



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 editorial board chair. 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 delegate this function to a committee of editorial board members rather than act as a whole body.

Adopted by the Editorial Board, January 18, 2022

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 also will provide to the board a list of entries suggested by various advisory groups and/or individuals who have accepted the website's standing invitation to recommend content.

The editorial board chair may appoint a committee of editorial board members to manage its responsibility on behalf of the entire board.

Adopted by the Editorial Board, January 18, 2022

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.

Adopted by the Editorial Board, January 18, 2022

Use of culturally insensitive language and images

The Encyclopedia of Indianapolis will avoid the use of language and images that are offensive, demeaning, or culturally insensitive as designated by authoritative sources such as the Chicago Manual of Style or the AP Stylebook. An exception to this policy may occur when the use constitutes a valid educational purpose, such as in direct quotations from original sources or in images that reveal the ways in which various groups and/or previous generations embraced norms that are now deemed unacceptable.

Exceptions to the policy of avoiding culturally insensitive language and images will be recommended by the editor-in-chief for approval by the editorial board or a delegated committee of the board.

Process:

If the editorial staff believes that the use of culturally insensitive language or images serve an educational purpose, it will prepare a justification, accompanied by source material, for consideration by the editor-in-chief. Once approved internally, the editor-in-chief will submit the exception and rationale to the board for consideration and approval.

Adopted by the Editorial Board, May 24, 2022

Treatment of sensitive and challenging topics

The Encyclopedia of Indianapolis will include topics relevant to Indianapolis history and culture that may be culturally or politically sensitive and/or challenging. Any topical essay that deals with sensitive and challenging subjects must have a clear and appropriate definition that is applied consistently within the topical treatment as well as throughout the encyclopedia. The

information also must be placed in context, as appropriate, and should include references to sources and suggestions for further reading as well as guides to related encyclopedia content.

Process:

Editors will consult with the board chair and any subcommittee designated by the chair to consider the proposed inclusion of culturally and/or politically sensitive or challenging topical entries, which typically range from 1000 to 1500 words. Editors will ensure that all entries of this type undergo review by at least three subject matter experts, with these reviews made available to the board when the entry is presented for its approval. Editors also will ensure that topical entries contain extensive connections to related material in the encyclopedia, thereby providing a more robust context for understanding the topic in Indianapolis history and culture.

Adopted by the Editorial Board, February 21, 2023