EDITORIAL GUIDELINES

PROFESSIONAL STANDARDS FOR INDEPENDENT JOURNALISM

The Tibet Post
INTERNATIONAL

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TIBET POST INTERNATIONAL
Dharamshala, INDIA

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Tibet Post International

EDITORIAL GUIDELINES

Professional Standards for Independent Journalism

1. Purpose and Scope

Tibet Post International (TPI) is committed to independent, accurate, responsible and ethical journalism that serves the public interest and contributes to an informed public sphere.

These Editorial Guidelines establish the professional standards that guide TPI's journalists, editors, contributors, correspondents and other individuals involved in the production, editing, publication or distribution of editorial content.

The Guidelines are intended to support editorial independence, accuracy, verification, transparency, accountability, contextual clarity, fairness and public trust. They complement TPI's existing **Guiding Lights: Aims and Mission** and should be read together with TPI's organisational policies and its commitments under the **Journalism Trust Initiative (JTI)**.

These Guidelines apply across TPI's website, digital publications, social media channels, multimedia content, interviews, photographs, videos, investigative reporting, analysis, commentary and other editorial outputs.

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2. Editorial Independence

TPI's editorial decisions must be made independently of governments, political parties, political organisations, commercial interests, donors, advertisers, sponsors, advocacy organisations or other external actors.

Editorial decisions must be based on journalistic considerations, including evidence, public interest, relevance, accuracy and professional standards.

No external individual or organisation may determine the publication, suppression, alteration or framing of editorial content merely because of political, financial, institutional or personal interests.

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TPI recognises that journalism may examine, criticise or investigate governments, political organisations, institutions and powerful individuals. Such scrutiny is an essential component of independent journalism.

Editorial independence does not remove the responsibility to verify information, distinguish fact from allegation and provide appropriate context.

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3. Accuracy and Verification

Accuracy is fundamental to TPI's journalism.

Journalists and editors should take reasonable and proportionate steps to verify factual claims before publication, particularly where information is consequential, disputed, sensitive or likely to cause significant harm.

Verification may include:

- consulting primary documents and reliable records;
- speaking with relevant witnesses or knowledgeable sources;
- checking dates, locations, names, quotations and numerical information;
- comparing information from independent sources;
- examining photographs, videos and digital material for authenticity;
- identifying the origin and reliability of information obtained online;
- distinguishing confirmed information from allegations, claims or unverified reports.

Where information cannot be independently confirmed, the published material should make that limitation clear.

Accuracy applies not only to individual facts but also to headlines, captions, photographs, summaries, social-media posts and other representations of a story.

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4. Sources and Attribution

TPI should identify sources wherever doing so is appropriate and safe.

Information obtained from a source should be attributed clearly enough for readers to understand where the information originated.

Anonymous sources may be used where there is a legitimate journalistic reason for protecting the source's identity. Anonymous information should

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not be presented as independently verified merely because it has been obtained confidentially.

Before relying on anonymous material, journalists should consider:

- the source's direct knowledge;
- the reliability of the information;
- possible motives or conflicts of interest;
- whether the information can be independently corroborated;
- the public interest in publication;
- the potential consequences of publication.

Confidential sources must be protected in accordance with TPI's source-protection responsibilities.

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5. Multiple Sources and Corroboration

TPI should seek corroboration for significant claims whenever reasonably possible.

Particular caution should be applied to:

- allegations of wrongdoing;
- information concerning deaths, disappearances or serious injury;
- politically sensitive claims;
- claims concerning national security or armed conflict;
- allegations against identifiable individuals;
- information originating from social media;
- information supplied by interested parties.

The number of sources alone does not establish reliability. TPI should consider the independence, direct knowledge, credibility and evidence available from each source.

Where independent corroboration is unavailable, this should be reflected transparently in the reporting.

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6. Context and Fair Representation

TPI should provide sufficient context for readers to understand the significance of reported events and claims.

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Context may include relevant historical background, political circumstances, geographical information, chronology, available evidence and competing factual claims.

TPI should avoid presenting isolated facts in a manner that materially distorts their meaning.

Fair representation does not require artificial equivalence between positions simply because opposing claims exist. It requires that factual claims are accurately characterised, relevant evidence is not deliberately omitted and significant allegations are appropriately attributed.

Where a matter is disputed, TPI should distinguish clearly between established facts, allegations, interpretations and opinions.

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7. Reporting, Analysis and Opinion

TPI should clearly distinguish between:

- **News reporting**, which primarily presents verified information about events;
- **Analysis**, which examines evidence, context, developments and implications;
- **Opinion or commentary**, which expresses an identified author's interpretation or argument;
- **Editorial content**, where TPI explicitly presents an institutional position.

Readers should not be misled about the nature of published material.

Opinion does not remove the obligation to maintain factual accuracy. Commentators and contributors should distinguish evidence from interpretation and should not knowingly present false information as established fact.

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8. Headlines, Images and Presentation

Headlines, subheadings, captions, photographs, videos, graphics and social-media descriptions should accurately represent the associated content.

TPI should avoid sensational presentation that materially misleads audiences or creates an inaccurate impression.

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Images should not be manipulated in a manner that deceives audiences about the underlying event or circumstances.

Where photographs or visual materials are illustrative rather than directly connected to the reported event, this should be made clear where necessary.

Archives and previously published material should not be presented in a way that creates a materially misleading impression about when an event occurred.

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9. Corrections and Clarifications

TPI recognises that professional journalism requires mechanisms for correcting errors.

Where a material factual error is identified, TPI should correct it promptly and transparently.

Corrections should be proportionate to the significance of the original error.

Depending on the circumstances, TPI may:

- correct the relevant text;
- publish a correction or clarification;
- add an editor's note;
- amend a headline or caption;
- update information as new verified facts become available;
- withdraw material in exceptional circumstances.

Corrections should not ordinarily conceal the existence of a significant published error where transparency requires acknowledgement.

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10. Right of Response

Where TPI publishes serious allegations concerning an identifiable individual or organisation, reasonable efforts should be made to provide an opportunity for a relevant response where appropriate.

A response does not necessarily require TPI to alter factual reporting.

Where a response is unavailable before publication because of time, access or safety considerations, TPI may consider publishing a relevant response subsequently where it materially contributes to accuracy or fairness.

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11. Conflicts of Interest

Journalists, editors and contributors should identify and manage actual, potential or perceived conflicts of interest that could affect editorial independence.

Individuals involved in editorial decision-making should not use their position to obtain personal, financial or political advantages.

Where a significant conflict cannot reasonably be managed, the relevant individual should disclose it to the appropriate editorial authority and, where necessary, withdraw from the editorial decision.

12. Gifts, Benefits and External Influence

TPI personnel should avoid accepting gifts, financial benefits, hospitality, travel arrangements or other advantages that could reasonably compromise or appear to compromise editorial independence.

Where external assistance is necessary for legitimate journalistic purposes, it should not give the provider editorial control over the resulting material.

Editorial content should not be purchased, traded or conditioned upon favourable coverage.

Advertising, sponsorship and other commercial material should be distinguishable from independent editorial content.

13. Political and Governmental Influence

TPI may report on governments, political organisations, public officials, political movements and public policy.

Such coverage must remain subject to TPI's editorial standards.

No government or political organisation should have editorial control over TPI's journalism.

Where TPI reports statements or claims made by governments, political parties or political organisations, the origin of those claims should be clearly identified.

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Political significance does not remove the requirement for factual verification and appropriate attribution.

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14. Vulnerable Individuals and Communities

TPI should exercise particular care when reporting on individuals or communities who may face heightened risks because of their circumstances.

This may include refugees, displaced persons, children, survivors of violence, detainees, victims of abuse, people facing persecution and individuals whose identities could expose them or their families to harm.

Journalistic necessity and public interest should be considered alongside potential consequences.

TPI should avoid unnecessary exposure of identifying information where publication could create disproportionate risk.

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15. Privacy and Personal Information

TPI respects legitimate expectations of privacy while recognising that privacy may be outweighed by a substantial public interest in publication.

Personal information should not be published merely because it is obtainable.

Before publishing sensitive personal information, journalists should consider:

- whether the information is relevant to the story;
- whether it is already legitimately public;
- whether publication serves a genuine public interest;
- whether the information could cause unnecessary harm;
- whether the same journalistic purpose can be achieved with less intrusive disclosure.

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16. User-Generated Content and Social Media

Information obtained through social media or user-generated content should be treated as material requiring verification.

Before publication, journalists should consider:

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- the original source;
- date and location;
- whether the material has been altered;
- whether the account or source is authentic;
- whether the material has previously appeared elsewhere;
- whether the content accurately represents the claimed event.

TPI should not knowingly publish manipulated, fabricated or deceptively presented material as authentic.

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17. Artificial Intelligence and Digital Tools

TPI may use artificial intelligence and other digital tools where they support legitimate journalistic functions.

However, technology does not replace editorial responsibility.

AI-generated or AI-assisted material must be subject to appropriate human review, verification and editorial oversight before publication.

TPI should take reasonable measures to identify and prevent:

- fabricated information;
- invented quotations;
- inaccurate summaries;
- synthetic images presented as authentic;
- manipulated audio or video;
- undisclosed plagiarism;
- misleading automated translations;
- other forms of technologically generated misinformation.

Where AI use materially affects the nature or reliability of published content, TPI should consider appropriate disclosure.

The final responsibility for published editorial content remains with TPI and the relevant editorial personnel.

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18. Plagiarism and Originality

TPI respects intellectual property and expects editorial contributors to produce original work or clearly attribute material obtained from other sources.

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Plagiarism, fabricated attribution and deliberate misrepresentation of another person's work are inconsistent with professional journalism.

Direct quotations should be accurately reproduced and appropriately attributed.

Translated or adapted material should not be presented as original reporting where the underlying material originates from another source.

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19. Confidentiality and Protection of Sources

TPI recognises the importance of protecting confidential journalistic sources where confidentiality has been legitimately promised or is necessary for responsible journalism.

Confidential information should only be disclosed where there is a compelling and legitimate reason, subject to applicable law and TPI's editorial responsibilities.

Access to confidential source information should be limited to individuals who require it for legitimate editorial purposes.

Source protection must not be used to conceal knowingly fabricated information.

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20. Investigative Journalism

Investigative journalism may involve complex research, confidential sources, documentary evidence and extended verification.

Investigations should be conducted with particular attention to:

- evidence;
- source reliability;
- corroboration;
- documentation;
- legal and ethical considerations;
- potential harm;
- right of response;
- public interest.

The seriousness of an allegation increases the importance of rigorous verification.

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Where significant allegations cannot be adequately substantiated, TPI should not present them as established facts.

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21. Sensitive and Developing Events

During rapidly developing events, information may change as new evidence becomes available.

TPI should distinguish between:

- information confirmed at the time of publication;
- preliminary reports;
- eyewitness accounts;
- official claims;
- unverified information;
- subsequent corrections or developments.

Speed should not unnecessarily override accuracy.

Where an early report is subsequently demonstrated to be materially inaccurate, TPI should correct or update the material transparently.

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22. Editorial Complaints and Feedback Process

TPI welcomes legitimate complaints, corrections and feedback concerning its journalism.

The complaints process is intended to strengthen accuracy, accountability, transparency and public trust while protecting editorial independence.

22.1 What May Be the Subject of a Complaint

A complaint may concern:

- significant factual inaccuracies;
- materially misleading reporting;
- inadequate verification;
- omission of important context;
- inaccurate attribution;
- failure to distinguish fact from allegation or opinion;
- conflicts of interest;

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- misuse of anonymous sources;
- breaches of these Editorial Guidelines;
- inappropriate publication of personal information;
- failure to make a significant correction;
- misleading headlines, captions or presentation;
- other substantial concerns regarding professional journalistic standards.

A complaint should identify the relevant article, programme, photograph, video or other editorial material and explain the specific concern.

22.2 How to Submit a Complaint

Complaints should be submitted through TPI's designated editorial complaints channel.

Where available, the complainant should provide:

- the title of the article or item;
- the publication date;
- the relevant URL or location;
- the specific passage, image or statement concerned;
- an explanation of the alleged problem;
- supporting evidence where available;
- contact details if a response is requested.

Editorial complaints contact:
thetibetpost(at)gmail.com

Suggested subject: Editorial Complaint

The complaints channel should be separate from advertising, employment or general administrative enquiries where practicable.

22.3 Acknowledgement

TPI should acknowledge substantive complaints where the complainant has provided contact details.

TPI should aim to acknowledge a complaint within **five working days**.

Acknowledgement does not mean that TPI has accepted the complaint or determined that an error occurred.

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22.4 Editorial Review

Complaints should be reviewed by an appropriate editor or designated editorial representative.

Where reasonably practicable, a complaint should be reviewed by someone who was not directly responsible for the original editorial decision.

The review may consider:

- the original reporting and publication;
- source material and available evidence;
- editorial notes or records where relevant;
- whether reasonable verification was undertaken;
- whether the published material accurately reflected the available evidence;
- whether relevant context was omitted;
- whether the article complied with TPI's Editorial Guidelines; and
- any new information or evidence provided by the complainant.

The purpose of the review is to assess the journalistic issue objectively rather than to determine whether the complainant agrees with TPI's editorial position.

22.5 Possible Outcomes

Following review, TPI may determine that:

- no correction is required;
- a clarification is appropriate;
- a factual correction is required;
- an editor's note should be added;
- the article should be amended or updated;
- additional information should be published;
- exceptionally, material should be withdrawn or removed.

Corrections and clarifications should be proportionate to the significance of the issue identified.

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22.6 Response to the Complainant

Where a substantive complaint has been reviewed and contact details have been provided, TPI should communicate the outcome where appropriate.

The response may explain:

- whether the complaint was upheld;
- whether a correction or clarification was made;
- the reasons for the editorial decision;
- any further action considered necessary.

TPI may withhold confidential source information, personal information or internal editorial information where disclosure would be inappropriate.

22.7 Further Review or Appeal

Where a complainant believes that a substantive complaint has not been adequately considered, TPI may provide a further review mechanism through a senior editor or designated editorial representative.

A request for further review should identify the specific issue requiring reconsideration and, where applicable, provide additional evidence.

A further review does not guarantee a different outcome.

22.8 Time Limits

TPI should normally seek to resolve substantive complaints within **30 days**, subject to the complexity of the matter.

Where a complaint involves significant factual questions, historical material, extensive documentation or additional investigation, more time may be required.

TPI may consider complaints submitted after publication where they concern significant errors, serious ethical issues or information that remains materially relevant.

22.9 Complaints About Opinion and Editorial Judgement

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TPI distinguishes between a factual complaint and disagreement with an editorial judgement or opinion.

Disagreement with an opinion does not, by itself, establish a journalistic error.

However, opinion and commentary remain subject to standards of factual accuracy, appropriate attribution and transparency.

Where a factual assertion within opinion material is demonstrably inaccurate, it may be subject to correction.

22.10 Abusive or Malicious Complaints

TPI welcomes strong criticism and legitimate disagreement.

However, TPI may decline to engage substantively with communications that are threatening, discriminatory, abusive, deliberately disruptive, repetitive without new information, or unrelated to the editorial issue raised.

The fact that a complaint is strongly worded or critical does not, by itself, make it abusive.

22.11 Public Corrections and Transparency

Where a significant error is identified, the correction should be sufficiently visible to ensure that readers are not left with a materially inaccurate understanding of the original report.

Where appropriate, TPI may maintain a corrections record or other transparent mechanism through which significant corrections and clarifications can be identified.

22.12 Protection of Editorial Independence

The complaints process exists to improve accuracy, accountability and journalistic quality.

It must not become a mechanism through which governments, political organisations, commercial interests, advocacy groups or other powerful actors direct TPI's editorial decisions.

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Complaints should be assessed according to journalistic evidence and professional standards rather than the political, financial, institutional or social status of the complainant.

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23. Public Interest

TPI recognises the public interest as an important consideration in editorial decision-making.

Public-interest journalism may involve reporting matters concerning:

- government and public institutions;
- human rights and fundamental freedoms;
- public accountability;
- corruption and misuse of power;
- political developments;
- conflict and displacement;
- social conditions;
- public health and safety;
- environmental issues;
- cultural and linguistic preservation;
- significant matters affecting communities.

Public interest does not provide an exemption from accuracy, verification, fairness, privacy or other professional responsibilities.

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24. Editorial Responsibility

Editorial responsibility rests with TPI's editorial leadership and the individuals involved in producing and approving published material.

Editors should provide appropriate oversight and should intervene where content presents significant risks relating to accuracy, verification, privacy, conflicts of interest, source protection or potential harm.

Journalists and contributors are expected to raise concerns when they identify significant factual, ethical or editorial problems.

TPI should foster an editorial culture in which corrections, questioning, verification and professional disagreement are treated as essential components of responsible journalism.

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25. Transparency

TPI is committed to transparency concerning its editorial principles, organisational responsibilities and journalistic standards.

TPI should make publicly accessible, where appropriate:

- its Guiding Lights and mission;
- these Editorial Guidelines;
- its editorial complaints process;
- relevant correction mechanisms;
- information concerning editorial accountability;
- its Journalism Trust Initiative Transparency Report;
- its JTI certification information, where certification has been formally awarded.

Transparency should enable readers to understand how TPI approaches journalism and how concerns about published material can be raised.

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26. Relationship with TPI's Guiding Lights and the Journalism Trust Initiative

These Editorial Guidelines operate alongside TPI's existing **Guiding Lights: Aims and Mission**.

The two documents serve different but complementary purposes:

Guiding Lights: Aims and Mission explains TPI's institutional purpose, values, commitments and broader mission.

Editorial Guidelines establish the professional standards and procedures governing the production, publication, correction and accountability of journalism.

Editorial Complaints and Feedback Process provides the mechanism through which readers and affected parties can raise substantive concerns about published journalism.

TPI's participation in the **Journalism Trust Initiative** provides an additional framework for transparency and professional accountability.

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Where TPI has received formal JTI certification, the relevant certificate and public Transparency Report should be made accessible to audiences through TPI's website.

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27. Review of These Guidelines

These Editorial Guidelines should be reviewed periodically to ensure that they remain relevant to changes in journalism, technology, digital media, artificial intelligence, legal requirements and professional standards.

Material amendments should be approved through TPI's appropriate editorial or organisational governance process.

The date of the most recent review or revision should be displayed on the published version of these Guidelines.

First published: 2008
Last reviewed:2024-2025
Next review: 2026

TPI's Commitment

Tibet Post International is committed to journalism that is independent, accurate, responsible, transparent and accountable.

These Guidelines are intended to provide a practical professional framework for achieving those standards while protecting editorial independence and the public's right to access reliable information.

TPI recognises that trust in journalism is built not merely through published statements of principle, but through consistent editorial practice: careful verification, transparent sourcing, contextual clarity, responsible reporting, correction of significant errors, meaningful accountability and respect for the public.

TPI therefore regards editorial integrity as an ongoing professional responsibility shared by journalists, editors, contributors and organisational leadership.

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