

## **INFORMATION, PUBLICATIONS AND PUBLIC RELATIONS UNIT**

### **POLICY ON INFORMATION DISSEMINATION**

The policy is designed to ensure and maximize the quality, objectivity, utility and integrity of information to internal and external publics of the University.

#### **1. AUTHORIZATION**

The approval for publication comes from the Vice-Chancellor, Registrar and all other relevant authorities from the schools, departments/Units/divisions of the University.

#### **2. FAIRNESS AND OBJECTIVITIES**

Information should be presented accurately and fairly which include completeness, relevance, honest and diligent. No publication is fair if it omits facts or major/important or significant.

#### **3. CLARITY**

All stories are written in a simple clear language accessible to all devoid of ambiguities or confusion.

#### **4. VERIFICATION OF FACTS**

Publications are to be based on facts and subjected scrutiny or review(s) by one or more editors when a story is submitted by a reporter.

#### **5. CORRECTION**

Corrections of any article, photo caption, graphic or other material used are promptly publish a corrigendum explaining the change.

6. **NON PARTISAN**

Staff should avoid active involvement in any partisan cases that could compromise their ability to report and edit fairly.

7. **DEALING WITH SOURCE**

Put statements quoted into context and summarize arguments of the quoted source in a fair and accurate manner.

8. **PLAGIARISM**

This is not permitted. Give credit and acknowledgement to other publications that develop exclusive stories worthy of coverage.

9. **ACCESS TO INFORMATION**

The unit ensures that only valid and valuable information, date or satisfies as the case may be is released to authorized requesters.

### **STYLE GUIDE**

- a. The following words should be capitalized: Management, School, Department and University.
- b. Avoid the use of full stop while casting headline for a story.  
E.g.  
PROF KUTA READS RIOT ACT TO CONTRACTOR,  
NOT PROF. KUTA....
  - DR SHEHU CALLS FOR CALLABORATION WITH RESEARCHERS, Not DR. SHEHU ... But in the story, the Professor and Doctor should be written as Prof. Dr.
  - Exceptions: Decimals e.g. N.5m
- c. While writing a story, POs with three names should be written in full. If the names are four, the first, second and last names should be used.
- d. At first mention, the name of the University should be mentioned in full E.g. The Vice-Chancellor, Federal University of Technology, Minna, Prof. Faruk Adamu Kuta. Subsequently, *institution* or the *University* can be used.

- e. Title of books, inaugural lectures should be italicized and bold without quotation marks E.g. ***Overview of Registry Department of FUT, Minna***
- f. In headlines, FUTMINNA is appropriate without a comma after FUT. In body text, use **FUT, Minna**
- g. For the weekly Campus News, headlines should be in upper case but for *FUTMINNA Newsletter* use Title Case.
- h. Use the one-nine rule for numbers.
- i. Spell out numbers at the beginning of a sentence. Recast sentences to avoid the awkward use of numbers at the start of a sentence E.g. "Last year, 993 fresh students were admitted." Exceptions are calendar year E.g. "1999 was a good year for democracy in Nigeria"
- j. Capitalize titles preceding names: Vice-Chancellor, Prof. Kuta
- k. Spell out simple fractions but not mixed fractions 1/2
- l. Percentage: 9 percent in body text but while casting headline it should be written as 9%
- m. Precede a decimal with zero in a story. E.g. .6 should be written 0.6
- n. Approximating figures: In headline do not write N500,000.00 but N.5m.
- o. For academic departments use, for example Department of Chemical Engineering. Not: Chemical Engineering Department.

The Department consider these guidelines to be a living document that it will continually modify and update as the need arises.

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***Mrs. L. W. Legbo,***  
***Deputy Director (Information & PR).***