



Editorial Board Policies

Separation of funding and editorial interests

The Encyclopedia of Indianapolis must maintain a strict separation between decisions relating to content and editorial matters and decisions related to funding. No one associated with the Encyclopedia of Indianapolis should promise inclusion and/or favorable treatment of any person, place, entity, or subject in exchange for the promise or receipt of funding.

Explanation: Our greatest strength is the authority and reputation of the Encyclopedia of Indianapolis. We must do nothing that would undermine or threaten it. In addition to ensuring the integrity of content through sound editorial standards and practices, all individuals associated with the Encyclopedia must be vigilant in avoiding any activity that might pose an actual or apparent conflict of interest and thus jeopardize its ethical standing and the trust of readers. We recognize that funders may have legitimate interest in supporting the encyclopedia's coverage of topics that are relevant to the history and culture of Indianapolis and Central Indiana. Nothing in this policy should discourage these discussions, but they generally should proceed only with the advance knowledge of and, in most instances, the participation of the editor-in-chief and managing editor, with the knowledge of and, in most instances, the participation of the editor-in-chief and managing editor, with the knowledge and/or presentation of the editorial board chair, who will best understand how to protect the integrity of encyclopedia content. In all such instances, any proposal should be forwarded by the editorial team to the editorial board for review and approval. To ensure a timely response, the board may wish to call a special session to consider the matter or it may delegate this function to a subcommittee of its members.

Approval of proposed content

The editorial board has a responsibility to ensure that content proposed by the editorial staff meets the approved criteria for selection and addresses the encyclopedia's goals of comprehensiveness, diversity, and inclusion.

Process: In advance of each six-month update cycle and/or new feature development, the editorial staff will present to the board a list of recommended entries, categorized appropriately, and accompanied by a brief rationale for their inclusion. The timeline for the submission of these recommendations will be established by the chair of the editorial board in consultation with the editorial staff, with the understanding that it will allow sufficient time for review. The board may approve the list in full, recommend modifications, and/or ask for additional information. The staff will also provide the board with a list of entries suggested by various advisory groups and/or individuals who have accepted the website's standing invitation to recommend content. At its discretion, the editorial board may appoint a subcommittee of its members to manage its responsibility on behalf of the entire board.

Extraordinary review of content

The editorial board will guide the editorial staff on content that may require review beyond normal editorial process because of its public importance and/or widespread public interest, its recency, its relationship to contentious or partisan matters, or for any other reason that the board deems to be important.

Process: For each update cycle, the editorial staff will identify proposed entries or material that may warrant special consideration by the board. The chair of the editorial board, in consultation with the editor-in-chief, will decide how best to present these matters to the board.