

Policy Statement: Article and Content Review, Posting, and Removal for the Website and the Association Newsletter

Purpose

This policy establishes procedures and standards for the review, posting, and removal of articles and content on the Association for Psychological Type International's website and newsletter. The aim is to ensure content quality, relevance, and alignment with organizational values while maintaining transparency and accountability in content management.

1. Content Submission and Review

All articles and interviews submitted for publication must undergo an initial editorial review to assess:

- Relevance to the organization's mission and audience
- Compliance with submission guidelines (format, structure, language)
- Adherence to ethical and professional standards
- Overall quality and accuracy

Where appropriate, submissions may be subject to peer or committee review by individuals with relevant expertise. Reviewers must disclose any potential conflicts of interest and maintain confidentiality throughout the process.

2. Posting and Publication

The organization reserves the right to determine the timing, format, and placement of all published content.

Content may be edited for clarity, length, and style, with the consent of the authors/interviewees where possible.

Content approved through the review process will be posted on the organization's website or published in the Association's newsletter in a timely manner.

3. Content Inventory and Regular Review

A content inventory will be maintained to track all published articles and interviews, ensuring efficient updates and removals as needed.

Periodic content audits will be conducted to:

- Identify outdated, irrelevant, or inaccurate material
- Ensure ongoing alignment with organizational goals and current best practices
- Gather user feedback and analyze content performance metrics

4. Content Removal

Content may be removed from the website under the following circumstances:

The content is outdated, inaccurate, or no longer relevant to the organization's mission.

The content violates legal requirements, copyright, privacy, or the organization's code of conduct.

The content is found to breach ethical standards, including plagiarism, defamation, or misuse of confidential information.

A valid request for removal is received from the original author/interviewee, or from a third party with legitimate grounds (e.g., legal order, terms of service violation).

The organization, at its discretion, determines that removal is in the best interest of the organization or its stakeholders.

5. Removal Process

Requests for removal must be submitted in writing to the designated content manager or editorial board, providing specific details and justification for the request.

The organization will review each request promptly and communicate the decision to the requester within a reasonable timeframe.

In cases involving legal or ethical concerns, the organization may consult legal counsel or relevant committees before making a final decision.

Where possible, the organization will notify the original author/interviewee of the removal and the reasons for the decision.

6. Appeals

Authors or interviewees may appeal content removal decisions by submitting a written request for reconsideration to the editorial board.

The board will review the appeal and issue a final decision, which will be communicated to the appellant.

7. Transparency and Documentation

All decisions regarding content review, posting, and removal will be documented and retained for accountability and future reference.

The organization will publish this policy on its website and update it as needed to reflect evolving best practices and legal requirements.

Effective Date: August 24, 2025

Editorial Board: Web Oversight Committee in consultation with the Executive Committee of the Board and Communications Director as necessary.

Communication about the website and newsletter is to be directed to:
communications@aptinternational.org

This policy ensures that the Association for Psychological Type International maintains a high-quality, ethical, and legally compliant online presence while respecting the rights of contributors and stakeholders.