

CORRECTIONS POLICY

Revised September 2018

1 – In the event of a factual mistake or serious mistake in understanding, *The Link* shall:

- a. Correct the online edition as soon as the mistake has been discovered.
 - i) All corrections will be signed off by either the E-i-C or the Coordinating Editor.
 - ii) A correction will be published as per the online style guide.
 - iii) The last date of alteration will be changed at the top of the page.
- b. Place a correction in the print edition subsequent to the discovery of the mistake.

2 – In the event that the mistake is serious enough to merit a retraction:

- a. A retraction will only be written in the case of a grave error and will be written by the E-i-C.
- b. The retraction will state the reasons the piece was retracted and *The Link's* regret over the error.
- c. The retraction will run on the editorial page in the next print edition.
- d. The article in question will be removed from the website and replaced with a retraction.