**THE KNOX STUDENT STAFF HANDBOOK**

# *Welcome to TKS*

Welcome to TKS! We are glad to have you. We are Knox College’s student read, student written, student led read campus news organization since 1887. This is our handbook - a constantly evolving document that is updated as the paper shifts and grows. This version was created by Eleanor Lindenmayer in 2023.

## Current Editing Team/Points of Contact

EIC

Eleanor Lindenmayer ‘25

eslindenmayer@knox.edu

Managing Editor

Ellen Miller Garrett ‘24

emillergarrett@knox.edu

Graphics Editor

Sasse Red Engel ‘25

srengel@knox.edu

Radio Editor

Yuchen Wang ‘24(?)

ywang2@knox.edu

Advisor

Jane Carlson

Reporter for Tri States Public Radio

jcarlson@knox.edu

# *What We Do*

The Knox Student is Knox College’s award-winning student read, student written, student led news organization. But what does that mean exactly? Let’s break it down.

Student  read - our readers, our audience, is the Knox College students.

Student written - all our reporters are students, nothing comes from faculty.

Student led - we have no faculty overseer, we are an independent organization that makes our own publishing choices. Our advisor is only there to support when needed.

And we are a *news organization*, in the past, we might have said news*paper*, but TKS is on so much more than paper now. We report the news in a timely, accurate and unbiased manner so that the student body better understands what is happening on campus. We publish event coverage, think pieces, fluff pieces, investigative pieces, everything under the sun that you can think of as journalism? We do that.

# *Why We Do it*

Journalism is about the search for the truth, we might not always find it, but we’re always looking. Knox students deserve a news source grounded in integrity and curiosity, which is what TKS strives to be.

We ask questions, search for answers, write and publish to make sense out of what is happening in the world, and to help our readers make sense of it too.

Mission: To create a more informed campus and educate future journalists by elevating diverse voices and always seeking the truth.

* Transparency: Transparency leads to trust. We believe in transparency between our editors and our staff, between our writers and our sources, and us and our audience and community. All information on how TKS is run is accessible on the web!
* Independence: TKS is fully student run, we are independent of the college. This is important to showcase the opinions and experiences of students as well as to provide a factual unbiased narrative of events on campus.
* Empathy: Empathy is at the core of journalism, we want to help our audience empathize with people whose lives are different from them. We also want to show empathy to all our sources, because everyone is a human worthy of being treated with dignity.
* Passion: Part of our mission is to educate future journalists, we can’t do this without our writers having some passion about what they are working on. Our writers all have a personal and emotional commitment to the work because of their passion for writing and journalism.
* Curiosity: If we’re not curious, we won’t start writing about anything! Both our journalists and readers need to be curious about the world around them, otherwise, what’s the point of journalism?
* Accessibility: TKS has diverse models for distributing the news, with both video and audio components, as well as several ways for people to access our writings. This is because access to news is so important, and we don’t want there to be barriers to anyone who wants to access news.
* Trustworthiness: We want our readers to trust that we are reporting factually and ethically, otherwise we’re no better than a gossip magazine. Our goal is always to confirm and contextualize the gossip.

# *How We Do it*

TKS has a 3 pronged approach to journalism so that writers can learn about different types of writing and practice different skills. All staff members should be familiar with the differences between them and the purposes they serve.

## The Web (and newsletter)

The Web, currently at theknoxstudent.org is TKS’s main presence. We publish on the web as often as possible, and all stories written will always end up on the web. This is where we get most of our views and interaction. Writing for the web is one of the first skills you’ll learn. This is classic journalistic style, stories are 500-750 words, about events, people, trends, you name it. The TKS newsletter is simply a collection of all the articles posted to the web in a week. It is sent out on Friday mornings and includes all articles published since the previous Friday.

## The Radio

TKS has a weekly radio show on WVKC. The show is on Monday’s and discusses the past week’s articles. Each reporter is responsible for writing and recording the radio version of their own stories by Friday. Writing for the radio is different than writing for the web, it is shorter, more conversational. Practicing writing for the radio makes you better at writing for the web, and gives you experience with a different type of writing. All reporters must record their own stories, regardless of how you feel about the sound of your own voice. Getting used to hearing yourself talk is an important part of being a journalist! You sound great, don’t worry.

## The Mag

The TKS Magazine comes out once a term. It is a professionally printed, full color magazine designed by the TKS graphics team. The stories in the Mag are a little different. Writers have about four weeks to work on them, as opposed to just one. These stories should be longer, closer to 1000-2000 words and should involve more in-depth reporting. You should be speaking to more sources, doing more research. Often these stories are about trends, not events, this gives them a timeless quality. All reporters should practice this type of longform journalism, but not everyone will make it into the mag every time.

## Staff members are expected to be able to work on pieces for all three simultaneously, this can be challenging, but in professional journalism you will often be working on more than one story at a time.

# *Code of ethics*

The Knox Student Ethics Statement

As the only print news source at Knox College run entirely by students, The Knox Student has a special responsibility to the student body to deliver solid stories about important issues and events at the college, local, national and international levels. TKS strives for accuracy, fairness and independence in all reporting and promises to uphold these principles by:

1. seeking information on a topic from a variety of sources that represent both congruent and competing perspectives;

2. checking facts wherever possible and never intentionally distorting them;

3. writing headlines and subheadlines that do not misconstrue, oversimplify or take information out of context;

4. always identifying an original collection of hard data (as with surveying the public), the circumstances under which it was done and any factors present that may affect the accuracy of results;

5. never plagiarizing;

6. giving accused persons or entities the opportunity to respond to allegations;

7. attempting to contact a source in multiple ways before declaring them unreachable for comment or unresponsive to requests for information;

8. identifying sources in all instances except when a source's safety is in jeopardy, a source is not authorized to comment or other especially grave circumstances are present, and always disclosing the reason(s) for granting anonymity;

9. avoiding clandestine methods of collecting information, including undercover work, except when the information in question is crucially important to public knowledge and cannot be obtained through more open methods, and always disclosing when such methods were used;

10. avoiding stereotyping by appearance, race, ethnicity, nationality, sex, gender identification, sexual orientation, disability, economic or social status, political views or religion;

11. distinguishing between news and commentary in a visible and clearly obvious manner;

12. never producing advertising or advocacy masked news;

13. maintaining objectivity in all news reporting, carefully considering assignments where the ability to be objective could be compromised, and disclosing when a conflict of interest could be perceived to exist;

14. never assigning reporters stories in which a club, organization or other groups to which they belong/invested interest, and, in the case of editors, giving the responsibility for editorial decision-making for material in which a club, organization or other groups to which they belong has a vested interest to another editor;

15. never editing news photos or videos so as to distort or misrepresent content, and always identifying photo illustrations or stock images as such;

16. always explaining complicated concepts and jargon as fully as possible;

17. always disclosing when mistakes were made and rectifying them as soon as possible, realizing that the fault for reporting inaccurate information ultimately rests with the journalist, not the source;

18. never taking quotations out of context or shortening them in a way that distorts their meaning;

19. choosing whenever possible, when a crucial source cannot be met with until after a deadline, to delay a story's publication rather than print it without the source's information;

20. allowing for the expression of a variety of viewpoints, even those whom the journalist or the public may find offensive or otherwise repugnant;

21. refusing special treatment, gifts or favors from any person or entity;

22. denying favored treatment to advertisers and special interests; and

23. holding those with power accountable for their words and deeds, regardless of whether or not the person or entity in question holds any power, direct or indirect, over TKS, its content, its staff or its funding.

# *TKS Staff Positions*

TKS has many different types of both paid and volunteer positions that make the paper run. In this section you’ll find the outline of our staff hierarchy and all our current positions. Inactive positions are listed as well, an Editor in Chief can always choose to bring back or adapt positions as the paper grows and changes.

Something to note about TKS paid positions - it is inevitable that a paid staff member will work more hours than they are paid for, this is the nature of college journalism. It is almost better to think of the hourly rate as a stipend. Obviously, people deserve to be paid for their work, but that is simply not how the college experience works. We are lucky that we get to pay our staff at all, and we hope that the learning and experience will make up for the poor pay.

## HIERARCHY OF POSITIONS



## EDITOR IN CHIEF

In simple terms, the EIC is the boss of the paper. I (Eleanor Lindenmayer ‘25) am the EIC, and I’m not even quite sure what to say.

The EIC should be a junior or senior on staff who has the most experience with the paper, and has the time to commit to the paper. Those with leadership roles in other organizations likely should not take on the editor position.

The primary responsibility of the EIC is to keep the paper running and coordinate with all staff members. They run the meetings, create and lead trainings, manage the budgets, and anything else that needs doing. Hopefully while also writing their own content.

Specific responsibilities include:

* Hiring staff
* Creating and executing the budget
* Leading all staff meetings and editor meetings
* Meeting with all writers once a week (or so) to check in about their work
* Communicating with administration, faculty, the journalism department, and anyone else who needs communicating with
* Coordinating training and guest speakers with the advisor
* Meet with the advisor once a week (at the bean hive)
* Be familiar with and apply TKS editorial policy and newspaper processes and technologies including Google Drive, WordPress, InDesign, Twitter, Facebook, and Instagram
* Knowing and applying AP and TKS house style-guides
* Reviewing all stories before they are published
* Publishing stories (share this responsibility with Managing Editor)
* Advising and helping writers grow as journalists and expand their skill set
* Leading recruitment and training of new writers
* Helping design and write the Magazine issues of TKS
* Training the next EIC during their final spring term

The EIC is currently paid the set college rate for 10 hours a week.

## MANAGING EDITOR(S)

Managing Editors are the first step in the editing process (more on that later) and they report directly to the EIC. Other than the EIC, they should be the most experienced writers in the newsroom.

TKS currently has 6 sections. Our current Managing editors are not assigned to a specific section, they assist and edit for all sections, but a future EIC could decide to have section specific editors instead of one managing editor.

Managing editors do the heavy lifting when it comes to editing, they help staff writers develop the meat of the story. Managing editors are also writers, they can take on large-profile, breaking or delicate issues as needed, and generally should be working on a piece.

Generally, the whole staff brainstorms story ideas together, but when staff writers are at a loss, managing editors step in to assign stories.

Specific responsibilities include:

* Publishing stories in their section to the website and promptly posting about them on social media
* Be familiar with and apply TKS editorial policy and newspaper processes and technologies including Google Drive, WordPress, InDesign, Twitter, Facebook, and Instagram
* Knowing and applying AP and TKS house style-guides
* Editing and reviewing all stories and columns that are written for the news section and assisting the editor-in-chief with final say of what is published in their section
* Coming up with and pitching story ideas to staff writers and other editors, as well as taking their own stories, with a focus on longer, more in-depth enterprise stories
* Communicating information regarding the stories to the appropriate writers and photographers
* Editing stories and ensuring they meet TKS’s standards in ethics and quality and moving those stories when they have been edited to copy for the copy editors
* Covering important events and meetings on campus (e.g. Student Senate or faculty meeting, or large protests organized by students) or delegating these to writers
* Communicating regularly with the editor-in-chief and staff writers
* Requesting appropriate art (graphics or photographs) for every story
* Advising and helping writers grow as journalists and expand their skill set
* Attending all weekly meetings
* Helping with recruitment and training of new writers
* Helping design and write the Magazine issues of TKS

Managing Editors are currently paid the set college rate for 7 hours a week.

## GRAPHICS EDITOR

The graphics editor primarily is responsible for graphic design, obviously. This includes designing posters and graphics for the website and around campus, and doing the heavy lifting on the termly magazine. The ME oversees the staff photographers, and can step in for photos of necessary.

The graphics editor also manages the social media pages of TKS right now. When a story is finished, the managing editor post on social media, but general social media posts go through the graphics editor or the EIC.

Specific responsibilities include:

* Designing posters and graphics
* Heading magazine design
* Keeping up the TKS social media presence
* Attending all meetings
* Managing staff photographers and volunteer photographers

The graphics editor is currently paid the set college rate for 5 hours a week.

## RADIO EDITOR

The radio editor records and edits the radio show. They collect the recorded radio snippets from all writers (more on that later) and edit them together into a newscast. The radio editor also writes their own stories.

Specific responsibilities include:

* Being familiar with Adobe Audition
* Recording transition sections of the newscast
* Editing together the full newscast
* Reporting on their own stories.

The radio editor is currently paid the set college rate for 6 hours a week.

## STAFF WRITER(S)

Staff writers are responsible for writing stories for TKS to publish in print and online. It is assumed that they will take on larger, more important stories than volunteer writers and do so in a balanced, ethical and high-quality manner.

They should be familiar with AP and TKS styles and journalistic conventions. They will be expected to be working on two stories every week, either two-week-long story projects or a week-long story and a more in-depth story spread over multiple weeks. They also help the section editors cover breaking news. Specific responsibilities include:

* Knowing and applying AP and TKS in-house style
* Being familiar with and adhering to journalistic standards of ethics and quality reporting
* Communicating closely with section editors and photographers to produce the story by the deadline and letting section editors know if a story’s deadline needs to be pushed back
* Possibly taking a ‘beat’ such as covering Student Senate or Faculty Meetings
* Finding and pursuing their own story ideas, because the best stories come from ideas the writers are passionate about
* Meet with EIC about once a week to check in
* Meet with Advisor once a quarter to workshop a story
* Attending the weekly writers’ meetings
* Helping to recruit and train new volunteer writers

The volunteer writer position is exactly the same, but on a volunteer basis. Because they are volunteers they can write as many or as few stories as they would like, and are not expected to attend every meeting.

Staff writers are currently paid the set college rate for 5 hours a week.

## COPY EDITOR(S)

Copy editors are some of the most important staff on TKS. They review every story TKS publishes to check for style mistakes. They do basic fact-checking and also edit the story for flow, consistency and coherence. Writing experience is extremely helpful for this position, so they will be asked to shadow a writer or write their own story at least once when they first start. Specific responsibilities include:

* Having an in-depth knowledge of AP and TKS in-house styles
* Having an understanding of the journalistic process and ethics and knowing when stories break TKS’s ethical and quality standards
* Reviewing stories in the copy folders of the TKS folder on Google Drive and moving them to either the next copy folder or the ‘slot’ folder
* Be familiar with the technologies TKS uses to produce the print and web editions and how they relate to the editing process
* Fact-checking names, ages, locations and basic facts given in stories
* Checking with writers and editors about issues with stories
* Helping with the special editions of TKS
* Helping find, recruit and train new writers

Copy editors are currently paid the set college rate for 4 hours a week.

## STAFF PHOTOGRAPHER(S)

Staff photographers are much like staff writers in the level of their responsibilities. They serve as consistent photographers to produce high-quality work that enriches TKS in print and online. They work closely with the photo editor and writers to get the photos that best suit the story and add the most possible to the paper as a whole. Specific responsibilities include:

* Knowing TKS’ editorial policy and journalistic conventions on photography
* Working on two to three photo assignments a week
* Attending the weekly writers’ meetings to take assignments and meet with the photo editor
* Communicating with the writer, photo editor and section editor if needed to take photos for the story
* Recording information such as names, years, dates, location and topics to help with writing captions
* Taking larger notes and more photos for stand-alone photo sections of the paper
* Helping to recruit and train new volunteer photographers

Staff photographers are currently paid the set college rate for 2.5 hours a week.

## TKS ADVISOR

As a working journalist, the TKS advisor models the highest standards and ethics of professional journalism; facilitates training on best practices; upholds and advocates for student control of the editorial process; advises on diversity and inclusion practices; provides feedback and guidance without censoring, editing, or producing student work; and advocates for student-led media on campus.

## PREVIOUS POSITIONS

If you choose to review these you will see that many of these positions were squished into the multimedia editor position, hopefully in the future they can be expanded back out to multiple people.

### *PHOTO EDITOR*

The photo editor is responsible for the photographs that TKS use in print and online. They give photographers assignments and may have to take some assignments themselves depending on the number of volunteer photographers. To do so, they work closely with the section editors and writers. Specific responsibilities include:

* Taking, receiving, and editing photos for the print and web editions, as well as editing graphics sent to them by the graphics designer
* Be familiar with and apply TKS editorial policy and newspaper processes and technologies including Google Drive, WordPress, InDesign, PhotoShop, Twitter, and Facebook
* Helping develop photo ideas for the stories in each week's issue
* Helping photographers develop their skills as photojournalists in taking compelling photos that enhance and add to the story
* Contributing ideas on how to best create art for stories during budgeting meetings
* Working with section editors in the photo elements of designing pages as needed
* Writing or helping section editors write appropriate captions
* Communicating regularly with the editor-in-chief, managing editor, section editors, photographers and writers
* Attending all weekly meetings
* Helping with recruitment and training of new photographers
* Helping design the special issues of TKS (Freshman and Flunk Day), which includes being available to come to campus before freshmen arrive to layout the Freshman Issue

### *DIGITAL EDITOR(S)*

A skilled multimedia editor can bring stories to life in a way photographers cannot and provide extra depth to many stories. They will also work with section editors to produce stand-alone videos. Specific responsibilities include:

* Taking and editing videos for the web
* Be familiar with and apply TKS editorial policy and newspaper processes and technologies including Google Drive, WordPress, InDesign, PhotoShop, Twitter and Facebook and their choice of film editing software
* Helping section editors to choose which stories would work well with videos and the develop and finish those videos for web publication as part of stories or as stand-alones
* Attending the budgeting and writers’ meetings
* Working with the web manager and social media manager to develop new forms of interaction for TKS social media and theknoxstudent.com
* Teaching new video journalists the skills they need to succeed at TKS and in the field and to develop their own skills through doing so

### *SOCIAL MEDIA MANAGER*

They will run the TKS Facebook, Twitter, Snapchat and Instagram. They will work with the editor-in-chief and managing editor to develop and execute social media campaigns and to increase TKS’s presence and influence. They also make sure every post is posted to Facebook and that Twitter has any breaking news. Specific responsibilities include:

* Scheduling each story online to post on Facebook over the course of the week
* Scheduling Tweets using CrowdFire or similar clients to keep a regular presence on Twitter
* Posting to Instagram and Snapchat when the story or promotion suits it
* Keeping track of the analytics from the social media platforms and reporting on which posts do best on which platforms and planning social media campaigns accordingly
* Encouraging audience participation with TKS social media and responding to comments and messages as appropriate

### *WEB EDITOR*

The web editor works to keep theknoxstudent.com running and helps run the social media sites. They keep information and links to the website up to date and working properly. They may also be called on to provide help with redesigning parts or all of the website, as well as coming up with and pitching their own ideas for improving the website. Specific requirements include:

* Checking the website and ensuring it is operating effectively and addressing any problems that arise
* Giving guidance to section editors in improving TKS’s online presence

### *CIRCULATION MANAGER*

The circulation oversees the distribution of printed copies of TKS on campus. They will pick up the printed copies on Thursday evening from the Register-Mail building and distribute them to the six distribution centers on campus (the caf, Gizmo, mailroom, Taylor Lounge, CFA and Post Lobby). They will also check these locations regularly and put more papers out as needed, using the leftovers in the Publications Office. Specific responsibilities include:

* Having access to a vehicle for picking up the papers
* Being on time in picking up the copies every week
* Distributing the papers and sending out subscriptions
* Regularly checking the distribution centers and adding more papers as necessary
* Working with the editor-in-chief and managing editor to find potential places where TKS could be distributed and reviewing the weekly circulation and identifying potential weak points in the process

# *The “by-laws”*

TKS doesn’t have by-laws per say, generally, we have our code of ethics, and the AP code of ethics, as well as our style guides and position descriptions.

The EIC gets final say in almost everything, and because of that it is important to have some checks and balances.

## HIRING

There is a little bit of nepotism in hiring at TKS, but the truth is, that is just how it goes. If you start as a volunteer writer, you can be hired on to be a staff writer without application or interview. Often though, staff writers and photographers are hired from unknown candidates.

Candidates fill out an application, EICs can decide what they are looking for. It is easy enough to request the position be put on handshake as well by the college. You go through the business office for this.

Hiring committees must contain at least two people, one being the EIC and the other being another editor on staff. Both people then review the applications and choose who to bring in for an interview. The more interviews you do the better.

The current TKS application and interview questions can be found in the EIC packet.

## FIRING

The EIC does have the power to let people go. The EIC should always give warnings before firing. If someone's work is not up to standard, meet with them, figure out what is going on and see if you can work together to improve the situation. Firing should never be the first choice. If someone’s work does not improve after an intervention, letting them go is the next step.

If you feel you have been fired unfairly please go to the advisor with your complaint. They will have a conversation with you and the EIC separately about what occurred, and come up with a solution that satisfies all parties.

## THE EIC

If the EIC hires and fires everybody else, who hires and fires the EIC? Well, everybody else. Previously, the EIC was chosen by a faculty committee, but this meant that people with no knowledge of TKS or its staff were choosing our next leader.

It has been decided that the staff will choose the EIC instead. Anyone can be the EIC, as long as they have worked at the paper in some capacity for 1 year - this includes as a regular volunteer. Elections will be held the first or second week of Spring term.

Interested candidates will give a short statement at the meeting about why they want to be EIC and what they think they will add to the paper. The staff will then vote anonymously. If there are more than two candidates, there will be two rounds of voting. The first to eliminate everyone except the top two candidates, and the second to choose the EIC (just like the primaries). Everyone who regularly attends meetings is eligible to vote, whether they are a paid staff member or volunteer.

What if the EIC is doing a bad job? Well, first, if you are the EIC, and you are doing a bad job, talk to your editing staff. Maybe you need to resign and have someone else take over, maybe you need a co-EIC to better manage the responsibilities. Being EIC is not about being in charge of something, or beefing up your resume, it is about supporting TKS.

If the EIC does not step down of their own volition, two concerned staff members can call a vote of no-confidence. Start by going to the advisor and telling them of your concerns. They will then call the vote on your behalf, as to keep you anonymous. The vote can include all regular staff and volunteers, and will be completely anonymous. The EIC themselves does not have a vote. This is a simple majority vote, if the majority votes no confidence, the EIC must step down. They will be replaced by the most experienced managing editor.

# *The Nitty Gritty Day to Day*

## What a week looks like

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 4:00 PM Editors Meeting in the Pub Office 5:00 PM All stories due to section editor folder in drive 5:00 PM All staff meeting in the Pub office Stories are assigned to reporters | Stories go through copyStaff writers reach out to interviewees and schedule interviews EIC has staff individual meetings | 4:00 PM Optional Pub night 6:00 PM Optional staff dinner Stories go through copy  | All stories through copy EIC has staff individual meetings | 8:00 Newsletter sent out Radio snippets due  | Radio Editor edits together showStaff writers write stories | Radio editor edits together showStaff writers write stories   |

## All Staff Meetings

All staff meetings are held on Monday at 5pm. All staff members are required to attend. Volunteers who wish to regularly be involved with TKS should attend as well. Meetings generally last about an hour, sometimes a little less. We do our best to never have a meeting go longer than 6.

Please tell the EIC if you cannot attend a meeting.

Acceptable reasons for missing a meeting:

* I am sick (please don’t come and make us sick)
* I am having a personal/family emergency
* I will be out of town

Non-acceptable reasons for missing a meeting:

* I have too much HW (you should have the TKS meeting in your schedule, plan around it)
* I forgot
* I want to have dinner with my friends

Attending meetings is very important!

Meeting agendas will generally look like:

1. Announcements - this is when the EIC or Managing editors will announce anything important they need the staff to know, upcoming events, changes in the schedule, etc.
2. Budgeting - this is not money budgeting, but story budgeting. As a staff we will come up with story ideas for the week. Each staff writer will take a story to be finished by the next Monday meeting. Staff writers are encouraged to come with a couple ideas for stories.
3. Training/Guest speaker - for the second half of the meeting either the EIC or advisor might run a training, or we will have a guest speaker come in to talk about their experience in journalism

## Editors Meetings

The editors also have a weekly meeting, it is at 4 right before the general meeting. This is for the EIC, Managing editor, multimedia editor, copy editor, and advisor to discuss the plan for the week and how things are generally running. The editors will also do some preliminary budgeting about some stories they think must be covered that week.

## EIC/Advisor/Managing Editor-Staff Individual Meetings

If you are new or have a longer, more complicated story you may be asked to meet with the EIC, managing editor, or advisor to discuss your story. This can help writers think through stories on a deeper level or get assistance if they’re stuck. Writers can request a meeting at any time. This is a time for individual coaching and support, as well as to keep staff writers accountable for completing their pieces. If you have any questions, concerns, ideas, whatever, this is the time to bring them up to your EIC!

## Pub Night

Pub night is a hold over from when the paper was printed weekly. In the past, it was the night where the paper got laid out and sent to the printer. Now we use pub night as a time to get together and work on our pieces together. You can come and get advice and support on what you’re working on, as well as just to bond as a staff and hang out.

## How we communicate

Currently TKS communicates mainly via Slack. This makes it easier to connect quickly. All staff members are required to be on Slack and to check it regularly. You are encouraged to download the app on your computer and your phone. We use Slack because email can be slow, and doesn’t work as well for quick communication about editing flow. We also want to keep work in the work space and out of our text chains. If you need to contact anyone on staff you can email or send them a DM on Slack. Please never text the EIC, I (Eleanor) will ignore you.

## Where to find old TKS issues

There are a plethora of places where you can find old TKS issues. Any content published since 2021 should be on the current website, you just have to keep scrolling back!

In the pub office filing cabinet you can find issues of the print version of TKS from 2002-2020, as well as the Mags from 2022 onward.

You can find the old website on the wayback machine, at [http://web.archive.org/web/collections/20230301000000\*/theknoxstudent.com](http://web.archive.org/web/collections/20230301000000%2A/theknoxstudent.com).

You can also find the soon to be old website on the wayback machine.

The library has a digitized archive of almost every issue of TKS every printed, back to the beginning. That can be found here: <https://cdm17214.contentdm.oclc.org/digital/collection/knx_tks>

TKS also has an Issuu account where pdfs of our Mags are published: issuu.com/tksmag

# Written by Eleanor Lindenmayer ‘25