

6. Special Publications

Identify special publications, such as professional journals and directories _____

7. Sources of Content — Please identify percentage of content contributed by:

Freelance Writers	_____ %	News/Feature Services	_____ %
Staff Employees	_____ %	Volunteers	_____ %
Stringers	_____ %		

8. Content Style — Please assign a percentage to:

Controversial Content	_____ %
Investigative Reporting	_____ %

9. Systems, Operations and Loss Prevention

- | | | |
|---|------------------------------|-----------------------------|
| Do freelancers warrant the accuracy and originality of their content? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are disclaimers utilized in respect to financial, legal or medical advice? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are fact-checkers utilized to verify content accuracy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are "Letters to the Editor" edited? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are written consents obtained from individuals appearing in photographs? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do in-house advertising departments use limitation of liability clauses? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has a policy been implemented regarding the recycling of notes, cassette tapes and any electronic versions thereof? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has a policy been implemented to handle and respond to complaints? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has a policy been implemented regarding the use of confidential sources? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are procedures in place for handling unsolicited literary submissions? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

10. Attachments

Please submit the following information to complete the Application:

- >> Current financial statement or corporate annual report;
- >> Copies of standard hold harmless agreements utilized with independent contractors, licensors and advertisers;
- >> Two consecutive copies of each publication to be insured or prototype, if new publication;
- >> Promotional materials regarding the services or operations of **Applicant**; and
- >> If a new business, resumes of principals.