

Title	UNPUBLISHING POLICY
Policy Area	Editorial
Policy Number	UPS_POL_015
See also	Opinions Policy, Anonymity Policy

Effective Date: June 14, 2022
Approval Date: June 14, 2022
Applies to: Employees of Ubyyssey Publications Society
Authority: Editorial Board
Supersedes/New: New

The following are responsible for the administration of this policy,

Primary Office	Contact
Editorial Office	Coordinating Editor

Generally, an article will not be unpublished by *The Ubyyssey* in the interest of the historical record and in order to remain accountable to our audience and our community. However, *The Ubyyssey* will consider unpublishing an article in specific circumstances, such as if there is a large factual error, the story is defamatory or the story violates a publication ban or another legal or ethical restriction.

Unpublishing requests are at the discretion of the Coordinating Editor, but they may consult with the editorial board.

The Ubyyssey values compassion in considering unpublishing requests, and will consider the impact that a widely available story can have on a person's life years down the road. It is essential for the Coordinating Editor to keep in mind that authors and sources from marginalized groups may have different perceptions of risks and harm than they do. However, the Coordinating Editor will also weigh unpublishing requests against the public's right to know and the value of maintaining a historical record.

Opinion letters will only be unpublished in extenuating circumstances where a person's safety and livelihood is compromised, the letter is libelous and/or in cases where the author of a letter was a minor at the time of publication.

In order to submit an unpublishing request, a person must email the Coordinating Editor (coordinating@ubyssey.ca) a formal request with a link to the relevant article, a reason as to

why they would like the article to be unpublished and an agreement that they absolve *The Ubyyssey* of republishing and disseminating the article once it has been removed.

If the Coordinating Editor finds the reasons sound, the article will be removed and not replaced. The Coordinating Editor will then annotate the request as having been granted and sign it. They will then make a copy of the document and send it to the person who requested the unpublishing.

If an article does not meet the criteria of unpublishing, the Coordinating Editor may consider alternatives to attempt to be compassionate to the person. The Coordinating Editor may de-index an article to remove it from search engines, remove a photo, anonymize a source or the writer (with a vote from four-fifths of the editorial as per *The Ubyyssey's* [Anonymity Policy](#)), add an editor's note with new context on an old story or write an updated story with new information.

The Ubyyssey will maintain an internal record of all unpublishing requests and their outcomes as a way to maintain consistency in application of this policy.