Documented's Republishing Policy

Our mission at Documented is to bring to light untold stories about immigrants and the issues they face. At this crucial moment, our immigration-related reporting plays a vital role in informing and supporting immigrant communities. To expand the reach of this essential coverage, Documented allows newsrooms to republish our work subject to the following guidelines:

1. **Clear Attribution:** The article must include a bolded statement at the top identifying Documented as the original publisher, including the author byline, and linking back to the original article:

   "This article was originally published by Documented, an independent, non-profit newsroom dedicated to reporting with and for immigrant communities in New York City. The original article can be accessed [here]."

2. **Changes:** Alterations to time references (like changing "yesterday" to "last week") or location references (from "New York, NY" to "here") are acceptable. If you believe adding localized content would enhance the story or want to make any other substantive edits, please reach out to us directly. Any major changes must be approved by us before publication.

3. **Imagery:** You are permitted to republish photos and media used in our pieces, if the material is ours to license. You can only use the image once in the republished article, and you must separately license third-party or agency media. You may not separate multimedia elements for standalone use. You are solely responsible for identifying and licensing third-party content. Documented does not accept any liability resulting from unauthorized use of third-party content.

4. **Partial Republishing:** If you republish our content more than once a week, only two-thirds of the article may be republished. Newsrooms must include a link directing readers to the full article on Documented's website with a "Continue reading at DocumentedNY.com" prompt.

5. **Tracking Metrics:** As part of our effort to measure the reach of our stories, we ask our republishing partners to embed a pixel tracker in the republished content. This tracker only collects the domain and date where the story was published, as well as the view counts. Information on how to embed can be found here.

6. **Monthly Readership and Impact Data:** Newsrooms should provide Documented with readership analytics on a monthly basis: unique reads, impressions. And as a non-profit news organization, tracking the impact of our journalism is vital. We are always interested in hearing about how our stories have served you and your audience, as well as any other impacts of our content you have come across.

7. **Newsletter Promotion:** A link to Documented's newsletter must be included at the end of the article, with the following text:

   Sign up for Early Arrival, Documented's newsletter, [here](), and get your immigration and policy news from New York, Washington, and nationwide in your inbox 3x per week.

8. **Notification and Pre-Approval:** Newsrooms must notify Documented before republishing any article. Articles must be republished in full compliance with these guidelines, with all credits intact, and without any edits or modifications unless they are pre-approved.

9. **Advertising:** Please refrain from selling ads explicitly intended for placement in our stories. If your site already runs general ads, that's entirely fine.

10. **Social Sharing:** If sharing the story on your social media channels, we would appreciate it if you tagged Documented's accounts:
    a. Twitter: @Documentedny
    b. Facebook: @Documentedny
    c. WeChat account: "纽约移民记事网(Documented)," and our official account ID: DocumentedNY.

For inquiries or permission requests, please contact Documented's Deputy Director of Communities at madeline.faber@documentedny.com