BASIC POINTS

1. Make sure everything you write is supported by the facts and reliable sources.

2. If relying on third party material – make your own basic checks to verify the story.

3. Make sure any criticism is fair and accurate.

4. Watch your use of language.

5. Consider whether to print and/or seek comments from the other side.

6. Make sure headlines and straplines are accurate.

7. Read the PCC code.