

Our rules for using these tools

One page. Not a policy — the first page of one, small enough that people will actually follow it.

Real names, not job titles. If you write a job title, what you have written is that nobody is answerable. Two things in each column, not ten — a rule nobody follows is worse than no rule.

Organization: _____ Date: _____

1	Who keeps these rules and answers questions about them	
2	Who says yes to the amber cases	
3	Two things anyone may do without asking	a. b.
4	Two things that need a yes from the person in box 2	a. b.
5	Two things nobody may do	a. b.
6	Our one-sentence rule about what never goes in	
7	Who to tell when something goes wrong, and how fast	Tell: _____ Within: _____ hours
8	Tools we have agreed to use	
9	We will look at this page again on	

If you publish or broadcast, add one more

10	We tell our audience when AI helped , in these cases	
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If you do not have an organization to fill this in for

Freelances, consultants, anyone between roles — do a personal version instead.

My own red line — the thing I will never put in, whatever the deadline	
My working rule, in one sentence	
The person I will ask when I am not sure — a name, not an institution	
For commissioned work, my approver is the commissioning editor, named each time	
I will look at this again on	

Before you leave: which line of this could your organization break next Tuesday without anybody noticing? Cross it out and write one you would actually keep.