

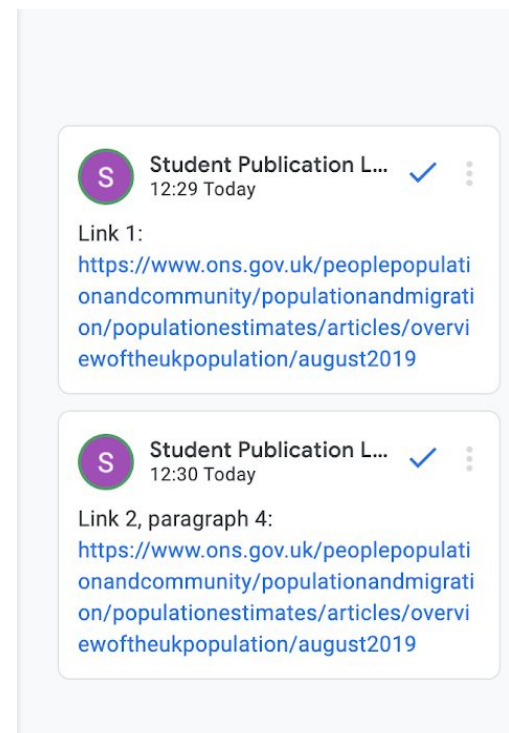
CQ: What, how and why

What is CQing? A “CQ” is Latin for “Cedit Quaestio”, meaning the facts have been checked. A CQ is your guarantee that you have double-checked the fact and know it is correct.

Why CQ? Student writers should CQ to ensure that the information provided in a story is factually correct and up-to-date. This process helps avoid issues like plagiarism, defamation, and corrections.

How to CQ: In Google Docs, the best way to CQ is to write “Link 1” in parenthesis after a fact, and add a comment on the words “Link 1”. This will open a comments section on the right side of the page where you can post your link, numbered by “Link 1,” “Link 2,” and so on. You should number your facts chronologically. Where possible, try to link to a reputable source, like the UK Government website instead of Wikipedia. Here is an example:

In 2018, the UK's population grew to an estimated 66.4 million. (Link 1). The UK population's growth rate in mid-2017 and mid-2018, at 0.6%, was slower than any year since mid-2004. (Link 2)



The screenshot shows two comments from a user named 'Student Publication L...' in a Google Docs interface. Each comment includes a link to a UK government website. The first comment is timestamped '12:29 Today' and refers to 'Link 1'. The second comment is timestamped '12:30 Today' and refers to 'Link 2, paragraph 4'. Both comments include the same URL: <https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/articles/overviewoftheukpopulation/august2019>. Each comment also features a checkmark icon and a three-dot menu icon.

→ Things that should be CQed in a story:

1. Names (of people, organizations, buildings). However, common names like Boris Johnson do not need to be CQed. This is mostly for names of students and other lesser-known people in order to double-check the spelling of their name.
2. Attributions, if interviewing another person: year in school and programme or job position, preferred gender pronoun
3. Dates, times and years of events
4. Figures, percentages and numbers from documents, websites, etc.

... Essentially, any fact!

→ Things you do NOT have to CQ:

- If you're making an opinionated statement (for opinion or other columns), you do not have to CQ it. Your opinion is yours alone.
- Common knowledge facts such as "Michaelmas term will last from 28 September to 11 December" do not need CQs. When in doubt, however, adding a CQ is best.