac online at www.upenn.edu/almanac.

As Distribution Vehicle

Self-contained inserts prepared independently by University originators and not bearing Almanac identification, but clearly bearing the identification of the originator, may be distributed with issues of Almanac as a service, subject to the approval of the Senate Committee on Publication Policy for Almanac or the Almanac Advisory Board, whichever is appropriate. The originator will bear the cost of preparing the insert as well as labor cost for insertion and incremental postage.