

Independent Press Standards Organisation annual statement for the period
of 1 January - 31 December 2016.

Public Sector Information (PSi)

Introduction

PSi business magazines, content driven websites and industry events deliver results for thousands of companies that target the government, education, healthcare and transport sectors.

Each print magazine is accompanied by a content driven desktop/mobile website, which contains regularly updated news, features, case studies and display advertising content relative to its market and regular e-newsletters. These are also aligned with a unique series of events and award ceremonies.

As well as recognising industry achievements through awards ceremonies, PSi's events division stages business seminars, workshops and meet the buyer events which aim to spread best practice across the government, transport and education sectors.

PSi business magazines are business media platforms for decision makers.

PSi's print titles are as follows:

- *Counter Terror Business* (redesigned and relaunched in 2017)
- *Defence Business* (redesigned and relaunched in 2017)
- *Education Business* (print circulation of 6,483)
- *Government Business* (print circulation of 10,345)
- *GreenFleet* (print circulation of 8,732)
- *Health Business* (print circulation of 7,162)

In addition to this, PSi also has the following online titles:

- *Government Energy*
- *Government Technology*
- *Transport Business*

Michael Lyons is the editor and responsible person for the following print and digital titles:

- *Counter Terror Business*
- *Defence Business*
- *Government Business*
- *Health Business*

Angela Pisanu is the editor and responsible person for the following print and digital titles:

- *Education Business*
- *GreenFleet*
- *Transport Business*

Our editorial standards

As a responsible publisher, PSi seeks to maintain a high standard of journalism. PSi uses best practice to ensure that all content is accurate. Our journalists are required to verify all stories by checking facts using reputable sources.

A majority of the printed editorial is supplied by leading thinkers in their respective fields, heads of associations and government officials, ensuring that all copy is in coordination with our knowledgeable audience.

Each new member of editorial staff is made aware of and provided with a copy of our editorial guidelines, which act as a framework of best practice on day to day activities.

Our complaints handling process

Complaints regarding editorial content usually concern misspellings and inaccuracies of that kind, rather than objections to content. In the situation of a more serious complaint being filed, PSi is happy to discuss the matter with the complainant via writing, telephone or email. All further conversations or procedures are handled between the journalist and complainant, with the most likely outcome being a re-printed correction.

If such a complaint is taken further, PSi will take the advice of IPSO on its conduct and responsibilities.

Our training process

When required, PSi arranges for staff training sessions to update staff on regulatory changes or new procedures which will become an important aspect of that individual job role.

New staff are provided with internal training that covers all aspects of their job functions, and are also made aware and provided with a copy of the company's editorial guidelines – which are regularly refreshed and updated.

Our record on compliance

There have been no known instances of complaints against PSi which have been ruled upon by IPSO's Complaints Committee.

Pre-publication guidance

To date, PSi has not yet sought pre-publication guidance from IPSO. However, the company understands that IPSO offers pre-publication guidance and would commit to seeking it if we needed advice on interpreting the Editors' Code of Practice.

Appendix

Copies of internal manuals or guidance used by PSi journalists can be provided upon request.

A copy of the Editorial Guidelines is attached.

Editorial Duties:

- Attend synopsis meetings
- Commission features
- Write up synopsis and keep up to date
- Check folders to identify problems earlier
- Chase in features and images, file and mark as 'in' on synopsis
- Flatplan
- Proof read profiles before sending to customer
- Edit features
- Write news and find images
- Put features on website
- Write features and conduct interviews
- Sort problems, like commissioning features last minute when ads sold in non-existent section or sort contras that have been done wrong
- Proof and sign off magazine
- Write comment
- Cover ideas and text
- Ad Index
- Send magazines to contributors

Editorial Guidelines (general)

Due to the variation in our magazines, we receive copy for our publications from many different contributors in many different styles. All copy that we use, whether it be for magazine or website, needs to adopt the same editorial house style. The format and style must be consistent throughout, so here are a few guidelines to follow.

- Please note that this sheet will be updated as and when necessary.

Ensure all copy is proof read for spelling and errors.

Please ensure that copy is sent for approval if requested by the client or contributor.

Any requested captions must be included alongside any images used.

Credit sources appropriately when writing copy for the news tab on the websites. Note who and where the story was first printed.

All copy must be replicated in body text – no bullet points and long lists.

- Always use UK spellings not US spellings (e.g organised, not organized)
- No bullet points within text. Bullet points are to be re-written into body text
- An organisation is singular (e.g the government is, not the government are)- Lower case 'g' for government
- Job titles in lower case (e.g managing director, not Managing Director)
- Dates: 13-14 June, not 13 - 14, not 13 – 14, not 13–14
- Quotes have speech marks after full stop. However, if a quote is within a sentence then the speech marks comes before the full stop

- Values one to ten are spelled out unless followed by a unit of measure (e.g 1mm)
- Four (or more) figure values should include comma (e.g 4,200)
- No double spaces after full stops- Percentages are to be written as per cent, not %
- Any abbreviations to be spelt in full the first time it appears on a page, with the abbreviated form given in brackets (e.g British Educational Suppliers Association, BESA). However, avoid abbreviations and brackets in sub-headings
- Use double quotes (") for all quoted speech, and to denote a term or expression
- Use single quotes (') only to distinguish a quote within a quote, and for titles of books

Regular things to watch out for

- local authority, not Local Authority
- frontline, not front line or front-line
- Ministry of Defence: MOD, not MoD
- focused, not focussed
- online, not on-line
- website, not web-site
- coordinate, not co-ordinate
- cooperate, not co-operate
- 21st century not 21st Century
- head teacher, not headteacher
- mayor, when speaking of a mayor, Mayor when speaking of a Mayor of a place, e.g. Mayor of London
- well-being, not wellbeing
- School subjects are spelt lowercase i.e. maths not Maths – except for languages such as English, not english - or French, not french

GreenFleet regular technical terms

- XXg/km, not XX g/km
- XXmpg, not XX mpg
- kWh, not KWh
- bhp, not hp