

List of Expectations

1. **Have a Gmail account and check it daily.** If we are assigning stories, we appreciate prompt responses to get the story rolling or to pass it along to the next person if you are not interested.
2. **Please make your deadline or communicate with the Managing Editor if you cannot meet it.** Once a story is assigned, the Managing Editor will establish a deadline. (Sometimes people get sick. Sources don't respond. We get it! We just need to know.)
3. **When submitting a story, please make sure you have reviewed your work and gone through the Reporter Checklist.**
4. **Please make sure you are available during the editing time to answer questions.** When deciding the deadline, the Managing Editor will also discuss when she plans to edit the story or have another member of editorial staff edit the piece and establish a proposed publication date. Some stories have more flexibility than others, and we can discuss with you how quickly we will need responses for which stories.
5. **Please let your sources know when your story is published.**
6. **If you receive a concern, criticism, or correction after we publish a story, please forward it to the Managing Editor (emily@eastlansinginfo.news) and Publisher (alice@eastlansinginfo.news).** We will work on addressing it promptly.