

# Shortlist Media

## IPSO Annual Report

Period covered: 1<sup>st</sup> January to 31<sup>st</sup> December 2016

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### 1.0 Factual Information about the Regulated Entity

Shortlist Media publishes a total of 6 regulated publications.

#### 1.1 Titles Published

Title	Print edition	Digital	Frequency	Circulation
ShortList	x		Weekly	505,308 average
Stylist	x		Weekly	404,142 average
ShortList.com		x	Daily	2,081,966 average global monthly unique users
Stylist.co.uk		x	Daily	1,721,990 average global monthly unique users
Emerald Street		x	Daily	active daily readers 140,000
Mr Hyde		x	Daily	active daily readers 90,000

#### 1.2 Responsible Person

The Regulated Entity's responsible person is Susan Robinson.

#### 1.3 Overview

The Regulated Entity was founded in 2007 and is a magazine media publisher, publishing print and digital editions of weekly magazines as well as e-newsletters and desktop/mobile websites.

### 2.0 Internal Guides

The regulated entity has the following internal manuals used by journalists, of which copies are available on request by the Regulator:

- Staff Handbook

### 3.0 Compliance Procedures

*How the Regulated Entity deals with:*

#### **3.1 Pre-publications guidance under regulation 4.5**

Where required editors and journalists seek advice from IPSO in advance of publishing articles to consider matters of compliance with the Editors Code. This advice is then considered alongside editorial guidance and the public interest when refining and publishing any articles.

#### **3.2 Verification of stories**

Journalists and Editors take all appropriate steps to confirm stories.

#### **3.3 Compliance with the Editors Code**

Copies of the staff handbook are supplied to all journalists, as well as copies listed on the intranet/shared drives.

Where the Regulator finds against a publication in the course of assessing a complaint, the publication complies with the findings and any remedial action required.

#### **3.4 Editorial Complaints, Determined under Regulation 19**

Shortlist Media Ltd has contact details on its website.

Complaints received in line with the published procedure, or referred from IPSO, are logged on a complaints record and then assessed by the responsible person, who will seek to resolve the matter with the complainant. Complaints that fall outside the procedure, i.e. are not editorial complaints, are logged and referred to the relevant department/person.

Where the Regulator finds against a publication when determining a complaint under Regulation 19, the publication complies with the findings and any remedial action required by the Regulator.

#### **3.5 Training of Staff**

When required, Shortlist Media Ltd arranges staff training sessions to update staff on regulatory changes. New joiners are supplied with a staff handbook .

### 4.0 Adverse Adjudications

There have been no adverse adjudications against Shortlist Media Ltd.

SIGNED:



On behalf of Shortlist Media Ltd

Submitted to IPSO: 17/03/2017