**CONTRIBUTOR GUIDELINES**

There are many different ways to be involved with *The Duke.* If you don’t have the time or ability to join our staff as a Staff Writer, don’t fear! You can still participate as a contributor.

Contributors do not have the same privileges as Staff Writers, but are still valuable members of *The Duke’s* team. A contributor is someone who occasionally writes, takes photographs, or shoots video for *The Duke.*

*The Duke* publishes every Thursday during the academic year, excluding during holidays and final exams.

To be a Contributor, you must:

* Pitch your story or content idea to [theduqduke@gmail.com](mailto:theduqduke@gmail.com) and have it approved at least **one week before** you’d like it to publish
* Follow the instructions of the editor who will publish your content in their section. This includes **meeting given deadlines.**
* Accept and cooperate with the edits and recommendations made by your editor

It’s pretty simple! We hope you’ll take advantage of this opportunity to have your work published.